

TOWN COUNCIL AGENDA
COMMUNITY CULTURAL CENTER AUDITORIUM / MICROSOFT "TEAMS"
50 Chapman Place
EAST HARTFORD, CONNECTICUT
January 16, 2024

7:15 pm - Public Hearing re: Fund Balance Reserve Ordinance

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This Town Council meeting is accessible through **"Microsoft Teams" 929-235-8441**
Conference ID: 863 416 083# or [Click here to join the meeting](#)

Pledge of Allegiance 7:30 p.m.

1. CALL TO ORDER
2. AMENDMENTS TO AGENDA
3. RECOGNITIONS AND AWARDS
4. OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS
 - A. Other Elected Officials
 - B. Other Residents
 - C. Mayor
5. APPROVAL OF MINUTES
 - A. January 2, 2024 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
 - A. Update from Development Department re: Concourse Park Project
7. OLD BUSINESS
8. NEW BUSINESS
 - A. Council Acting as Committee of the Whole re: Proposed Lease Agreement with AEF Realty LLC at 333 East River Dr. for the Purpose of Placement of Emergency Communications Devices
 - B. Amendment to Tax Lien Agreement with RTLFC-CT, LLC re: Securitization
 - C. Request for Bid Waiver from IT Department re: Web Hosting Services provided by CivicPlus
 - D. Recommendation from Ordinance Committee re: Fund Balance Reserve / Retiree Benefit Trust Fund
 - E. Referrals to Ordinance Committee
 1. Bidding Procedure
 2. Installation and Maintenance of Sidewalks
 3. Food Trucks
 - F. Revised 2024 Town Council Regular Meetings Schedule
 1. Rescission of November 21, 2023 Motion
 2. Approval of Revised Schedule
 - G. Referrals to Personnel and Pensions Subcommittee:

1. Proposed Revision to Job Description and Change in Title for Position of Librarian 2 (Head of Children's and Teen Services)
 2. Proposed Revision to Job Description and Change in Title for Position of Librarian 2 (Reference & Cultural Assets Adult Services)
 - H. Appointments to Boards and Commissions
9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
11. OPPORTUNITY FOR RESIDENTS TO SPEAK
- A. Other Elected Officials
 - B. Other Residents
 - C. Mayor
12. ADJOURNMENT (next meeting: February 6, 2024 at Community Cultural Center)

EAST HARTFORD TOWN COUNCIL

COMMUNITY CULTURAL CENTER AUDITORIUM

January 2, 2024

PRESENT Chair Richard F. Kehoe, Vice Chair Don Bell, Majority Leader Sebrina Wilson, Minority Leader John Morrison, Councilors Angie Parkinson, Travis Simpson, Thomas Rup, Awet Tsegai and Harry Amadasun, Jr.

ABSENT

ALSO Mayor Connor S. Martin
PRESENT Melissa McCaw, Chief Administrative Officer and Finance Director
Eileen Buckheit, Director of Development
Sarah Morgan, Library Director (via Teams)
Kelly Bilodeau, Town Clerk

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:37 pm. The Chair stated that this meeting was also available to the public through 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.

AMENDMENTS TO THE AGENDA

RECOGNITIONS AND AWARDS

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Bridgitte Prince, 41 Bodwell Road, proposed that the land parcels along East River Drive or another area in town be considered as a location to recognize the service of Town Veterans.

Mayor Martin

- wished all a good evening and Happy New Year
- introduced those in attendance to Kelly Bilodeau, recently hired as Town Clerk.
- acknowledged Solid Waste Official Cesar Zapata, who hosted a number of workshops with East Hartford High School students on recycling best practices.
- Winter session swim lessons will be held on Wednesdays and Saturday at the East Hartford Middle School Pool beginning January 3rd.
- The Brian A. Aselton Memorial Snow Dash 5K is scheduled for Saturday January 7th.
- The Town’s Christmas Tree pickup services will begin on January 2nd through January 12th. Collection will likely occur on the same day as trash collection. All town offices, including the East Hartford Transfer Station will be closed Monday, January 15, 2024 in observance of Martin Luther King Day.

APPROVAL OF MINUTES

December 12, 2023 Executive Session

MOTION By Sebrina Wilson
seconded by Travis Simpson

to **approve** the minutes of the December 12, 2023 Executive Session

Motion carried 9/0

December 12, 2023 Regular Meeting

MOTION By Sebrina Wilson
seconded by Travis Simpson

to **approve** the minutes of the December 12, 2023 Regular Meeting

Motion carried 9/0

December 19, 2023 Special Meeting

MOTION By Sebrina Wilson
seconded by Travis Simpson

to **approve** the minutes of the December 19, 2023 Special Meeting

Motion carried 9/0

COMMUNICATIONS AND PETITIONS

Updates from Development Department

Kautilya East Hartford Hotel Project, 363 Roberts Street

Eileen Buckheit, Development Director provided details regarding the renovation of the hotel previously located at 363 Roberts Street. 80 rooms will operate under the Marriott Town Place Suites brand which offers extended stay amenities for customers. An additional 64 rooms are planned for shorter term stays under Marriott's Fairfield Inn and Suites brand. A restaurant space is currently allocated on the ground floor for a Starbucks Coffee which will include a drive-thru. The Director anticipates the project to be complete by summer of 2024.

Hoffman Auto Development Project

Director Buckheit updated the Council on the renovations made at Hoffman Porsche facility located at 630 Connecticut Boulevard which includes the demolition of the existing used car dealership building and construction of a 32,000 sf building. The Director anticipates the project to be complete by summer of 2024.

Resignations from Boards and Commissions

NOW THEREFORE LET IT BE RESOLVED; that Connor S. Martin, 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 Office of the Secretary of the State as they pertain to this Early Voting grant.

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

Recommendations from Real Estate Acquisition and Disposition Committee

Acquisition of Property and Recording of Deeds for East River Drive Land Parcels

MOTION By Angie Parkinson
 seconded by Tom Rup

That the Town Council (i) **waive** all requirements of Town Ordinances Section 10-18(b) with respect to the acquisition of two parcels of property identified on the attached deeds, which parcels of property (the "Properties") comprise a portion of the Town Road known as East River Drive, such waiver being in the best interests of the Town since the attached deeds were tendered and accepted by the Town in 2001, the Town has treated the Properties as being owned by the Town since that date, and failure to record the deeds was an error; and (ii) **approve** the acquisition of the Properties and the recording of the attached deeds.

Motion carried 9/0

Acquisition of 6.9 Acres of State Land abutting Brookside Lane

MOTION By Angie Parkinson
 seconded by Tom Rup

That the Town Council, acting as a Committee of the Whole for the Real Estate Acquisition and Disposition Committee: (i) **waive** the requirements of Town Ordinances Section 10-18(b) with respect to obtaining an appraisal of the 6.9 acres +/- property shown on a map to be filed in the East Hartford Town Clerk's Office, entitled: "TOWN OF EAST HARTFORD MAP SHOWING LAND RELEASED TO TOWN OF EAST HARTFORD BY THE STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION INTERSTATE 84 (LIMITED ACCESS HIGHWAY) Scale 1"=40' NOVEMBER 2019 MARK D. ROLFE, P.E. CHIEF ENGINEER- BUREAU OF ENGINEERING AND CONSTRUCTION", TOWN NO. 42, PROJECT No. 42-216, SERIAL NO. 9E, SHEET 1 AND 2 of 2. Last revised 10/12/2022, (the "Property") such waiver being in the best interests of the Town, given the fact that there is minimal cost to acquire the Property; and (ii) **approve** the acquisition of the Property from the State of Connecticut, Department of Transportation, for the administrative fee of \$1,000.

Motion carried 9/0

FY2024-25 Budget Workshop Schedule

MOTION By Angie Parkinson
seconded by Tom Rup

to **approve** the FY2024-2025 Town Council Budget Workshop schedule, which will be held in person at the Community Cultural Center and virtually via Microsoft Teams with access information posted on the agenda, and the start time for each workshop which shall be as follows:

Monday, February 26, 2024 6:30 p.m.

Mayor's Summary of Budget

Mayor's Office

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

Police Department

Police Administration
Operations
Criminal Investigation
Police Capital Improvements

Public Safety Complex

Public Safety Communications

Fire Department

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

Wednesday, February 28, 2024 6:30 p.m.

Board of Education

Superintendent of Schools

Human Resources

Department of Public Works

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

Saturday, March 2, 2024 8:30 a.m.

Boards and Commissions

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

Information Technology

Health and Human Services

Administration
Community Health & Nursing Services
Environmental Control

Social Services

Youth Services

Parks and Recreation

Facilities
Park Special Programs
Capital Improvements

Senior Services

East Hartford Works!

Monday, March 4, 2024 6:30 p.m.

