

TOWN COUNCIL AGENDA  
COMMUNITY CULTURAL CENTER AUDITORIUM / MICROSOFT "TEAMS"  
50 Chapman Place  
EAST HARTFORD, CONNECTICUT  
October 3, 2023

7:00 PM Executive Session

=====

This Town Council meeting is accessible through **"Microsoft Teams"** [929-235-8441](tel:929-235-8441)  
**Conference ID: 739 895 753#** 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. September 19, 2023 Executive Session
  - B. September 19, 2023 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
7. OLD BUSINESS
8. NEW BUSINESS
  - A. Approval and Request of Bid Waiver for East Hartford Works! Pre-Apprenticeship Program
  - B. Request of Bid Waivers from Health and Social Services Department
    1. For Clinical and Outreach Services with First Choice Health Centers, Inc. (FCHC)
    2. For Community Outreach Services with Hispanic Health Coalition
    3. For Development of Vaccine Marketing and Educational Resources With United Way of Central and Northeastern Connecticut
  - C. Agreement with OVG360 Venue Management re: Use of Silver Lane Plaza for Parking during October 14<sup>th</sup> U.S. Men's Soccer match at Rentschler Field
  - D. Referral to Ordinance Committee re: Police Policies Concerning the Use of Traffic Cameras, License Plate Readers and Other Technology
  - E. Recommendations from Personnel and Pensions Subcommittee
    1. Revision of Job Description and Pay Grade increase for Administrative Clerk III (Police Department)

2. Revision of Job Description, Pay Grade increase and Change in Title for Administrative Clerk III- Quartermaster (Police Department)
  - F. Referral to Personnel and Pensions Subcommittee re: Proposed Revisions of Job Description and Title for Fire Services Technician Heavy Mechanic and Senior Secretary to the Mayor
  - G. Appointments to Boards and Commissions
  - H. Reappointment of James Kate to the East Hartford Housing Authority Board of Directors
9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
  10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
    - A. The pending claim of Ian Allison regarding employment with the Town of East Hartford and referral to Police Officer Standards and Training Council.
  11. OPPORTUNITY FOR RESIDENTS TO SPEAK
    - A. Other Elected Officials
    - B. Other Residents
    - C. Mayor
  12. ADJOURNMENT (next meeting: October 17, 2023 at Community Cultural Center)

Community Cultural Center Room 111

September 19, 2023

EXECUTIVE SESSION

PRESENT Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr. (arrived at 6:12 p.m.), Majority Leader Sebrina Wilson (via Teams), Minority Leader John Morrison, Councilors Angela Parkinson, Awet Tsegai, Harry O. Amadasun, Jr. (arrived at 6:11 p.m.), Thomas Rup and Travis Simpson

ALSO Mayor Michael P. Walsh  
PRESENT Melissa McCaw, Chief Administrative Officer and Finance Director  
James Tallberg, Corporation Counsel  
Robert Fitzgerald, Assistant Corporation Counsel  
Attorney Katherine Rule, Howd & Ludorf, LLC  
Attorney Johanna Zelman, FordHarrison  
Attorney Richard J. Buturla, Berchem Moses PC (via Teams)

CALL TO ORDER

Chair Kehoe called the meeting to order at 6:08 p.m.

MOTION By John Morrison  
seconded by Awet Tsegai

to **go into** Executive Session to discuss the following:

- A. The pending Law Enforcement Liability Claim known as JUMA JONES V. EAST HARTFORD, No. 3:21-cv-00442(VAB)
- B. The pending Law Enforcement Liability Claim known as JERMAINE FELICIANO V. EAST HARTFORD, No. 3:20-cv-01932(OAW)
- C. The pending Law Enforcement Liability Claim known as LAURENCE WASHINGTON V. EAST HARTFORD, No. 3:16-vc-01316(SRU)
- D. The pending Superior Court action known as ALLISON, IAN v. TOWN OF EAST HARTFORD, Docket No: HHD-CV22-6151552-S
- E. Use of technology by law enforcement affecting public security

Motion carried 7/0

MOTION By John Morrison  
seconded by Don Bell

to **go back to** Regular Session.

Motion carried 9/0

ADJOURNMENT

MOTION By John Morrison

seconded by Don Bell  
to **adjourn** at 7:50 pm  
Motion carried 9/0

Attest \_\_\_\_\_  
Richard F. Kehoe  
Town Council Chair

EAST HARTFORD TOWN COUNCIL

COMMUNITY CULTURAL CENTER AUDITORIUM

September 19, 2023

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

ABSENT

ALSO Mayor Michael P. Walsh  
PRESENT Melissa McCaw, Chief Administrative Officer and Finance Director  
Laurence Burnsed, Director of Health and Social Services  
Amanda Garrity, Deputy Director of Health and Social Services  
Mary Jane Foster, President and CEO of Interval House

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:58 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

MOTION By Don Bell  
seconded by John Morrison

to **add item 8G** “Bid Waiver re: Purchase of COVID-19 vaccines from FFF Enterprises by the Health and Social Services Department to the agenda.

Motion carried 9/0

RECOGNITIONS AND AWARDS

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

APPROVAL OF MINUTES

September 5, 2023 Executive Session

MOTION By Sebrina Wilson  
seconded by Travis Simpson

to **approve** the minutes of the September 5, 2023 Executive Session.