Library Services

- Wesaneit Tsegai, 19 Home Terrace, East Hartford, 06108 to be moved from an alternate position to a full term position, term to expire December 2028

Commission on Services for Persons with Disabilities

- Rena Berube, 124 Tiffany Road, East Hartford, CT 06108, term to expire Dec 2025
- Carlos Martinez Rivera, 190 Burnside Ave, East Hartford, CT 06108, term expire Dec 2025
- Vanessa Jenkins, 26 Suffolk Drive, East Hartford, CT 06118, term to expire Dec 2025
- Veronica Rosario, 31 High St, East Hartford, CT 06118, term to expire Dec 2025

Beautification Commission

- Dolores Kehoe, 35 Bancroft Road., East Hartford, CT 06118, term to expire Dec 2026
- Patricia Sirois, 45 Jefferson Lane, East Hartford, CT 06118, term to expire Dec 2026

Commission on Aging

- Eugenia Perry, 68 Silver Lane, East Hartford, CT 06108, term to expire Dec 2026
- Gary Kelly, 28 Wentworth, East Hartford, CT 06108, term to expire Dec 2026

Commission on Culture and Fine Arts

- Aida Ortiz, 80 Hilltop Farms Road, East Hartford, CT 06118, term to expire Dec 2028

Historic District Commission

- Davis Case, 59 Millwood Road, East Hartford, CT 06118, term to expire Dec 2028

Inland Wetlands Commission

- Daniel O'Dea, 137 Madison St, East Hartford, CT 06118, term to expire Dec 2027
- Richard Rivera, 111 Hills St, East Hartford, CT 06118, term to expire Dec 2027

Planning and Zoning Commission

- John Ryan, 127 Burke St, East Hartford, CT 06118, term to expire Dec 2028

Public Building Commission

- John Murphy, 205 Westerly Terrace, East Hartford, CT 06118, term to expire Dec 2028
- Henry Pawlowski, 48 Oxford Drive, East Hartford, CT 06118, term to expire Dec 2028
- Angel Santiago, 700 Forbes St, East Hartford, CT 06118, term to expire Dec 2028

Veterans Commission

- John Cook, 329 Long Hill St, East Hartford, CT 06108, term to expire Dec 2025
- Paul Barry, 23 Candlewood Dr, East Hartford, CT 06118, term to expire Dec 2025

Zoning Board of Appeals

- Erwin Hurst, 118 Oxford Dr, East Hartford, CT 06118, term to expire Dec 2028
- David Repoli, 68 Wood Drive, East Hartford, CT 06108, term to expire Dec 2028
- Daron Ross, 2 Outlook St, East Hartford, CT 06108, term to expire Dec 2028

Motion carried 8/0 (Abstain: Tsegai)

Refund of Taxes

MOTION By Harry Amadasun
seconded by John Morrison

to **approve** a total refund of taxes in the amount of \$51,719.63 pursuant to Section 12-129 of the Connecticut General Statutes.

Motion carried 9/0

Bill	Name/ Check payable to:	Address	City/State/Zip	Prop Loc/Vehicle Info.	Interest	Over Paid
2022-03-0050152	ACAR LEASING LTD	PO BOX 1990	FORT WORTH, TX 76101-2098	2020/3GNKBHRS3L5605270		-472.91
2022-03-0050156	ACAR LEASING LTD	PO BOX 1990	FORT WORTH, TX 76101-2098	2020/KL7CILSB61B024688		-377.1
2022-03-0050157	ACAR LEASING LTD	PO BOX 1990	FORT WORTH, TX 76101-2098	2020/3GNKBHRS7L5530248		-675.72
2022-03-0050185	ACAR LEASING LTD	PO BOX 1990	FORT WORTH, TX 76101-2098	2019/LG4ZWS556KU127229		-155.96
2022-02-0040178	AUTO LOCK UNLIMITED INC	PO BOX 427	EAST HAMPTON, MA 01027	123 PARK AVE		-409.24
2022-03-0053801	BOATENG RODNEY A	101ST ABN DIV 3RD BCT 21 BEB UNIT 20100	APO, AE 09749-1000	2011/5NPDH4AEXBH039972		-112.57
2022-03-0056095	CCAP AUTO LEASE LTD	1601 ELM ST	DALLAS, TX 75201	2020/1C4RFAG9LC149433		-125.24
2022-03-0056111	CCAP AUTO LEASE LTD	1601 ELM ST	DALLAS, TX 75201	2019/1CGSRFHT3KN691151		-189.98
2022-03-0056115	CCAP AUTO LEASE LTD	1601 ELM ST	DALLAS, TX 75201	2020/1C4RFAG9LC242856		-187.46
2022-03-0056126	CCAP AUTO LEASE LTD	1601 ELM ST	DALLAS, TX 75201	2021/1C4RFAG9LC04630		-565.3
2022-03-0056146	CCAP AUTO LEASE LTD	1601 ELM ST	DALLAS, TX 75201	2020/1CGSRFF77LN183365		-796.32
2022-03-0056198	CENTRAL SEALING CO. INC.	69 THOMAS ST	EAST HARTFORD, CT 06108-2013	2021/4KNBF2328ML162311		-979.91
2022-03-0056205	CENTRAL SEALING CO. INC.	69 THOMAS ST	EAST HARTFORD, CT 06108-2013	2021/1FVIMG3DV4MHMR2208		-4,843.69
2022-03-0058674	DAIMLER TRUST	14372 HERITAGE PARKWAY	FORT WORTH, TX 76177	2018/4UZABRFD3JCIU1914		-422.94
2021-03-0058736	DAVIS KARSTEN	235 MAIN ST 5H	EAST HARTFORD, CT 06118	2002/JTHBF30G720050790		-9.82
2022-03-0059127	DAVIS SCOTT M DAVIS LISA M	14 BAYPATH DR	EAST HARTFORD, CT 06108-1412	2011/5NPEB4AC1BH084660		-6.82
2022-03-0062501	FINANCIAL SER VEH TRUST	1400 CITY VIEW DR	COLUMBUS, OH 43215	2020/5UXCR6C00LL82288		-1,033.99
2022-03-0055347	GILL LAURA C	82 WOODYCREST DR	EAST HARTFORD, CT 06118-2748	2005/2G2WPS22551199502		-72.71
2022-03-0064642	GONZALEZ JESENIA M	233 PEMBROKE ST	HARTFORD, CT 06112	2021/1HGCV2F3XMA024884		-57.43
2021-03-0064580	GREENWOOD HERBERT JR	61 BEDFORD AVE	EAST HARTFORD, CT 06118-3101	2014/1HGCRT2F33EA195952		-109.17
2022-03-0066526	HESTER PRINCESS B	738 WINDSOR AVE	WINDSOR, CT 06095	2014/JN1BV7AR9EM694545		-67.71
2022-03-0066864	HOLLIDAY LILLIE	31 HIGH ST APT 10106	EAST HARTFORD, CT 06118-1878	2012/JN8AS5MV2CW712453		-27.50
2022-03-0067460	HYUNDAI LEASE TITLING TRUST	3161 MICHELSON DR STE 1900	IRVINE, CA 92612	2019/KNDPMCAC4K7602634		-228.36
2022-03-0067464	HYUNDAI LEASE TITLING TRUST	3161 MICHELSON DR STE 1900	IRVINE, CA 92612	2021/5NMS60AIRMH330044		-239.32
2022-03-0067465	HYUNDAI LEASE TITLING TRUST	3161 MICHELSON DR STE 1900	IRVINE, CA 92612	2020/KNDPMCAC7L7791149		-197.17
2022-03-0067467	HYUNDAI LEASE TITLING TRUST	3161 MICHELSON DR STE 1900	IRVINE, CA 92612	2020/3KPF24AD8LE205445		-242.64
2022-03-0067480	HYUNDAI LEASE TITLING TRUST	3161 MICHELSON DR STE 1900	IRVINE, CA 92612	2021/KNDPMCAC5M7875343		-660.56
2022-03-0067506	HYUNDAI LEASE TITLING TRUST	3161 MICHELSON DR STE 1900	IRVINE, CA 92612	2020/5XPYHDA5XLG662174		-429.97
2022-03-0067513	HYUNDAI LEASE TITLING TRUST	3161 MICHELSON DR STE 1900	IRVINE, CA 92612	2020/3KPF24AD8LE226975		-242.64
2022-03-0067519	HYUNDAI LEASE TITLING TRUST	3161 MICHELSON DR STE 1900	IRVINE, CA 92612	2020/3KPF24AD8LE210255		-81.06
2022-03-0067604	HYUNDAI LEASE TITLING TRUST	3161 MICHELSON DR STE 1900	IRVINE, CA 92612	2020/5XXGT4132LIG415973		-306.00
2022-03-0068161	JENNINGS JANNETT M	54 CARROLL DR	EAST HARTFORD, CT 06108-3045	2000/YS3DD58H9Y2004554		-16.23
2022-03-0068366	JOHNSON KENNETH L	26 MITCHELL CT	EAST HARTFORD, CT 06118-2227	2019/1C4PJMLB2KD483910		-93.20
2022-03-0068686	JP MORGAN CHASE BANK NA	PO BOX 901098	FORT WORTH, TX 76101-2098	2020/453GTAJ6XL1718006		-149.8
2022-03-0068687	JP MORGAN CHASE BANK NA	PO BOX 901098	FORT WORTH, TX 76101-2098	2020/JF2SKAGC3LHS13405		-167.34
2022-03-0068702	JP MORGAN CHASE BANK NA	PO BOX 901098	FORT WORTH, TX 76101-2098	2019/453GTAJ64K378948		-363.1
2022-03-0068704	JP MORGAN CHASE BANK NA	700 KANSAS LN LA4 4041	MONROE, LA 71203	2019/JF2P2AAAC8KH373670		-270.39
2022-03-0068710	JP MORGAN CHASE BANK NA	PO BOX 901098	FORT WORTH, TX 76101-2098	2019/JM1BPBJM9K1146363		-88.70
2022-03-0069194	KEYBANK NATIONAL ASSOCIATION	17 CORPORATE WOODS BLVD	ALBANY, NY 12211	2018/4585Z1611JW031609		-6.30
2022-03-0069318	KING PIERSON O	2670 WINDSOR KNOLL DR	DACULA, GA 30019	2007/5FNRL38267B003891		-67.55
2022-03-0058672	MERCEDES-BENZ FINANCIAL SERV	14372 HERITAGE PARKWAY	FORT WORTH, TX 76177	2020/WDDWK8GBXLF940582		-277.66
2022-03-0058695	MERCEDES-BENZ FINANCIAL SERV	14372 HERITAGE PARKWAY	FORT WORTH, TX 76177	2019/WDDCG4K81K1005636		-203.52
2022-03-0058696	MERCEDES-BENZ FINANCIAL SERV	14372 HERITAGE PARKWAY	FORT WORTH, TX 76177	2019/WDDZ2H6JBMKA579051		-814.28
2022-03-0058698	MERCEDES-BENZ FINANCIAL SERV	14372 HERITAGE PARKWAY	FORT WORTH, TX 76177	2019/4JGED6EB1KA153583		-1,367.22
2022-03-0058702	MERCEDES-BENZ FINANCIAL SERV	14372 HERITAGE PARKWAY	FORT WORTH, TX 76177	2020/W1NTG4GB4LU040515		-260.08
2022-03-0058713	MERCEDES-BENZ FINANCIAL SERV	14372 HERITAGE PARKWAY	FORT WORTH, TX 76177	2021/W1K3G5BB9MJ265574		-460.08
2022-03-0058718	MERCEDES-BENZ FINANCIAL SERV	14372 HERITAGE PARKWAY	FORT WORTH, TX 76177	2020/W1K2F8EB1LA831896		-271.86
2022-03-0073628	MEYER RACHEL C	3423 ROXBURY DR	TROY, MI 48084	2012/JF1GPAR63CH204679		-131.92
2021-03-0072950	MILLER ROBERT	340 FOREST ST	EAST HARTFORD, CT 06118	2002/4F4YR12U52TM05990		-6.10
2019-03-0074763	MORENO EDWARD	80 GARDEN ST APT B	EAST HARTFORD, CT 06108-1742	2004/YV1CM91H741060619		-112.50
2020-03-0073548	MORENO EDWARD	80 GARDEN ST APT B	EAST HARTFORD, CT 06108-1742	2004/YV1CM91H741060619	-3.19	-106.20
2020-04-0086138	MORENO EDWARD	80 GARDEN ST APT B	EAST HARTFORD, CT 06108-1742	2011/1FMHK8D85BGA16762		-63.45
2021-03-0073543	MORENO EDWARD	80 GARDEN ST APT B	EAST HARTFORD, CT 06108-1742	2011/1FMHK8D85BGA16762		-278.51
2022-01-0005434	MY PROPERTY HOLDINGS LLC	601 OAKMONT LN #400	WESTMONT, IL 60559	630 TOLLAND ST		-5,360.68
2022-03-0075627	NISSAN INFINITI LT LLC TAX OPERATIONS	PO BOX 650214	DALLAS, TX 75265-0214	2019/5N1DR2MMXKC645882		-445.26
2022-03-0075632	NISSAN INFINITI LT LLC TAX OPERATIONS	PO BOX 650214	DALLAS, TX 75265-0214	2020/5N1AZ2B5XLN111193		-479.84
2022-03-0075717	NISSAN INFINITI LT LLC TAX OPERATIONS	PO BOX 650214	DALLAS, TX 75265-0214	2020/1N4AAGDV9LC383178		-167.56
2022-03-0075777	NISSAN INFINITI LT LLC TAX OPERATIONS	PO BOX 650214	DALLAS, TX 75265-0214	2020/JN8AT2MV2LW133989		-95.14
2021-03-0076002	PAGAN ROSELYN	6 HIGH PATH RD	WINDSOR, CT 06095	2015/5N1AT2M9V9FC770908		-355.11
2019-03-0080991	RODAS MODESTO E	129 RISLEY ST	EAST HARTFORD, CT 06118-1533	2011/JHLRE4H52BC014955		-82.44
2018-04-0087338	RODRIGUEZ JOCELYN	617 MAIN ST	MIDDLETOWN, CT 06457	2003/JNRBS08W63X404685	-84.24	-216.00
2019-03-0081219	RODRIGUEZ JOCELYN	617 MAIN ST	MIDDLETOWN, CT 06457	2003/JNRBS08W63X404685	-52.52	-175.05
2022-03-0063148	SASKO WILLIAM	281 CHESTER ST	EAST HARTFORD, CT 06108	2005/3N1CB51A5L502104		-8.75
2021-02-0040692	SKYLINE RECOVERY SERVICE	392 TOLLAND ST	EAST HARTFORD, CT 06108	392 TOLLAND ST		-259.94
2022-02-0040680	SKYLINE RECOVERY SERVICE	392 TOLLAND ST	EAST HARTFORD, CT 06108	392 TOLLAND ST		-206.32
2022-03-0084137	SOTO-TROCHE OTONIEL	9 COMANCHE RD	EAST HARTFORD, CT 06118-2523	2016/KM85NDHF1GU147940		-43.72

2021-03-0084607	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2019/5TDJZRFH8K5714244		-151.04
2021-03-0084631	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2019/1TJBARBZ7K2194987		-479.54
2021-03-0084742	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2019/4T1B11HKOKU838960		-140.44
2022-03-0085809	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2020/1TJH081F25L5041478		-72.68
2022-03-0085813	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2021/JTDEPMAE4M1175371		-337.42
2022-03-0085818	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2020/2T3A1RFV9LW105306		-205.64
2022-03-0085842	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2020/4T1G11BK8LU07609		-161.08
2022-03-0085843	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2020/5YF54RCB8LP048803		-141.2
2022-03-0085860	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2019/5TDDZRFH9K593098		-800.7
2022-03-0085862	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2021/2T3A1RFV8M1C199195		-216.98
2022-03-0085866	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2019/4T1B11HKXKU695192		-365.24
2022-03-0085867	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2020/NM1TKHMBX3L1R111466		-512.95
2022-03-0085868	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2019/2T2BZMCA4K189380		-879.90
2022-03-0085870	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2019/JTJDKCA9K2015723		-336.16
2022-03-0085874	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2019/4T1B11HK7KU769541		-410.68
2022-03-0085876	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2019/58A8Z1B10KU046101		-213.98
2022-03-0085893	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2020/JM1DKFB78L1466833		-89.80
2022-03-0085903	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2020/4T1G11BK7LU017323		-107.60
2022-03-0085908	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2021/JM1BPBBL2M1318760		-149.22
2022-03-0085946	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2020/3MVDMBCL0LM126561		-143.54
2022-03-0085968	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2020/2T3A1RFV0LW110782		-343.00
2022-03-0087068	VCSF AUTO LEASING CO	1800 VOLVO PL	MAHWAH, NJ 07430-2032	2021/YV4A22PK1M1713049		-294.00
2022-03-0087693	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WAUABAF4XNN006698		-740.07
2022-03-0087695	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WA1GAAFY4N2033507		-834.71
2022-03-0087696	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WA1EECF35N1088873		-899.05
2022-03-0087697	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WA1DECF32N1085411		-850.94
2022-03-0087698	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WAUAAAF45NA022027		-859.31
2022-03-0087699	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WAUABAF45NN001652		-740.07
2022-03-0087700	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WAUABAF49NA016341		-740.07
2022-03-0087701	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WAUADJGYXNA064105		-577.69
2022-03-0087702	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WA1GAAFY4N2072744		-751.51
2022-03-0087703	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WAUAAAF44NN007835		-773.69
2022-03-0087704	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WAUDAACF54NA029339		-758.34
2022-03-0087705	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WAUBBAF42NA034846		-746.41
2022-03-0087706	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WA14AAFY1N2082943		-824.8
2022-03-0087707	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WA1EAAFY1N2089637		-836.73
2022-03-0087708	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WA1GAAFY0N2089217		-751.51
2022-03-0087709	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WA114AAFY6N2082091		-976.47
2022-03-0087710	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WA1EAAFY3N2081006		-836.73
2022-03-0087711	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WAUBBAF49NN009872		-746.41
2022-03-0087713	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WA1EECF37N1132100		-809.46
2022-03-0087720	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WA1EEDF38N1130510		-539.64
2021-04-0087265	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WA1EECF32N1018781		-91.83
2022-03-0087730	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2019/WAUB4AF46KA101650		-745.94
2022-03-0088173	WELLS FARGO EQUIPMENT FIN INC	800 WALNUT STREET	DES MOINES, IA 50309	2018/4S8SZ1614JW031975		-381.78
2022-03-0088382	WICKHAM EDWARD J	150 WAKEFIELD CIR	EAST HARTFORD, CT 06118	2003/1HD1BX8133Y025153		-408.07
2022-03-0089151	YAWGEL STEPHEN J	105 DAVIS RD	EAST HARTFORD, CT 06118-3013	2019/1GC1KTEY3KF194408		-6.65
SUBTOTAL					(139.95)	(51,579.68)
TOTAL						\$(51,719.63)

[OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION](#)

[Councillor Bell](#) requested an update regarding the Police investigation regarding the December 27th incident where a person was found dead with a gunshot wound on Burnside Avenue. *Mayor Martin stated that emergency crews were called after getting a report of an unresponsive man on the side of the road. The case is still under investigation and the victim's identity has not been released.*

Councillor Bell asked the Mayor to remind residents of the Town's procedure for inclement weather and any potential parking bans. *The Mayor stated that DPW will be testing the Town's "Blue Light" warning system ahead of the weekend's pending storm. If blue lights in town are flashing a parking ban is in effect. Residents are required to move any parked vehicles to a driveway or municipal lots as recommended lot by the Town.*

[COUNCIL ACTION ON EXECUTIVE SESSION MATTERS](#)

None

[OPPORTUNITY FOR RESIDENTS TO SPEAK](#)



TO: Mayor Connor Martin

FROM: Eileen Buckheit, Development Director

DATE: January 10, 2024

RE: Concourse Park developer

I am requesting an item be placed on the Town Council agenda for January 16, 2024 as a communication.

Please reserve time for an update on the Concourse Park project from Jasko/Zelman LLC . Brian Zelman and I will be in attendance to discuss recent developments and answer any questions from the council.

Thank you.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: January 9, 2024
TO: Richard F. Kehoe, Chair
FROM: Connor S. Martin, Mayor
RE: Proposed Lease Agreement located at 333 East River Dr

The Town of East Hartford desires to enter into a lease agreement with AEF Realty LLC, a limited liability company with a principle place of business located at 333 East River Dr.

The purpose of the proposed agreement will be to lease a ten (10) feet by ten (10) feet of area on the roof the building located at 333 East River Dr., along with all reasonably necessary space for wiring and conduits, in addition to the air space above such ground space for the placement of the Town's emergency communication devises.

The Town presently has its emergency communication devises situated on the building located at 99 Founders Plaza, East Hartford, CT, but has recently been informed that building may undergo development necessitating the need to move the emergency communication devises

Please place on the Town Council Agenda for the January 16, 2024 Town Council meeting.