Motion carried 9/0

September 5, 2023 Public Hearing

MOTION By Sebrina Wilson  
seconded by John Morrison

to **approve** the minutes of the September 5, 2023 Public Hearing.

Motion carried 9/0

September 5, 2023 Regular Meeting

MOTION By Sebrina Wilson  
seconded by John Morrison

to **approve** the minutes of the September 5, 2023 Regular Meeting.

Motion carried 9/0

COMMUNICATIONS AND PETITIONS

Interval House Update on Domestic Violence Prevention and Services

Mary Jane Foster, President and CEO of Interval House provided a background of Interval House, Connecticut's largest domestic violence victim service agency. Ms. Foster expressed her gratitude for the Town's support of Interval House through ARPA Funding, the CARES Act and CDBG funds so they may continue their work in the community.

Ms. Foster spoke to the value of the organization's relationship with the East Hartford Police Department where an Interval House employee is assigned to assist police officers in responding to domestic violence incidents. An information and crisis hotline is available as a resource for the public. In FY2022, the organization served 487 victims in East Hartford and 540 this past year.

Ms. Foster shared that October is Domestic Violence Awareness Month, and provided information on two upcoming events. On October 7<sup>th</sup>, a walk at Dunkin' Park will be held in memory of Jennifer Farber Dulos and on October 25<sup>th</sup> a free breakfast at the Riverview in Simsbury will be served to recognize the healthcare partners who assist with the safety of clients.

Ms. Foster encouraged all in attendance to serve as advocates and share information regarding the services available through the organization.

OLD BUSINESS

NEW BUSINESS

Application to Hartford Foundation for Public Giving re: Basic Human Needs Fund Grant

MOTION By Angie Parkinson  
seconded by Tom Rup

to adopt the following resolution:

**WHEREAS;** the Hartford Foundation for Public Giving has made funding available under its Basic Human Needs Program, and;

**WHEREAS;** this program focuses on providing a safety net to improve the lives of low-income residents of Greater Hartford by helping residents facing the challenges of hunger, homelessness, domestic violence, mental health challenges and lack of access to other necessities,

**NOW THEREFORE LET IT BE RESOLVED;** that Michael P. Walsh, 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 Hartford Foundation for Public Giving as they pertain to this Basic Human Needs grant.

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

Application to State Department of Mental Health and Addiction Services' (DMHAS) re: 2023-24 Local Prevention Council Grant

MOTION       By Harry Amadasun  
                  seconded by Awet Tsegai

to adopt the following resolution:

**RESOLVED,** that Michael P. Walsh, Mayor of the Town of East Hartford, is hereby authorized to execute on behalf of this municipality a grant application in an amount not to exceed \$7,141.55 with the State of Connecticut Department of Mental Health and Addiction Services to support the activities of a local alcohol, tobacco, and other drug abuse Prevention Council, and to execute and file any contracts, amendments or reports as may be required to successfully complete the terms of the grant contract.

**BE IT FURTHER RESOLVED** that Mayor Michael P. Walsh's term of office began on November 8, 2021 and will continue until November 13, 2023. As Mayor, Michael P. Walsh serves as the Chief Executive Officer for the Town of East Hartford, and is duly authorized to enter into agreements and contracts on behalf of the Town of East Hartford.

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

Recommendation from Tax Policy Committee re: 61 Chipper Drive

MOTION       By Angie Parkinson  
                  seconded by Travis Simpson

to adopt the following resolution:



Proposed revision of Job Description, Pay Grade increase and Change in Title for Administrative Clerk III- Quartermaster (Police Department)

MOTION By Awet Tsegai  
seconded by Tom Rup

to **refer** to the Personnel and Pensions Subcommittee the proposed revision of job description and pay grade increase for Administrative Clerk III in the Police Department and proposed revision of job description, pay grade increase and change in title for Administrative Clerk III- Quartermaster in the Police Department as provided in a memo from Mayor Michael P. Walsh to Rich Kehoe, Town Council Chair dated September 8th, 2023 with instructions to review the positions and report back to the full Council with its recommendations, if any.

Motion carried 9/0

Refund of Taxes

MOTION By Harry Amadasun  
seconded by Don Bell

to **approve** a total refund of taxes in the amount of \$13,852.30 pursuant to Section 12-129 of the Connecticut General Statutes.