C: R. Fitzgerald, Assistant Corporation Counsel
S. Alsup, Assistant Fire Chief

CONNOR S. MARTIN
MAYOR

OFFICE OF
CORPORATION
COUNSEL

TOWN OF EAST HARTFORD

(860) 291-7215

740 Main Street
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

DATE: January 5, 2023

TO: Connor S. Martin, Mayor

FROM: Robert P. Fitzgerald, Assistant Corporation Counsel & Steve Alsup
Assistant Fire Chief

RE: **Proposed Lease Agreement with AEF Realty LLC to lease a portion of the real property located at 333 East River Dr. East Hartford for the purpose of placement of emergency communications devices.**

The Town of East Hartford desires to enter into a lease agreement with AEF Realty LLC, a limited liability company with a principle place of business located at 333 East River Dr. East Hartford CT, 06108. The purpose of the proposed agreement will be to lease a ten (10) feet by ten (10) feet of area on the roof the building located at 333 East River Dr., along with all reasonably necessary space for wiring and conduits, in addition to the air space above such ground space for the placement of the Town's emergency communication devises.

The Town presently has its emergency communication devises situated on the building located at 99 Founders Plaza, East Hartford, CT, but has recently been informed that building may undergo development necessitating the need to move the emergency communication devises. The proposed lease agreement with AEF Realty LLC is presently being negotiated, but AEF Realty LLC has, in principle, agreed not to charge the Town a fee for the lease. The proposed duration of the lease agreement is for an initial five (5) year term with five (5) consecutive one (1) year extensions.

If the Council determines the action described herein to be in the best interest of the Town, we would respectfully request that the Town Council refer this matter to the Real Estate Acquisition and Disposition Committee for its review and recommendation, or act on this matter as a committee of the whole. Whichever the Council determines to be appropriate.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: January 10, 2024
TO: Richard F. Kehoe, Chair
FROM: Connor S. Martin, Mayor
RE: Request made by RTLCT, LLC for approval of securitization transaction involving tax liens purchased by the Town of East Hartford

The Town of East Hartford received the enclosed correspondence from Scott Colon, on behalf of RTLCT, LLC. Mr. Colon has been in communication with Town staff and has requested the Town's approval for it to engage in a securitization transaction involving the transfer of the ownership interests in RTLCT, LLC

The transaction requested involves liens pertaining to 41 different properties within the Town of East Hartford and a combined total of 114 liens with an estimated redemption value of \$851,478.69. These aforementioned liens were sold to RTLCT, LLC by the Town at various times from October 2021 through present date by way of public bid. Based on the communications received from RTLCT, LLC, it appears that RTLCT, LLC's parent company (Ram Tax Lien Fund LP) is selling its ownership interest in RTLCT, LLC to a new entity fully owned by Ram Tax Lien Fund LP (named Ram2023-1, LLC). That ownership interest would be valued, in part, by the value of the tax liens purchased from the Town. Ram 2023-1, LLC will raise money by selling bonds based upon the value of RTLCT, LLC. Mr. Colon has represented that The ownership of the liens is not changing and will remain owned by RTLCT, LLC. He has further represented that RTLCT, LLC will continue to be the sole record holder of the liens without any interruption and that it is the ownership of RTLCT, LLC which will change, but the management of RTLCT, LLC is not changing.

Please place on the Town Council Agenda for the January 16, 2024 Town Council meeting.

C: R. Fitzgerald, Assistant Corporation Counsel
M. McCaw, Finance Director
I. Laurenza, Collector of Revenue

CONNOR S. MARTIN
MAYOR

OFFICE OF
CORPORATION
COUNSEL

TOWN OF EAST HARTFORD

740 Main Street
East Hartford, Connecticut 06108

(860) 291-7215

WWW.EASTHARTFORDCT.GOV

DATE: January 10, 2024

TO: Connor S. Martin, Mayor

FROM: Robert P. Fitzgerald, Assistant Corporation Counsel

COPY: Iris K. Laurenza, Collector of Revenue; Melissa N. McCaw, Chief Administrative Officer & Director of Finance

RE: **Request made by RTLF-CT, LLC for approval of securitization transaction involving tax liens purchased from the Town of East Hartford.**

The Town of East Hartford received the enclosed correspondence from Scott Colon, on behalf of RTLF-CT, LLC. Mr. Colon has been in communication with Town staff and has requested the Town's approval for it to engage in a securitization transaction involving the transfer of the ownership interests in RTLF-CT, LLC.

Pursuant to Connecticut General Statutes § 12-195h(a) any municipality, by resolution of its legislative body, as defined in section 1-1, may assign, for consideration, any and all liens filed by the tax collector to secure unpaid taxes on real property. Furthermore, there are a number of statutory requirements controlling the assignment of such liens. In pertinent part, pursuant to Connecticut General Statutes § 12-195h(c)(5) any such assignment any after July 1, 2022, must contain "a prohibition on the assignee assigning the lien without the municipality's prior written consent."

Pursuant to Section 6(d) of the Town of East Hartford's standard form tax lien purchase and sale agreements the Purchaser(s) must represent that it:

It will hold the Liens for its own account and will not sell, transfer, assign or convey such Liens to any other person or entity and will not to sell or securitize such Liens unless prior consent to such a sale or transfer is obtained from the Town.

The transaction requested involves liens pertaining to 41 different properties within the Town of East Hartford and a combined total of 114 liens with an estimated redemption value of \$851,478.69. These aforementioned liens were sold to RTLF-CT, LLC by the Town at various times from October 2021 through present date by way of public bid. Based on the communications received from RTLF-CT, LLC, it appears that RTLF-CT, LLC's parent company (Ram Tax Lien Fund LP) is selling its ownership interest in RTLF-CT, LLC to a new entity fully owned by Ram Tax Lien Fund LP (named Ram2023-1,

LLC). That ownership interest would be valued, in part, by the value of the tax liens purchased from the Town. Ram 2023-1, LLC will raise money by selling bonds based upon the value of RTLFC-CT, LLC. Mr. Colon has represented that The ownership of the liens is not changing and will remain owned by RTLFC-CT, LLC. He has further represented that RTLFC-CT, LLC will continue to be the sole record holder of the liens without any interruption and that it is the ownership of RTLFC-CT, LLC which will change, but the management of RTLFC-CT, LLC is not changing.

If the Council determines the action described herein to be in the best interest of the Town, then it is recommended that this Council adopt the enclosed proposed resolution.

Enclosures



January 8, 2024

Ms. Iris Laurenza, Tax Collector
Office of the Tax Collector of the Town of East Hartford, Connecticut
50 Chapman Place
B03
East Hartford, CT 06108

Re: Request for Approval of Transfer of Ownership Interests in RTLFC-CT, LLC

Dear Iris,

As you know, RTLFC-CT, LLC, a Connecticut licensed consumer debt collection company, has bid on and purchased real estate tax liens from the Town of East Hartford since 2019. We view our relationship with the Town very positively and hopefully the Town feels the same.

The purpose of this letter is to request the Town's approval for the transfer of the ownership interests in RTLFC-CT, LLC in a securitization transaction, as described in more detail below. The Town reserves the right to approve securitization transactions pursuant to the agreements which RTLFC-CT, LLC has entered with the Town in connection with the assignment of liens from the Town to RTLFC-CT, LLC.

RAM Tax Lien Fund LP is the holder of 100% of the ownership interests in RTLFC-CT, LLC. All decision making and operational responsibility for RTLFC-CT, LLC is vested in Chris Gleason and me. We have hired TaxServ Capital Services, LLC, a Connecticut licensed consumer debt collection with nearly 30 years of collection experience, as a third-party collection company to collect on our behalf the real estate tax liens which we have purchased from the Town.

RAM Tax Lien Fund LP is currently in the process of completing a securitization of the real estate tax liens owned by its subsidiaries, including RTLFC-CT, LLC. The structure of the transaction involves the sale by RAM Tax Lien Fund LP of 100% of the ownership interests in its subsidiaries, including RTLFC-CT, LLC, to a new special purpose vehicle, RAM 2023-1, LLC (SPV). The SPV will sell bonds to fund the purchase of the subsidiaries. 100% of the equity of the SPV will be owned by RAM Tax Lien Fund LP. In that way, RAM Tax Lien Fund LP will be the indirect holder of the ownership interests in RTLFC-CT, LLC.

The ownership of the liens owned by our subsidiary companies is not changing. Specifically, all of the liens owned by RTLFC-CT, LLC will continue to be owned directly in the name of RTLFC-CT, LLC without any interruption at all. There is no assignment of our liens taking place and no assignment will be recorded in the land records of the Town. Chris Gleason and I will continue to have all decision making and operational responsibility for RTLFC-CT, LLC, the SPV, and RAM Tax Lien Fund LP. TaxServ will continue to collect RTLFC-CT, LLC's real estate tax liens in the Town on our behalf.

We are not aware of any way at all in which the proposed transaction will impact the Town, the taxpayers, or the liens owned by RTLFC-CT, LLC. Conversely, the proposed transaction will assure the continuity of all aspects of the liens owned by RTLFC-CT, LLC in the Town. We view this as simply a private financing





transaction. With that in mind, we respectfully request that the Town Council approve the sale of the ownership interests in RTLf-CT, LLC by RAM Tax Lien Fund LP to the SPV, as described above, at its earliest opportunity.

Chris Gleason and I are available to answer any questions you or the Town Council may have regarding this request. Thank you in advance for your consideration. We look forward to the opportunity to bid on real estate tax liens which the Town may offer in the future.

Very Truly Yours,

Scott Colon

Scott Colon, Authorized Party for RTLf-CT, LLC
833-726-8378 X 700
Scott@ramfinancialgrp.com





TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: January 9, 2024
TO: Richard F. Kehoe, Chair
FROM: Connor S. Martin, Mayor
RE: Bid Waiver for Civic Plus

In accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, please see the enclosed bid waiver request a bid waiver for entering into a contract with Civic CMS, the town's existing web hosting provider.

Civic Plus purchased a company named Virtual Towns and Schools, which has and continued to develop software and host the Town's website for nearly 20 years. We have investigated changing platforms and have found that the nearest cost platform is still more than \$3,000/year more expensive for basic services, not including of the cost of a website redesign which would add additional cost.

Please place this information on the Town Council agenda for the January 16, 2024 meeting.

C: K Sayers, IT Director

TOWN OF EAST HARTFORD, CT INFO. TECH. DEPARTMENT

INTEROFFICE MEMORANDUM

DATE: January 3, 2024

TO: Connor S. Martin, Mayor

FROM: Ken Sayers, CISO & Robert Fitzgerald, Assistant Corporation Counsel

RE: Bid Waiver for Civic Plus – 1/16/2024 Council Meeting

.....