Bill	Name/ Check Payable to:	Address	City/State/Zip	Prop Loc/Vehicle Info.	Int Paid	Over Paid
2021-03-0050144	ACAR LEASING LTD	PO BOX 1990	FORT WORTH, TX 76101	2018/1GCVKREC7I2206548		-867.02
2022-03-0050151	ACAR LEASING LTD	PO BOX 1990	FORT WORTH, TX 76101	2018/1GCVKREC7I2206548		-772.56
2022-03-0050377	ADDY JACOB L	1220 BURNSIDE AVE APT A	EAST HARTFORD, CT 06108-1593	2010/STDKK4CC2A5332200		-9.77
2021-03-0052950	BECKMAN TONEKA N	96 ALLENDALE RD	HARTFORD, CT 06106-3501	2015/5J8TB4H38FLO29798		-426.52
2022-03-0053131	BELCHAK MICHAEL E CLARKE JUDITH	164 CAMBRIDGE DR	EAST HARTFORD, CT 06118-2605	2015/4N11C2529F0143556		-18.80
2022-02-0040227	BENEDICTA ANNAN	929 BURNSIDE AVE	EAST HARTFORD, CT 06108	929 BURNSIDE AVE		-79.98
2022-03-0054166	BOYKINS-SCRUGGS VALERIE	240 ELLINGTON RD	EAST HARTFORD, CT 06108-1106	2017/JAAR4AW8H2024746		-19.54
2022-03-0055031	BUSH TRUCK LEASING INC	80 PARK DR	WILMINGTON, OH 45177	2020/4UZAC3EAXLCLU2424		-67.59
2022-03-0055912	CASEY NICOLE S	9 BEAUMONT ST	EAST HARTFORD, CT 06108-2306	2005/3FAP37N15R101764		-12.14
2021-03-0057025	COMEAX SHANDA N	11 MIDDLEFIELD ST	MANCHESTER, CT 06040	2014/5GAKVKCD7EJ327753		-495.00
2019-01-0001595	CORELOGIC REFUNDS DEPT	3001 HACKBERRY RD	IRVING, TX 75063	9 CHESLEE RD		-74.88
2020-01-0001603	CORELOGIC REFUNDS DEPT	3001 HACKBERRY RD	IRVING, TX 75063	9 CHESLEE RD		-74.02
2021-03-0058846	DEANGULO LUCY A	298 SCHOOL ST	EAST HARTFORD, CT 06108-1848	2006/2HGF6126X6H538627		-113.61
2022-03-0059436	DELGADO CHRISTOPHER L	237 HIGHLAND VIEW DR	SOUTH WINDHAM, CT 06266-1114	2013/JA32W8FV6DU005287		-246.54
2022-03-0059746	DIAZ ALBERTO L	49 KING ST	EAST HARTFORD, CT 06108	2017/ZACCBB8HPPF46416		-109.62
2022-03-0059942	DIAZ-ROBLERO VIRGLIO N	22 MURRAY ST	EAST HARTFORD, CT 06108-1637	2008/1HGPC25818A125065		-148.99
2022-03-0060615	DUFF CLIFFORD E	27 RACEBROOK DR A	EAST HARTFORD, CT 06108	1998/1C3EJ56H8WV184181		-78.38
2022-01-004886	FISHER KATHLEEN K AND WEISBAUM N	6 NORTH DR	NIANTIC, CT 06357	257 KING ST		-3,196.05
2021-03-0063935	GONZALES-EASON MADONNA	49 SCOTT ST	EAST HARTFORD, CT 06118-2650	2011/14RR4GG78C713495		-113.58
2022-03-0065788	HARC INC	900 ASYLUM AVE	HARTFORD, CT 06105	2011/2CNALBEC686425738		-493.07
2022-03-0065790	HARC INC.	900 ASYLUM AVE	HARTFORD, CT 06105	2017/1FDEE3F52HD22296		-602.14
2021-03-0066712	HYUNDAI LEASE TITLING TRUST	3161 MICHELSON DR STE #1900	IRVINE, CA 92612	2019/5NPEZ4AF7KH744064		-297.50
2022-03-0067452	HYUNDAI LEASE TITLING TRUST	3161 MICHELSON DR STE #1900	IRVINE, CA 92612	2021/5NPEK4I3MHI09576		-755.02
2022-03-0067771	ISLAM SHARA M	140 CHIPPER DR	EAST HARTFORD, CT 06108-2779	2016/555W4K80G102844		-160.84
2022-03-0068713	JP MORGAN CHASE BANK NA	PO BOX 901098	FORT WORTH, TX 76101-2098	2020/JF2SKAUC7LH487380		-432.25
2022-03-0071034	LOMBARDO MARILYN	339 FORBES ST	EAST HARTFORD, CT 06118-1309	2009/453BL616597231700		-11.13
2022-03-0071396	LUCERO LINARES CRISTIAN A	117 TOLLAND ST	EAST HARTFORD, CT 06108-3438	2013/1HGC2E54DA169944		-50.74
2021-02-0041030	MALTA HOUSE OF CARE INC	136 FARMINGTON AVE	HARTFORD, CT 06105	19 WOODLAND ST SUITE 21		-211.36
2022-03-0071998	MANZANARES-LOPEZ JOSE A	99 BURNSIDE AVE APT 11	EAST HARTFORD, CT 06108-3417	2005/4F2CZ96145KM51788		-15.45