The Office of Information Technology is requesting a waiver of the Bidding Procedures as outlined in Town of East Hartford Code of Ordinances, Sec. 10-7 *Et. Seq.* for entering into a contract with Civic CMS, the town's existing web hosting provider. The pricing will be \$7,549.91 for the present fiscal year 2024 and then increases to \$8,782.91 in FY 2025. The contract phases in a cost increase announced after the FY 24 budget was settled.

Civic Plus purchased a company named Virtual Towns and Schools, which has and continued to develop software and host the Town's website for nearly 20 years. We have investigated changing platforms and have found that the nearest cost platform is still more than \$3,000/year more expensive for basic services, not including of the cost of a website redesign which would add additional cost.

The Town was successful in getting the vendor to implement their price increase over two years, but a new agreement is required.

If the Council determines that the bidding requirement should be waived in this instance, the following motion should be adopted by the Town Council:

MOVE THAT pursuant to Section 10-7(c) of the Town of East Hartford Code of Ordinances, the Town Council **waive** the bidding requirements of Section 10-7(a) of the Town of East Hartford Code of Ordinances to authorize the Town to enter into a contract with Civic Plus for a period of two years in the amount not to exceed \$16,332.82, paid over two years with the first installment of \$7,549.91 due immediately and the second of \$8,782.91 due after July 1, 2024. Said Contract is in the best interest of the Town as it

will allow the Town to continue use of its public facing website without incurring further costs for redesign or paying additional in hosting fees.



CivicPlus

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
Date:
Customer:

Q-38357-1
2/24/2023 12:35 PM
EAST HARTFORD,
CONNECTICUT

QTY	Product Name	DESCRIPTION
1.00	Web Open Platform Maintenance	Web Open Platform Migration
1.00	Web Open Subscription	Premium Web Open Annual
1.00	CivicEngage Year 1 Annual Fee Discount	Year 1 Annual Fee Discount
Annual Recurring Services - Initial Term		USD 7,549.91
Annual Recurring Services - (Subject to Uplift)		USD 8,782.91

1. This renewal Statement of Work ("SOW") is between Town of East Hartford ("Customer") and CivicPlus, LLC and shall be subject to the terms and conditions of the Master Services Agreement ("MSA") and the applicable Solutions and Products terms found at: www.civicplus.help/hc/p/legal-stuff (collectively, the "Terms and Conditions"). By signing this SOW, Customer expressly agrees to the Terms and Conditions throughout the Term of this SOW. The Terms and Conditions form the entire agreement between Customer and CivicPlus (collectively, referred to as the "Agreement"). The Parties agree the Agreement shall supersede and replace all prior agreements between the Parties with respect to the services provided by CivicPlus herein (the "Services").
2. This SOW shall remain in effect for an initial term starting at the Customer's next renewal date of 7/1/2023 and running for twelve months ("Initial Term"). In the event that neither party gives 60 days' notice to terminate prior to the end of the Initial Term, or any subsequent Renewal Term, this SOW will automatically renew for additional 1-year renewal terms ("Renewal Term"). The Initial Term and all Renewal Terms are collectively referred to as the "Term".
3. Unless terminated, Customer shall be invoiced for the Annual Recurring Services on each Renewal Date of each calendar year subject to an annual increase of 5% each Renewal Term.

Acceptance

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW. For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

CivicPlus

By:

By:



Name:

Name:

Amy Vikander

Title:

Title:

Senior Vice President of Customer Success

Date:

Date:



MEMORANDUM

DATE: December 28, 2023

TO: Connor S. Martin, Mayor

FROM: Melissa McCaw, Chief Administrative Officer & Director of Finance

TELEPHONE: (860) 291-7246

RE: **Ordinance 10-52 – Unassigned Fund Balance**

In April of 2023, at the recommendation of Finance, the Town Council amended the minimum fund balance ordinance to align with fiscal best practices as follows:

- (a) There is established a Retiree Benefit Trust Fund. The purpose of the fund is to provide funds to meet long-term obligations of the town of East Hartford regarding health benefits provided to retired town employees in accordance with provisions for such benefits contained in any agreement between town employees and the Town of East Hartford.
- (b) Income to such fund shall include any amounts appropriated to such fund by the town council or as provided in this subsection and any return on investments of such funds. If, at the close of any fiscal year, the undesignated reserve fund for the town exceeds ten percent of the total budget appropriation for such fiscal year, the budget surplus in such fiscal year, as verified by the town auditors, shall be appropriated to the Retiree Benefit Trust Fund, provided that effective July 1, 2023, the percentage by which the fund exceeds the total budget appropriation shall be as follows: for fiscal year 2022-2023, ten and one quarter percent; for fiscal year 2023-24, ten and one half percent; for fiscal year 2024-25, ten and three quarter percent; for fiscal year 2025-2026; eleven percent and for fiscal year 2026-2027 eleven and one quarter percent.

The Town Budget for FY2023 closed with an estimated \$2.1 million revenue surplus pending finalization of the CLA audit in January 2023. This is primarily due to favorable property tax collections, licenses and permits related to building permits, police private duty job revenues and short-term investment income due to higher interest rates.

Recent presentations to Standard & Poor's rating agency resulted in a sustained strong investment grade bond rating of AA with a stable outlook. S&P states, "additional factors supporting the rating include our opinion of East Hartford's...strong available reserves and high cash balances, with a goal of increasing them further over the next few years to more than

15% of operating expenditures.” S&P also commented that actual evidence of progress towards this ordinance goal would be a credit positive for the Town. In light of the favorable results for the Town in FY23 and the open revaluation appeals under review, I am recommending that the Town Council adopt an ordinance to increase the minimum fund balance threshold to 11% for fiscal year ending June 30, 2023 to capture these favorable results, while maintaining the ability to make a sizeable supplemental contribution to the OPEB trust fund in early 2024.

With respect to the aforementioned proposed ordinance, specifically subsection (b), attached please find a worksheet which estimates the amount of transfer required from Fund Balance to meet the conditions of the proposed ordinance. The transfer of funds to the OPEB trust fund will not occur until the Town has issued audited financial statements. Please forward this memo to the Town Council for consideration at the January 2, 2024 Council meeting.

Should you have any questions or problems on the aforementioned, please feel free to contact me at 860-291-7246. Thank you in advance for your cooperation.

The Town of East Hartford
OPEB Contribution Calculation - Ordinance 10-52
For the Fiscal Year Ending June 30, 2023
Prepared as of December 28, 2023

	<u>Ref.</u>	<u>Pre-Transfer</u>	<u>%</u>	<u>Post-Transfer</u>	<u>%</u>
Revised Budget: June 30, 2023	RSI - 2	209,393,077		209,393,077	
Estimated Unassigned Fund Balance: June 30, 2023	Exhibit III	24,738,000	11.81%	23,033,238	11.00%
Est. Revised Fund Balance @ 11%		<u>23,033,238</u>	11.00%	<u>23,033,238</u>	11.00%
Est. Excess Unassigned Fund Balance Over (Under) 11%		<u>1,704,762</u>		<u>-</u>	
Estimated Transfer to OPEB Trust		<u>1,704,762</u>			
Comparison of Revised Fund Balance @ 10.25%		21,462,790	10.25%		
Excess to Fund Balance		1,570,448			

FY2023 BUDGET REPORT

FOR 2023 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
40 PROPERTY TAXES	-137,898,219	-1,000,000	-138,898,219	-140,251,569.43	.00	1,353,350.43	101.0%
41 LICENSES AND PERMITS	-1,402,310	0	-1,402,310	-2,284,292.74	.00	881,982.74	162.9%
42 INTERGOVERNMENTAL	-60,184,511	-648,000	-60,832,511	-60,939,226.11	.00	106,715.11	100.2%
43 CHARGES TOWN CLERK	-1,823,000	0	-1,823,000	-1,875,357.00	.00	52,357.00	102.9%
44 CHARGES PUB SAFETY	-1,487,098	0	-1,487,098	-2,389,394.54	.00	902,296.54	160.7%
45 CHARGES BUILDING	-14,400	0	-14,400	-80,257.04	.00	65,857.04	557.3%
46 CHARGES PUBLIC WORKS	-158,700	0	-158,700	-151,753.44	.00	-6,946.56	95.6%
47 CHARGES LIBRARY	-16,500	0	-16,500	-14,930.20	.00	-1,569.80	90.5%
48 CHARGES RECREATION	-30,000	0	-30,000	-21,701.76	.00	-8,298.24	72.3%
49 CHARGES CEMETERIES	-240,000	0	-240,000	-267,178.00	.00	27,178.00	111.3%
50 FINES	-57,500	0	-57,500	-76,617.00	.00	19,117.00	133.2%
51 OTHER MISCELLANEOUS	-1,109,839	-1,100,000	-2,209,839	-2,392,069.41	.00	182,230.41	108.2%
52 OTHER TRANSFERS	-10,000	0	-10,000	-8,410.85	.00	-1,589.15	84.1%
55 TRANSFERS	0	-2,213,000	-2,213,000	.00	.00	-2,213,000.00	.0%
GRAND TOTAL	-204,432,077	-4,961,000	-209,393,077	-210,752,757.52	.00	1,359,680.52	100.6%

** END OF REPORT - Generated by Melissa McCaw **

FY2023 BUDGET REPORT

FOR 2023 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
60 PERSONAL SERVICES	45,016,042	-100,112	44,915,930	44,826,123.73	.00	89,806.66	99.8%
61 BENEFITS & INSURANCE	33,858,630	1,946,682	35,805,312	35,787,355.20	.00	17,956.78	99.9%
62 CONSUMABLE SUPPLIES	3,249,436	-58,241	3,191,195	3,081,918.85	.00	109,276.57	96.6%
63 SERVICES AND CHARGES	9,210,233	2,128,246	11,338,479	10,897,493.75	-9,549.99	450,535.51	96.0%
64 CAPITAL IMPROVEMENTS	691,331	167,337	858,668	735,183.99	.00	123,483.84	85.6%
65 UTILITIES	8,307,362	175,284	8,482,646	8,446,450.99	.00	36,195.12	99.6%
66 DEBT SERVICE	8,105,180	0	8,105,180	8,105,179.01	.00	.99	100.0%
67 OTHER	0	701,803	701,803	701,803.00	.00	.00	100.0%
68 BOE	95,993,863	0	95,993,863	95,993,863.00	.00	.00	100.0%
GRAND TOTAL	204,432,077	4,961,000	209,393,077	208,575,371.52	-9,549.99	827,255.47	99.6%