2022-03-0072237	MARTIN JOY A	97 LEVERICH DR	EAST HARTFORD, CT 06108-1432	2016/1FTEW1E3GFG829597		-57.46
2021-03-0071643	MARTINEZ-RECINOS ARTURO	112 OLMSTED ST APT #1W	EAST HARTFORD, CT 06108	2005/KM85C3D25U004697		-13.32
2022-03-0072526	MASON LEONARDO R	19 LINDEN ST	EAST HARTFORD, CT 06108-4028	2004/1GNFK16Z84154964		-45.47
2021-04-0084905	NISSAN INFINITI LT LLC	PO BOX 650214	DALLAS, TX 75265-9523	2022/1N48L4CV7NN349543		-100.79
2022-03-0075614	NISSAN INFINITI LT LLC	PO BOX 650214	DALLAS, TX 75265-9523	2020/JN1BJ1CV5LW643900		-96.76
2022-03-0075650	NISSAN INFINITI LT LLC	PO BOX 650214	DALLAS, TX 75265-9523	2022/5N1DR3AC6NC231486		-204.88
2022-03-0075673	NISSAN INFINITI LT LLC	PO BOX 650214	DALLAS, TX 75265-9523	2020/JN1BJ1CV9LW364014		-96.76
2022-03-0075723	NISSAN INFINITI LT LLC	PO BOX 650214	DALLAS, TX 75265-9523	2020/KNMAT2MVXLP539332		-237.55
2022-03-0077069	PANDHARE VIBHOR	849 WEST ORANGE AVE APT 4022	SOUTH SAN FRANCISCO, CA 94080	2008/1HGPC36878A049565		-78.65
2021-03-0078219	RAMOS-HENRIQUEZ MARCOS A	BLISS ST 61	EAST HARTFORD, CT 06108	2008/18HGS8268C204614		-78.91
2022-03-0080800	RODRIGUEZ JAMES P	178 MAIN ST	EAST HARTFORD, CT 06118-3234	2018/1C6RR7FG05S218060		-30.00
2022-03-0081106	ROHNER KRISTINE L	9 ELEANOR RD	EAST HARTFORD, CT 06118-2021	2014/4T1BK1E8XEJ083399		-29.93
2022-03-0082000	SALMON CARMELLA E	16 FOLEY CIR	EAST HARTFORD, CT 06108-1524	2015/19XFB2F58F262805		-159.71
2021-03-0082645	SMITH EDNA Y	140 SILVER LN APT B7	EAST HARTFORD, CT 06118-1020	2008/1THBJ466X82272541		-16.79
2021-03-0083493	SULCA LUIS A	88 GREEN MANOR AVE	WINDSOR, CT 06095-3503	2010/2T3BF4DV2AW062128		-127.18
2019-03-0085634	TEFFT LOUIS W	320 DIANE DR	SOUTH WINDSOR, CT 06074	2005/1FAHP60A35Y106810	-41.09	-342.45
2019-03-0085635	TEFFT LOUIS W	320 DIANE DR	SOUTH WINDSOR, CT 06074	2005/2D4FV48V15H570453	-12.85	-107.10
2020-03-0083856	TEFFT LOUIS W	320 DIANE DR	SOUTH WINDSOR, CT 06074	2005/1FAHP60A35Y106810	-108.36	-314.10
2021-03-0084691	TOYOTA LEASE TRUST	3200 WEST RAY ROAD	CHANDLER, AZ 85226	2020/JM3KFBDM5L0845051		-521.81
2022-03-0086096	TRIEU PHUONG T	17 STILL LN	WEST HARTFORD, CT 06117-1214	2001/4N2Z1N17T31D824760		-16.23
2021-03-0085433	VALENTINE SAMUEL E	46 STANLEY ST 3FL	EAST HARTFORD, CT 06108-1661	2010/453BMB6C4A3238152		-161.98
2021-03-0085795	VCFS AUTO LEASING CO	PO BOX 91300	MOBILE, AL 36691	2019/LVY102RKS8B215030		-463.04
2022-03-0087430	VERA JOSEFINA	116 WOODLAWN CIR	EAST HARTFORD, CT 06108-2868	1996/14FJ68S3L247154		-6.50
2022-03-0087503	VILLANUEVA REINALDO	15648 SW 49TH AVENUE RD	OCALA, FL 34473-8003	2012/1N48L2EP9C5A5782		-15.97
2022-03-0087735	VW CREDIT LEASING LTD	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2020/3VV2B7AX2LM043958		-155.82
2022-03-0088078	WATTSVAVER LIGHTING PRODUCTS INC	22 THOMAS ST	EAST HARTFORD, CT 06108-2012	2017/JTMRREV1HD080037		-94.86
2022-03-0089272	ZAMAN AKHTAR	1327 BURNSIDE AVE APT B2	EAST HARTFORD, CT 06108	2016/STDZK3DC2G5741099		-147.02
2022-03-0089447	ZUNIGA VIVEROS DANILO A	72 CHAPEL ST FL3	EAST HARTFORD, CT 06108	2000/14FF48S0YL167565		-14.87
SUBTOTAL					(162.30)	(13,690.00)
TOTAL						\$ (13,852.30)