** END OF REPORT - Generated by Melissa McCaw **

FY2023 BUDGET REPORT

		ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT
		APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL
40	PROPERTY TAXES	-137,898,219	-1,000,000	-138,898,219	-140,251,569.43	.00	1,353,350.43	101.0%
	TOTAL REVENUES	-137,898,219	-1,000,000	-138,898,219	-140,251,569.43	.00	1,353,350.43	
41	LICENSES AND PERMITS	-1,402,310	0	-1,402,310	-2,284,292.74	.00	881,982.74	162.9%
	TOTAL REVENUES	-1,402,310	0	-1,402,310	-2,284,292.74	.00	881,982.74	
42	INTERGOVERNMENTAL	-60,184,511	-648,000	-60,832,511	-60,939,226.11	.00	106,715.11	100.2%
	TOTAL REVENUES	-60,184,511	-648,000	-60,832,511	-60,939,226.11	.00	106,715.11	
43	CHARGES TOWN CLERK	-1,823,000	0	-1,823,000	-1,875,357.00	.00	52,357.00	102.9%
	TOTAL REVENUES	-1,823,000	0	-1,823,000	-1,875,357.00	.00	52,357.00	
44	CHARGES PUB SAFETY	-1,487,098	0	-1,487,098	-2,389,394.54	.00	902,296.54	160.7%
	TOTAL REVENUES	-1,487,098	0	-1,487,098	-2,389,394.54	.00	902,296.54	
45	CHARGES BUILDING	-14,400	0	-14,400	-80,257.04	.00	65,857.04	557.3%
	TOTAL REVENUES	-14,400	0	-14,400	-80,257.04	.00	65,857.04	
46	CHARGES PUBLIC WORKS	-158,700	0	-158,700	-151,753.44	.00	-6,946.56	95.6%
	TOTAL REVENUES	-158,700	0	-158,700	-151,753.44	.00	-6,946.56	
47	CHARGES LIBRARY	-16,500	0	-16,500	-14,930.20	.00	-1,569.80	90.5%
	TOTAL REVENUES	-16,500	0	-16,500	-14,930.20	.00	-1,569.80	
48	CHARGES RECREATION	-30,000	0	-30,000	-21,701.76	.00	-8,298.24	72.3%
	TOTAL REVENUES	-30,000	0	-30,000	-21,701.76	.00	-8,298.24	
49	CHARGES CEMETERIES	-240,000	0	-240,000	-267,178.00	.00	27,178.00	111.3%
	TOTAL REVENUES	-240,000	0	-240,000	-267,178.00	.00	27,178.00	
50	FINES	-57,500	0	-57,500	-76,617.00	.00	19,117.00	133.2%
	TOTAL REVENUES	-57,500	0	-57,500	-76,617.00	.00	19,117.00	
51	OTHER MISCELLANEOUS	-1,109,839	-1,100,000	-2,209,839	-2,392,069.41	.00	182,230.41	108.2%
	TOTAL REVENUES	-1,109,839	-1,100,000	-2,209,839	-2,392,069.41	.00	182,230.41	
52	OTHER TRANSFERS	-10,000	0	-10,000	-8,410.85	.00	-1,589.15	84.1%
	TOTAL REVENUES	-10,000	0	-10,000	-8,410.85	.00	-1,589.15	
55	TRANSFERS	0	-2,213,000	-2,213,000	.00	.00	-2,213,000.00	.0%
	TOTAL REVENUES	0	-2,213,000	-2,213,000	.00	.00	-2,213,000.00	
60	PERSONAL SERVICES	45,016,042	-100,112	44,915,930	44,826,123.73	.00	89,806.66	99.8%
	TOTAL EXPENSES	45,016,042	-100,112	44,915,930	44,826,123.73	.00	89,806.66	
61	BENEFITS & INSURANCE	33,858,630	1,946,682	35,805,312	35,787,355.20	.00	17,956.78	99.9%
	TOTAL EXPENSES	33,858,630	1,946,682	35,805,312	35,787,355.20	.00	17,956.78	
62	CONSUMABLE SUPPLIES	3,249,436	-58,241	3,191,195	3,081,918.85	.00	109,276.57	96.6%
	TOTAL EXPENSES	3,249,436	-58,241	3,191,195	3,081,918.85	.00	109,276.57	
63	SERVICES AND CHARGES	9,210,233	2,128,246	11,338,479	10,897,493.75	-9,549.99	450,535.51	96.0%
	TOTAL EXPENSES	9,210,233	2,128,246	11,338,479	10,897,493.75	-9,549.99	450,535.51	
64	CAPITAL IMPROVEMENTS	691,331	167,337	858,668	735,183.99	.00	123,483.84	85.6%
	TOTAL EXPENSES	691,331	167,337	858,668	735,183.99	.00	123,483.84	
65	UTILITIES	8,307,362	175,284	8,482,646	8,446,450.99	.00	36,195.12	99.6%
	TOTAL EXPENSES	8,307,362	175,284	8,482,646	8,446,450.99	.00	36,195.12	
66	DEBT SERVICE	8,105,180	0	8,105,180	8,105,179.01	.00	.99	100.0%
	TOTAL EXPENSES	8,105,180	0	8,105,180	8,105,179.01	.00	.99	
67	OTHER	0	701,803	701,803	701,803.00	.00	.00	100.0%
	TOTAL EXPENSES	0	701,803	701,803	701,803.00	.00	.00	
68	BOE	95,993,863	0	95,993,863	95,993,863.00	.00	.00	100.0%
	TOTAL EXPENSES	95,993,863	0	95,993,863	95,993,863.00	.00	.00	
	GRAND TOTAL	0	0	0	-2,177,386.00	-9,549.99	2,186,935.99	100.0%

FUND BALANCE RESERVE ORDINANCE
(12/20/2023)

Subsection (b) of Section 10-52 of the Town of East Hartford Code of Ordinances is repealed and the following is substituted in lieu thereof:

Section 10-52. Retiree Benefit Trust Fund.

(b) Income to such fund shall include any amounts appropriated to such fund by the town council or as provided in this subsection and any return on investments of such funds. If, at the close of any fiscal year, the undesignated reserve fund for the town exceeds ten percent of the total budget appropriation for such fiscal year, the budget surplus in such fiscal year, as verified by the town auditors, shall be appropriated to the Retiree Benefit Trust Fund, provided that effective July 1, 2023, the percentage by which the fund exceeds the total budget appropriation shall be as follows: for fiscal year 2022-2023, ten and one quarter percent; for fiscal year 2023-24, ten and one half percent; for fiscal year 2024-25, ten and three quarter percent; for fiscal year 2025-2026; eleven percent and for fiscal year 2026-2027 eleven and one quarter percent. The Town Council may, on an affirmative vote of at least six councillors, authorize the retention in the undesignated reserve fund an amount greater than the percentage provided in this subsection for such fiscal year

Statement of Purpose: To allow the Town Council to authorize with a supermajority vote the retention in Fund Balance an amount exceeding the minimum required percentage prior to the automatic transfer of any excess funds to the Retiree Health Trust Fund. Bond rating agencies at this time prefer municipalities retain a minimum of 15% of their annual budget in a reserve fund. The current ordinance creates a process to slowly meet that goal over time. This provision allows the Town Council to accelerate that process if financial conditions allow.

Connor S. Martin
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7200

740 Main Street

OFFICE OF THE MAYOR

East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

January 10, 2024

Re: Ordinance Committee Referral

Dear Chairman Kehoe,

By way of background I would like to refer the following 4 ordinance items to the ordinance subcommittee for discussion and review. The purpose of the referral for each item is as follows. **Ordinance 10-7 Bidding procedure:** to review and discuss the Town's current purchasing thresholds which currently stand at \$10,000. We would like to increase our purchasing thresholds to be in line with inflation and what comparable Town purchasing thresholds.

Ordinance 18-28, 29, 32, 33, 34, 35 Installation and Maintenance of Sidewalks: we would like to review this ordinance and revise it to reflect our current practice as it relates to sidewalk maintenance which is currently the responsibility of the Town not the abutting homeowner.

Ordinance 8-24 Food Trucks: to review and discuss a possible revision to the Food Truck ordinance to include a 200-300 radius around existing brick and mortar businesses. The Town has received a complaint from two restaurants (Charlie's & Ranch House) in the Connecticut Blvd area related to an increase in food trucks stationing near those existing restaurants.

Sincerely,



Connor S. Martin
Mayor



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: January 10, 2024
TO: Richard F. Kehoe, Chair
FROM: Mayor Connor Martin
RE: REFERRAL: Ordinance Subcommittee

I respectfully request the follow items be referred to ordinance committee for discussion and updates.

- Town Ordinance 10-7: Bidding Procedure
- Town Ordinance 18-28, 29, 32, 33, 34, 35: Installation and Maintenance of Sidewalks
- Town Ordinance 8-24: Food Trucks

Please place this item on the Town Council agenda for the January 16th, 2024 meeting for referral to the Ordinance Subcommittee.

Connor S. Martin
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7200

740 Main Street

OFFICE OF THE MAYOR

East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

January 10, 2024

Re: Ordinance Committee Referral

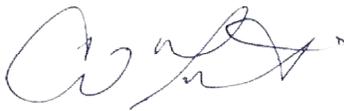
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Sincerely,



Connor S. Martin
Mayor

Marshall, Jason

From: Marshall, Jason
Sent: Tuesday, January 9, 2024 9:22 AM
To: EHMayersOffice; Amadasun, Harry; Bell, Don; Harry Amadasun; Morrison, John; Parkinson, Angela; Richard Kehoe; Rup, Tom; Simpson, Travis; Tom Rup (Personal); Tsegai, Awet; Wilson, Sebrina
Subject: Rescheduling of Town Council Meeting in November

Hi all,

Please note that at the Tuesday Council Meeting we'll need to adjust the Regular Meeting Council Schedule. I mistakenly had November 5th on there which is Election Day, so that meeting will be pushed forward by a week to October 29th.