Motion carried 9/0

[Bid Waiver re: Purchase of COVID-19 vaccines from FFF Enterprises by Health and Social Services Department](#)

**MOTION** By Harry Amadasun  
seconded by Don Bell

pursuant to 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(a) and further authorize the Town to purchase approximately 300 COVID-19 vaccines from FFF Enterprises at a purchase price not to exceed \$36,909.00 and enter into a letter of commitment with Moderna US, Inc., and further authorize Mayor Michael P. Walsh to make, execute and approve on behalf of the Town, any and all contracts or amendments necessary to consummate this transaction as such waiver is in the best interest of the Town as it will allow the Department of Health and Human

Services to administer to the public COVID-19 vaccines during town influenza clinics and office visits this fall.

Motion carried 9/0

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

Councillor Tsegai proposed that the Administration consider adding timed light fixtures to basketball courts in town similar those at the tennis courts at the high school.

Councillor Tsegai also requested an update on the Roberts Street light fixtures. *The Mayor stated that poles are in and connections are complete, but the town is still waiting for Eversource to connect the lights to the power lines.*

Councillor Amadasun asked what is the best course of action for residents to voice their concerns regarding blight or similar issues. *The Mayor provided a list of resources available for residents which include the “My East Hartford” phone app; the ability to enter a Q-Alert through the Town Website; or to contact the Town through the bilingual Quality of Life Hotline (860-291-7QOL).*

Councillor Parkinson asked for an update on bus shelter installations on Main Street. *The Mayor stated that money is allocated for the project and will provide an update.*

Councillor Tsegai asked if current staffing for blight enforcement is sufficient. *The mayor stated that the town is adequately staffed with two full time blight enforcement officers as part of the Quality of Life team. The town is still short staffed in the Engineering and Inspections and Permits departments.*

Councillor Bell shared that a resident has recommended that a southbound left turn lane installed at intersection on Main Street to turn onto Maple Street. *A new traffic light at Maple and Main Street southbound has been ordered and it has been requested that the fixture include a left turn signal. ConnDOT is in charge as Main Street is a state route.*

Councillor Simpson expressed that a similar traffic issue exists on Main Street traveling northbound on Main Street for cars making the left turn onto Broad Street.

### COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

The pending Superior Court action known as ALLISON, IAN v. TOWN OF EAST HARTFORD, Docket No: HHD-CV22-6151552-S

MOTION        By Don Bell  
                      seconded by Travis Simpson

to accept the recommendation of Assistant Corporation Counsel to fully and finally settle the pending Superior Court action known as Allison, Ian V. Town of East Hartford, Docket No. HHD-CV22-6151552-S, for a total sum of Thirteen-Thousand Four Hundred Dollars and No Cents (\$13,400.00).

Motion carried 9/0

The pending Law Enforcement Liability Claim known as LAURENCE WASHINGTON V. EAST HARTFORD, No. 3:16-vc-01316(SRU)

MOTION By Don Bell  
seconded by Travis Simpson

to accept the recommendation of Corporation Counsel to fully and finally settle the pending Federal Court action known as Laurence Washington v. East Hartford, Docket No. 3:16-vc-01316(SRU), for a total sum of \$150,000.00.

Motion carried 9/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

Gary Roy, 61 Matthew Road,

- shared that the event hosted this past weekend by the WWII Legacy Foundation was a success.
- suggested that the Town talk to the owner of the blighted property before issuing an order to correct the problem so the Town can fully understand any extenuating circumstances.
- expressed appreciation for the Town's upkeep of the WWI Doughboy statue located in front of Raymond Library.

ADJOURNMENT

MOTION By John Morrison  
seconded by Don Bell

to **adjourn** (9:27 pm)

Motion carried 9/0

The Chair wished all a good evening and announced that the next regular meeting of the Town Council would be on October 3, 2023.

Attest \_\_\_\_\_  
Jason Marshall  
TOWN COUNCIL CLERK



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 22, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: BID WAIVER & Multiple Quote Requirements: Deco Manufacturing

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In accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, please see the enclosed bid waiver request submitted by Director of East Hartford Works Amy Peltier to enter into a contract with Deco Manufacturing to provide a work-based learning opportunity in the form of a 6-week Pre-Apprenticeship where East Hartford Works would subsidize wages.

Additionally, in accordance with Section 10-4(a), East Hartford Works seeks approval of this proposed program to receive a fee, in the form of reimbursed subsidized wages.

Please place this information on the Town Council agenda for the October 3, 2023 meeting.

C: A. Peltier, Director of East Hartford Works  
M. McCaw, Finance Director  
M. Enman, Purchasing Agent

MICHAEL P. WALSH  
MAYOR

OFFICE OF  
CORPORATION  
COUNSEL

# TOWN OF EAST HARTFORD

740 Main Street  
East Hartford, Connecticut 06108

(860) 291-7215

WWW.EASTHARTFORDCT.GOV

**DATE:** September 22, 2023

**TO:** Michael P. Walsh, Mayor

**FROM:** Amy Peltier, Director of East Hartford Works

**RE:** **Request for waiver of bidding and multiple quote requirement under Ordinance Sec. 10-7(a) and additional request for approval under Ordinance Sec. 10-4a**

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East Hartford Works (“EHW”) aims to support under and unemployed East Hartford residents who are seeking quality in-demand jobs that offer family sustaining wages. EHW supports the efforts of local employers in need of labor so that there is a mutually beneficial workforce culture contributing to elevating the local economy for all. EHW performs this mission specifically, with individuals in need of training and upskilling for higher wage jobs.

As part of the multi-year \$800,000 American Rescue Plan Act allocation by the East Hartford Town Council, EHW funds the costs of the various training programs, including the proposed pre-apprenticeship and work-based learning program. Given that the ARPA funds are available for multiple fiscal years, EHW desires to secure a pre-apprenticeship program provider similar to the programming offered by the State Office of Workforce Competitiveness, whereby contracts are in place to serve and connect individuals to job training as they present to our office. The goal is that the individuals will be able to secure stable employment at the conclusion of the training.

Due to the niche specialty, difficulty in identifying local employers willing to participate and the inability to determine the number individuals we will serve over the coming years, East Hartford Works (EHW) is requesting a waiver of the bidding and multiple quote procedures and request for proposals process as outlined in Town of East Hartford Code of Ordinances, Sec. 10-7a and Sec. 10-7b *Et. Seq.* for entering into a contract with Deco Manufacturing to provide a work-based learning opportunity in the form of a 6-week Pre-Apprenticeship where East Hartford Works would subsidize wages. It is likely that the costs for multiple pre-apprenticeships will exceed the \$10,000 threshold in Sec. 10-7, therefore total approval of the waiver of bidding, multiple quotes, and request for proposals is requested to cover this program through funding exhaustion. A contract with Deco Manufacturing, subject to Council approval of a bid waiver, would entail hosting and

training each Pre-Apprentice for up to 6 weeks or 240 hours at a wage of \$17/hour. This equates to approximately \$4,392 for the initial Pre-Apprentice.

The requested waiver is necessary to efficiently secure the services of a single local employer who is willing to provide full-time on-the-job training within an in-demand industry for an East Hartford Works job seeker that has completed entry level manufacturing credentials. Deco Manufacturing is currently the only employer willing to participate in this program.

East Hartford Works additionally seeks approval of this proposed program under Town Ordinance Sec. 10-4a for Deco Manufacturing to receive a fee, in the form of reimbursed subsidized wages, in order to utilize the EHW program participant at no initial cost to them. Ideally the EHW program participant will perform well enough to then be hired by Deco on their own right, at the conclusion of the EHW Pre-Apprenticeship.

Section 10-7(c) of the Code of Ordinances establishes the Town Council's authority to waive the requirements for obtaining multiple quotes when such waiver is in the best interest of the Town.

Thank you for your consideration of this request. Please feel free to contact me at x291-4345 if you have any questions.

CC: Connor Martin, Chief of Staff  
Melissa McCaw, Chief Administrative Officer/ Dir. Of Finance  
Robert Fitzgerald, Assistant Corporation Counsel  
Michele Enman, Purchasing Agent  
Paul O'Sullivan, Grants Manager



## EAST HARTFORD WORKS FACT SHEET



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Established as a town department in 2022, the mission of East Hartford Works (EHW) is to support under and unemployed East Hartford residents who are seeking quality in-demand jobs that offer family sustaining wages. We are dedicated to shaping an East Hartford where every person has access to meaningful workforce development and career pathways. Specifically, EHW partners with local employers in need of labor and provides direct services and referrals to individuals in need of training and upskilling for higher wage jobs, so that there is a mutually beneficial workforce culture contributing to elevating the local economy for all.

- **Annual Professional Skills Academy (PSA).** Once annually, EHW offers a 5-week long career readiness training that provides direct skills instruction, assessments, subject matter expert feedback, employer panels and mock interviews to support residents being more job ready and having productive job searches. The PSA is offered in partnership with Goodwin University (GU), on a part-time basis so participants can work and maintain other commitments over the training period. Participants can earn up to 4 credentials at the University for successful completion of all coursework. Cohorts of approximately 12 individuals are chosen from applicants for each PSA. EHW partners with the GU Career Development Office to comprehensively case manage participants completing the PSA to move directly into quality employment opportunities or enroll in technical training for in-demand career clusters.
- **Widespread Community Outreach.** East Hartford Works casts a wide net throughout town to reach interested participants for the training as well as recruit employers to get involved. For months leading up to each PSA, public notice of the training is shared in physical flyer postings, through our professional networks and partners, at school district and other community based functions, on EHW's weekly email blast that reaches a distribution of over 700 email addresses that have signed up to receive updates and in various and continued ways over social media, including a press release from the Mayor's Office.
- **Partnerships with private sector employers.** Local and regional business are recruited to participate in the PSA by offering mock interviews, share job openings or host participants on their worksite for work based learning opportunities where wages are paid by EHW. While several regional employers have been willing to participate in mock interviews, like Liberty Bank, Trinity Health, and InterCommunity Health, none had been willing to take on a Pre-Apprentice as part of a subsidized work based learning opportunity. Additional outreach to employers willing and able to accept adults who complete our PSA has been done at the CT River Valley

Chamber of Commerce meetings, among employers participating in the summer youth employment program and as part of outreach strategies to major hiring enterprises like Pratt and Whitney and Coca-Cola Enterprises.

- **Pilot Program.** Deco Manufacturing, a local East Hartford small scale manufacturer is a leader in manufacturing work rest blades for centerless grinders and manufacturer of industrial knives and shears. Deco is the first and only local company willing to host a PSA graduate as part of a time limited Pre-Apprenticeship, 6-week work-based learning opportunity. Additionally, of our PSA graduates, only one has been willing and able to accept a Pre-Apprenticeship opportunity now that one has arisen. Often, work-based learning opportunities are unpaid while the employer determines if a trainee is a good fit. We have seen individuals not accept training opportunities, even if a job pays sufficiently at the end, because they do not have a savings buffer to support their family through any unpaid period of training. We hope this pilot program will allow us to create a successful example of how forward thinking East Hartford can be in addressing both unemployment and employer hesitancy to hire nontraditional workers.
- **An approved model with strong outcomes.** This Pre-Apprenticeship model is based on similar state-sponsored workforce development opportunities that provide wage subsidies to employers who offer opportunity to unemployed jobseekers. The incentive it provides to employers will encourage local businesses to create job opportunities and support local economic growth.