We'll then have the second meeting of November as planned on November 19th.

For the sake of making all things clean, we'll have a motion to rescind the previously approved schedule of meetings, and follow it with a full list of dates so that it can be properly filed.

Sorry for the confusion.

Thanks!

JM

Jason Marshall
Town Council Clerk
Town of East Hartford
740 Main Street
East Hartford CT 06108

Direct- 860-291-7207
Fax 860-291-7389

2024 Town Council Regular Meetings Schedule Revised

to **approve** the 2024 Town Council meeting dates, which will be held on the following Tuesdays in the Community Cultural Center Auditorium, until such time when meetings will be held in the Town Council Chambers at Town Hall, and virtually with access information posted on the agenda; the start time for regular meetings is 7:30pm as follows:

January- 2nd and 16th

February- 6th and 20th

March- 5th and 19th

April 2nd and 16th

May 7th and 21st

June 4th and 18th

July 9th

August 6th and 20th

September 3rd and 17th

October 1st, 15th and 29th

November 19th

December 10th

Marshall, Jason

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Sent: Tuesday, January 9, 2024 9:22 AM
To: EHMayersOffice; Amadasun, Harry; Bell, Don; Harry Amadasun; Morrison, John; Parkinson, Angela; Richard Kehoe; Rup, Tom; Simpson, Travis; Tom Rup (Personal); Tsegai, Awet; Wilson, Sebrina
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JM

Jason Marshall
Town Council Clerk
Town of East Hartford
740 Main Street
East Hartford CT 06108

Direct- 860-291-7207
Fax 860-291-7389



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: January 9, 2024
TO: Richard F. Kehoe, Chair
FROM: Connor S. Martin, Mayor
RE: REFERRAL: Personnel and Pensions Subcommittees

Please see attached job description for Librarian II, submitted by HR Director Tyron Harris.

Please place this item on the Town Council agenda for the January 16, 2024 meeting for referral to the Personnel and Pensions Subcommittee.

C: T. Harris, HR Director

CONNOR S. MARTIN
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS
DIRECTOR
OFFICE OF HUMAN
RESOURCES

740 Main Street
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

January 2nd 2024

The Hon. Mayor Connor Martin
740 Main Street
East Hartford, CT 06108

Re: Librarian II

Dear Mr. Martin:

Please see the attached job description for the Librarian II. We've taken functions from the Librarian 2 (Head of Children's and Teen Services) and Librarian 2 (Reference & Cultural Assets Adult Services) job descriptions and created one Librarian II, as this is a common practice in surrounding towns.

I have provided both job descriptions and a clean version for your reference.

GENERAL DESCRIPTION:

Works under the general supervision of the Library Director. Plans and directs the goals, objectives, and operations of a division within the library.

ESSENTIAL JOB FUNCTIONS:

- Establishes task priorities within the working unit.
- Provides training and supervision to division staff, including direct reports. Assigns regular and daily tasks.
- Coordinates program schedule. Develops and conducts programs.
- Initiates and maintains community partnerships.
- Supports collection management functions, including materials selection and weeding.
- Provides reference and readers advisory services.
- Provides technology instruction and basic support.
- Opens and closes library buildings according to security procedures.
- Prepares regular narrative and statistical reports for the Director.
- Recommends policy changes to the Director.

ADDITIONAL JOB FUNCTIONS:

- Assumes responsibility for the library in the absence of the Director and Assistant Director.
- Attends meetings and participates in professional library organizations.
- Performs general library work as needed.

JOB QUALIFICATIONS

- Master's Degree in Library Science, including coursework in specialty, and three years of library experience, including one year of supervisory experience or equivalent experience.

The Librarian II job description has not been updated since 2010, and the role has evolved. I have created the attached description based on the responsibilities. Therefore, I recommend that this position be referred to the Town Council for consideration.

Tyron V. Harris
Human Resources Director

Customer Service. Collaboration. Communication.

TOWN OF EAST HARTFORD

TITLE: Librarian II - Reference Librarian/Cultural Assets Manager **GRADE:** 7

DEPARTMENT: Library _____ **DATE:**
03/13/2013 12:28:23

GENERAL DESCRIPTION:

Works under the general supervision of the Library Director. Plans and directs the goals, objectives, and operations of a division within the library. ~~Plans, organizes, and supervises the services and activities of the reference services division, including reference, community outreach programs and interlibrary loans and overseeing the management of East Hartford's cultural assets.~~

~~Independently performs a full range of duties involving the interpretation, conservation and exhibition of small and major historical museum collections. Performs professional library services in assisting library patrons in the selection and use of library materials.~~

ESSENTIAL JOB FUNCTIONS:

- ~~Receives oral or written directions from the Library Director.~~
- ~~Plans work according to established library schedule or standard procedures.~~
- Establishes tasks priorities within working unit.
- ~~Assigns regular and daily tasks to library assistants and clerks.~~
- Provides training and supervision to division staff, including direct reports. Assigns regular and daily tasks.
- ~~Assists in near term and long range planning of library services~~
- Coordinates program schedule. Develops and conducts programs.
- Initiates and maintains community partnerships.
- ~~Develops reading, reference, and research materials through selection and purchase of books, materials and equipment.~~
- ~~Maintains reference collections, periodicals, and coordinates activities with branch librarians to assure currency of materials.~~
- ~~Coordinates interlibrary loan program.~~
- Supports collection management functions, including materials selection and weeding.
- Provides reference and readers advisory services.
- Provides technology instruction and basic support.
- ~~Promotes interest in library as a community resource by visiting and speaking to school, civic, cultural and social organizations.~~
- ~~Oversees and prepares materials to promote library services.~~
- ~~Plans and organizes special programs involving the use of library resources.~~
- ~~Prepares brochures, new releases, bulletins, posters and other public relations materials to promote library services~~
- ~~Recommends the employment, promotion and retention of employees within division.~~
- ~~Regularly evaluates performance of staff members.~~

- ~~Provides supervision and training to professional staff, library assistants, clerks, and part-time employees.~~
- Opens and closes library building according to security procedures.
- ~~Prepares statistical and narrative reports of some complexity for the Director.~~ regular narrative and statistical reports for the Director.
- Recommends policy changes to the Director.
- ~~Opens and closes library building according to security procedures.~~
- Reports ~~achievement of goals to Director~~ goals achieved to the Director.
- ~~Performs research required for exhibition of cultural assets such as preparation of bibliographies or compilation of biographical information;~~
- ~~Abstracts or summarizes historical sources materials relating to museum collections or exhibits; determines need for restoration work and prioritizes work, monitoring progress of contractors or preservation specialists engaged in repair or restoration of historic structures and museum artifacts;~~
- ~~Accessions, registers and catalogs collection items and new acquisitions; organizes public educational programs such as school trips, tours, lectures and workshops to facilitate the public understanding of the collections;~~
- ~~Prepares correspondence to interested groups and individuals concerning collections or exhibits; speaks before groups concerning museum and its collection;~~
- ~~Identifies private and public sector grants and prepare grant applications for funding; seeks out individual sponsorships;~~
- ~~Completes and maintains inventory of historical property and equipment; maintains master log and other computer record systems;~~
- ~~Plans, designs and oversees collection exhibits;~~
- ~~Assists in the development of brochures, newsletter, guides and publications; leads fundraising efforts by writing articles and publicity materials or attending civic meetings; oversees the creation and maintenance of the Cultural Assets Website;~~
- ~~Establishes working relationships with funding sources, community groups, business community, government officials, and donors; networks throughout the local region to build up contacts to share information and resources and possible cost sharing partnerships and multi-site exhibitions and events;~~
- ~~Performs related work as required.~~

ADDITIONAL JOB FUNCTIONS:

- Assumes responsibility for direction of the library in the absence of the Assistant Director and Director.
- ~~Examines professional publications and other sources for selection of books, periodicals, and other materials.~~
- Attends meetings and participates in professional library organizations.
- Performs general library work as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ~~Ability to apply principles of library science to solve practical problems in situations where only limited standardization exists.~~
- ~~Ability to prepare and deliver brief, concise and attractive reports of library services and facilities both orally and in writing.~~

- ~~A working knowledge of computer applications for library services desirable.~~
- ~~Ability to work effectively with library staff and library patrons.~~
- ~~Ability to relate to students.~~
- ~~Ability to understand and implement modern automated library procedures including Connect circulation and bib maintenance, Internet, on-line and stand-alone CD-ROM products and databases, Request, OCLC products, E-Mail, WP5i, and PC applications.~~
- ~~Considerable knowledge of American history with particular reference to social, cultural and technological trends as reflected in museum collections and themes;~~
- ~~Considerable knowledge of methods used in cataloging, preservation, restoration and storage of historic collections;~~
- ~~Knowledge of basic research materials; substantial interpersonal skills; considerable oral and written communications skills;~~
- ~~Considerable ability to perform historic research;~~
- ~~Considerable ability to prepare exhibits of museum collections; ability to utilize computer software;~~
- A well-developed knowledge of the principles and practices of library work related to assigned area of expertise such as adult, children's, teen, or technology
- Ability to apply principles of library science to solve practical problems
- Ability to keep current with new technologies and methods
- Substantial knowledge of computer applications, including integrated library systems
- Ability to work effectively with library staff, community stakeholders, and the general public
- Knowledge of basic research materials, print and electronic
- Knowledge of literature appropriate to a specific division: such as children, adult, media, reference, etc.
- Ability to deal with disruptive patrons and emergency situations
- Skill in resolving confidential/sensitive situations
- Knowledge of the principles and practices of public library administration.
- Familiarity with the ethics and values of the profession, including an understanding of the Library Bill of Rights, the ALA Code of Ethics, freedom of information, confidentiality of library records, and privacy issues
- Spanish-language fluency desirable

PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

- ~~Works in office setting subject to continuous interruptions and background noise.~~
- ~~Includes exposure to video display terminals on a daily basis.~~
- ~~Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.~~
 - Work is performed under the supervision of a library administrator in a public service or office setting which is subject to interruptions and background noise. Performs varied functions requiring judgment to ensure compliance with applicable departmental and town policies, procedures and methods.
 - Must be mobile, able to push/pull 50 pounds and lift objects up to 30 pounds. Must be able to stand or sit for prolonged periods, up to four hours. Must be able

to perform such tasks as writing, filing, keyboarding, using a calculator, and other skills which require hand-eye coordination.