**PROPOSED RESOLUTION TO APPROVE EAST HARTFORD WORKS, PRE-  
APPRENTICESHIP PROGRAM**

**WHEREAS**, the Town, thought the East Hartford Works! initiative assists residents with career development and educational resources and strives to foster community engagement;

**WHEREAS**, this Council has previously allocated \$800,000 in American Rescue Plan Act funds to allow the East Hartford Works! initiative to further this goal;

**WHEREAS**, such American Rescue Plan Act funds are presently required to be obligated by December 31, 2024;

**WHEREAS**, the Town desires to develop a pre-apprenticeship program modeled after and similar to the programming offered by the State of Connecticut Office of Workforce Competitiveness, whereby contracts would be set in place between the Town and willing employers to place individuals in employment opportunities that offer on-the-job training as these opportunities present themselves;

**WHEREAS**, to implement this program the Town requests a waiver of the bidding and multiple quote requirement under Ordinance Section Sec. 10-7(a) and requests approval of this program pursuant to Ordinance Sec. 10-4a;

**WHEREAS**, the requested waiver is necessary to efficiently secure willing employers to provide full-time on-the-job training within in-demand industries for East Hartford Works program participants.

**THEREFORE, BE IT RESOLVED**, that the East Hartford Town Council does hereby approve the following items:

1. A waiver of bidding and request for proposal requirements under Section 10-7(a) of the Town of East Hartford Code of Ordinances to permit the Town to enter into contracts with willing employer-participants of the East Hartford Works! initiative pre-apprenticeship program.
2. Approval of the East Hartford Works! initiative pre-apprenticeship program pursuant to Town Ordinance Sec. 10-4a.
3. Such contracts shall be on a form reviewed and approved by the Office of Corporation Counsel and may provide for terms and conditions of reimbursement of program participant wages over a period of time to be determined by the Parties.
4. That Mayor, Michael P. Walsh, is hereby authorized to make, execute and deliver all agreements, additional and supplemental documents, and to do and perform such acts and to take such actions as may be necessary or required for the consummation of the transactions provided for and contemplated by this Resolution.
5. Such program and this resolution is authorized until December 31, 2024 or until such time that the previously allocated \$800,000 in American Rescue Plan Act funds for the East Hartford Works! initiative is obligated, whichever occurs first.



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 22, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: BID WAIVER: Hispanic Health Council

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In accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, please see the enclosed bid waiver request submitted by Deputy Director of Health and Social Services Amanda Garrity to subcontract with the Hispanic Health Council to provide community outreach in East Hartford in order to promote vaccination events as well as educate residents about the benefits of vaccination against COVID-19, influenza and other diseases.

Please place this information on the Town Council agenda for the October 3, 2023 meeting.

C: A. Garrity, Deputy Director of Health & Social Services  
L. Burnsed, Health & Social Services Director  
M. McCaw, Finance Director  
M. Enman, Purchasing Agent

MICHAEL P. WALSH  
MAYOR

# TOWN OF EAST HARTFORD

(860) 291-7324

HEALTH@EASTHARTFORDCT.GOV

740 Main Street

East Hartford, Connecticut 06108

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HEALTH DEPARTMENT

September 20, 2023

TO: Mayor Michael P. Walsh

FROM: Laurence Burnsed, MPH, MBA  
Director of Health & Social Services

RE: Request for waiver of bidding requirements

In accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, I respectfully request a bid waiver to permit the Department of Health & Human Services to subcontract with the Hispanic Health Council to provide community outreach in East Hartford in order to promote vaccination events as well as educate residents about the benefits of vaccination against COVID-19, influenza and other diseases.

Funding will be supported by the Connecticut State Department of Health immunization grant. These grant funds were effective beginning 9/1/2023 to support local public health efforts to improve vaccination coverage against COVID-19 and influenza during the 2023-24 and 2024-24 viral respiratory disease seasons. These funds can also be used through June 2025 to educate residents about recommended vaccinations for targeted populations, address vaccine misinformation, and link residents to available immunization services.

The Hispanic Health Coalition is a nationally recognized, community-based organization, whose mission is to improve the health and social well-being of Latinos and other diverse communities through advocacy and culturally resonant services. The Hispanic Health Coalition utilizes a community health worker model to promote healthy behaviors and education through direct outreach. Immunization grant funds are available to support contracting services up to \$18,100.00. Funds will be utilized to support the costs of program supplies for outreach activities, including printing educational resources and information about scheduled mobile vaccination events conducted by First Choice Health Centers, Inc. or the East Hartford Health Department, attending community events to reach at-risk populations, and travel expenses for Coalition staff. The budget proposal submitted by the Hispanic Health Coalition accounts for outreach services to promote up to 30 vaccination events during the grant period.