- May be in constant contact with employees and the general public. Must be able to concentrate on fine details with occasional interruption and remember multiple assignments. Must be able to communicate in English and be understood clearly; hearing requirements include the ability to effectively interact with customers in person or by telephone.
- May be exposed to dust, book mold and mildew, fluctuations in inside temperatures and electro-magnetic radiation as in computer screens.

JOB QUALIFICATIONS

- Master's Degree in Library Science, including coursework in specialty and three years of library experience, including one year of supervisory experience, or equivalent experience.
- ~~Master's Degree in Library Science from an accredited college, and three years of progressively responsible public Library experience.~~

LICENSING REQUIREMENTS:

None

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

TOWN OF EAST HARTFORD

TITLE: Librarian II – Children’s Librarian

GRADE: 7

DEPARTMENT: Library

DATE:

~~9/7/10~~12.28.23

GENERAL DESCRIPTION:

Works under the general supervision of the Library Director. Plans and directs the goals, objectives, and operations of a division within the library. Plans, organizes, and supervises library program for pre-school, elementary, and young adult library users. Performs professional library services in assisting library patrons in the selection and use of library materials.

ESSENTIAL JOB FUNCTIONS:

- ~~Receives oral or written directions from the Library Director.~~
- Establishes task priorities within working unit.
- ~~Plans and organizes work according to season of year, special events, and regular library schedule.~~
- Assigns work to library technical assistants, clerks and support staff. Provides training and supervision to division staff, including direct reports. Assigns regular and daily tasks.
- ~~Develops and conducts programs for children and young adults to encourage reading, viewing and listening skills, and to use library facilities and materials. Coordinates program schedule. Develops and conducts programs.~~
- ~~Examines professional publications and other sources for selection of books, periodicals, and related materials.~~
- ~~Helps build collection of books, periodicals, and communication materials through consultation with Director, staff members, and independent selection.~~
- Initiates and maintains community partnerships.
- Supports collection management functions, including materials selection and weeding.
- ~~Assembles and arranges displays of books and other materials.~~
- ~~Oversees the transfer of information in processing circulation, registrations, overdues and billings.~~
- ~~Develops brochures, booklets, and newsletters to publicize the services and resources of the library.~~
- ~~Prepares reading lists for school and community distribution~~
- ~~Provides training and supervision to library assistants, clerks, and volunteers.~~
- ~~Participates in the selections and evaluation of library support staff.~~
- Provides reference and readers advisory services.
- Provides technology instruction and basic support.

- Opens and closes library building according to security procedures.
- Prepares regular narrative and statistical reports for the Director.
- Recommends policy changes to the Director.
- Reports goals achieved to the Director.

ADDITIONAL JOB FUNCTIONS:

- ~~Organizes programs and activities with school librarians, teachers, parent's groups, and community organizations.~~
- ~~Conducts story-telling programs for pre-school children.~~
- ~~Arranges programs using volunteers, artists, and others.~~
- Assumes responsibility for library in absence of Director and Assistant Director.
- Attends meetings and participates in professional library organizations.
- Performs general library work as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ~~Artistic skills used in creating posters, displays, etc. highly desirable.~~
- A well-developed knowledge of the principles and practices of library work related to assigned area of expertise such as adult, children's, teen, or technology.
- Ability to apply principles of library science to solve practical problems.
- Ability to keep current with new technologies and methods.
- Substantial knowledge of computer applications, including integrated library systems
- ~~Ability to relate and interact with school and cultural organizations needed.~~
- ~~Ability to prepare and deliver brief, concise and attractive reports of library services and facilities both orally and in writing.~~
- Ability to work effectively with library staff, community stakeholders, and the general public. and patrons.
- Knowledge of basic research materials, print and electronic
- Knowledge of literature appropriate to a specific division: such as children, adult, media, reference, etc.
- Ability to deal with disruptive patrons and emergency situations
- Skill in resolving confidential/sensitive situations
- Knowledge of the principles and practices of public library administration
- Familiarity with the ethics and values of the profession, including an understanding of the Library Bill of Rights, the ALA Code of Ethics, freedom of information, confidentiality of library records, and privacy issues
- Spanish-language fluency desirable
- ~~Ability to understand and implement modern automated library procedures including Connect circulation and bib maintenance, Internet, on-line and stand-alone CD-ROM products and databases, Request, OCLC products, E-Mail, WP5i, PC applications, Kids Cat, and Macintosh computer.~~

PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

- ~~Works in office setting subject to continuous interruptions and background noise.~~
- ~~Includes exposure to video display terminals on a daily basis.~~
- ~~Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.~~

- Work is performed under the supervision of a library administrator in a public service or office setting which is subject to interruptions and background noise. Performs varied functions requiring judgment to ensure compliance with applicable departmental and town policies, procedures and methods.
- Must be mobile, able to push/pull 50 pounds and lift objects up to 30 pounds. Must be able to stand or sit for prolonged periods, up to four hours. Must be able to perform such tasks as writing, filing, keyboarding, using a calculator, and other skills which require hand-eye coordination.
- May be in constant contact with employees and the general public. Must be able to concentrate on fine details with occasional interruption and remember multiple assignments. Must be able to communicate in English and be understood clearly; hearing requirements include the ability to effectively interact with customers in person or by telephone.
- May be exposed to dust, book mold and mildew, fluctuations in inside temperatures and electro-magnetic radiation as in computer screens.

JOB QUALIFICATIONS

- Master's Degree in Library Science, including course work in specialty and three years of library experience, including one year of supervisory experience, or equivalent experience.

LICENSING REQUIREMENTS:

None

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

TOWN OF EAST HARTFORD

TITLE: Librarian 2 **GRADE: 7**

DEPARTMENT: Library

DATE: 12/28/23

GENERAL DESCRIPTION:

Works under the general supervision of the Library Director. Plans and directs the goals, objectives, and operations of a division within the library.

ESSENTIAL JOB FUNCTIONS:

- Establishes task priorities within working unit.
- Provides training and supervision to division staff, including direct reports. Assigns regular and daily tasks.
- Coordinates program schedule. Develops and conducts programs.
- Initiates and maintains community partnerships.
- Supports collection management functions, including materials selection and weeding.
- Provides reference and readers advisory services.
- Provides technology instruction and basic support.
- Opens and closes library building according to security procedures.
- Prepares regular narrative and statistical reports for the Director.
- Recommends policy changes to the Director.
- Reports goals achieved to the Director.

ADDITIONAL JOB FUNCTIONS:

- Assumes responsibility for library in absence of Director and Assistant Director.
- Attends meetings and participates in professional library organizations.
- Performs general library work as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

- A well-developed knowledge of the principles and practices of library work related to assigned area of expertise such as adult, children's, teen, or technology
- Ability to apply principles of library science to solve practical problems
- Ability to keep current with new technologies and methods
- Substantial knowledge of computer applications, including integrated library systems
- Ability to work effectively with library staff, community stakeholders, and the general public
- Knowledge of basic research materials, print and electronic
- Knowledge of literature appropriate to a specific division: such as children, adult, media, reference, etc.
- Ability to deal with disruptive patrons and emergency situations
- Skill in resolving confidential/sensitive situations

- Knowledge of the principles and practices of public library administration.
- Familiarity with the ethics and values of the profession, including an understanding of the Library Bill of Rights, the ALA Code of Ethics, freedom of information, confidentiality of library records, and privacy issues
- Spanish-language fluency desirable

PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

Work is performed under the supervision of a library administrator in a public service or office setting which is subject to interruptions and background noise. Performs varied functions requiring judgment to ensure compliance with applicable departmental and town policies, procedures and methods.

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May be in constant contact with employees and the general public. Must be able to concentrate on fine details with occasional interruption and remember multiple assignments. Must be able to communicate in English and be understood clearly; hearing requirements include the ability to effectively interact with customers in person or by telephone.

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JOB QUALIFICATIONS

- Master’s Degree in Library Science, including course work in specialty and three years of library experience, including one year of supervisory experience, or equivalent experience.

LICENSING REQUIREMENTS:

None

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

2024 Town Council Regular Meetings Schedule Revised

to **approve** the 2024 Town Council meeting dates, which will be held on the following Tuesdays in the Community Cultural Center Auditorium, until such time when meetings will be held in the Town Council Chambers at Town Hall, and virtually with access information posted on the agenda; the start time for regular meetings is 7:30pm as follows:

January- 2nd and 16th

February- 6th and 20th

March- 5th and 19th

April 2nd and 16th

May 7th and 21st

June 4th and 18th

July 9th

August 6th and 20th

September 3rd and 17th

October 1st, 15th and 29th

November 19th

December 10th



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: January 9, 2024
TO: Richard F. Kehoe, Chair
FROM: Mayor Connor S. Martin
RE: REAPPOINTMENTS: Boards and Commissions

The following names are for reappointments to serve on the following commissions. The Mayor has endorsed all reappointments stated below.

Re-Appointments

Veterans Commission

- (U) Robin Parys- 1408 Silver Lane- term to expire 12/25
- (U) Howard Satalino- 72 Spruce Drive – term to expire 12/25

Commission on Aging

- (U) Kathleen LaBranche – 87 Scott Street – term to expire 12/25

Persons with Disabilities

- (U) Gary Roy – 61 Matthew Road – term to expire 12/25

Public Building Committee

- (U) Gary Roy – 61 Matthew Road – term to expire 12/25

Democratic Appointments

Historic District Commission – Alternate to Full member

- (D) David Case – 59 Milwood Road – term to expire 12/28

Please place these nominations on the Town Council agenda for the January 16, 2024 meeting.

C: C. Martin, Mayor
K. Bilodeau, Town Clerk