There are two reasons for requesting Council approval for a bid waiver. First, there is a short turnaround time between approval of the health department's grant proposal and the need to initiate outreach services for the current viral respiratory season. Second, the Hispanic Health Coalition has a history of strong performance working with the Town of East Hartford, our local healthcare organizations, and other community-based organizations for promoting public health services. Collaborating with an organization that is familiar with our community and stakeholders will help save time and effort implementing grant-supported services.

I appreciate your consideration for this request. Please let me know if you need additional information or clarification.



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 22, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: BID WAIVER: First Choice Health Centers

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In accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, please see the enclosed bid waiver request submitted by Deputy Director of Health and Social Services Amanda Garrity to contract with First Choice Health Centers, Inc. (FCHC) for clinical and outreach services.

Please place this information on the Town Council agenda for the October 3, 2023 meeting.

C: A. Garrity, Deputy Director of Health & Social Services  
L. Burnsed, Health & Social Services Director  
M. McCaw, Finance Director  
M. Enman, Purchasing Agent

MICHAEL P. WALSH  
MAYOR

# TOWN OF EAST HARTFORD

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HEALTH DEPARTMENT

September 22, 2023

TO: Mayor Michael P. Walsh

FROM: Amanda Garrity, MSN, RN  
Deputy Director of Health and Human Services

RE: Request for waiver of bidding requirements

In accordance with Section 10-7 (c) of the Town of East Hartford Code of Ordinances, I respectfully request a bid waiver to permit the Department of Health and Human Services to contract with First Choice Health Centers, Inc. (FCHC) for clinical and outreach services as specified below.

The Town of East Hartford, Department of Health & Human Services was awarded three grants from the Connecticut State Department of Public Health. These grants are the Epidemiology & Laboratory Capacity (ELC) grant that supports investigation of COVID-19 and other emerging infectious diseases; the immunization grant that supports vaccination services for COVID-19, influenza and other vaccine-preventable diseases as well as marketing and outreach to improve vaccination coverage among residents; and the Preventive Health Strategies at Work in CT Communities grant that supports primary and secondary health programs that impact Healthy People 2030 goals. All three grants allow for subcontracting mobile clinical services to reach high-risk targeted populations.

A bid waiver is requested for contracting with FCHC in the amount of \$70,000. ELC funds are available to support mobile COVID-19 testing services at a cost of up to \$15,000. FCHC will provide mobile testing services at locations and dates arranged by the health department. Mobile testing events will be scheduled in high social vulnerability (SVI) index Census tracts to improve accessibility to testing and promote disease containment measures during periods of elevated COVID-19 community transmission during the 2023-24 viral respiratory season.

Immunization grant funds were awarded to support mobile vaccination events at a cost of up to \$30,000. FCHC has the capacity to offer mobile immunization services for COVID-19, influenza and other recommended vaccines. These contracted services fulfill grant requirements of ensuring vaccination services are made accessible for hard-to-reach populations in high SVI areas. As anticipated, the state is beginning to experience an increase in hospitalizations and deaths related to COVID-19 and it has been projected to continue through the fall and winter. There has also been considerable focus on and concern for the rising rates of Respiratory Syncytial Virus (RSV) and influenza infections indicating a critical need for vaccinating our vulnerable populations to decrease severity, hospitalizations and deaths related to these illnesses this viral-respiratory disease season. Grant funds support a series of mobile vaccination events during the 2023-24 and 2024-25 viral respiratory seasons.

Finally, Town of East Hartford was awarded preventive health strategies grant funds that support mobile preventive health screening services at a cost of up to \$35,000 per year over a five-year period. This grant also allows contracting with FCHC to offer medication counseling and coaching to

maintain optimal health and wellness through encouraging medication regimen compliance, and reviewing treatment options for individuals to discuss with their primary providers.

There are two reasons for requesting Council approval for a bid waiver. First, the immunization grant has a short turnaround time from initial budget approval to the period grant activities are most needed to administer COVID-19 and influenza vaccinations for this viral respiratory season. Second, FCHC is a local healthcare provider with the capacity to offer mobile clinics needed to connect services to vulnerable residents that lack access to healthcare services.

Thank you for considering this request. Please let me know if additional information is needed for your review.



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 22, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: BID WAIVER: United Way

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In accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, please see the enclosed bid waiver request submitted by Deputy Director of Health and Social Services Amanda Garrity to subcontract with the United Way of Central and Northeastern Connecticut to development marketing resources for vaccination events in East Hartford, as well as develop educational resources about the benefits of vaccination against COVID-19, influenza and other diseases.

Please place this information on the Town Council agenda for the October 3, 2023 meeting.

C: A. Garrity, Deputy Director of Health & Social Services  
L. Burnsed, Health & Social Services Director  
M. McCaw, Finance Director  
M. Enman, Purchasing Agent

MICHAEL P. WALSH  
MAYOR

# TOWN OF EAST HARTFORD

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East Hartford, Connecticut 06108

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HEALTH DEPARTMENT

September 20, 2023

TO: Mayor Michael P. Walsh

FROM: Laurence Burnsed, MPH, MBA  
Director of Health & Social Services

RE: Request for waiver of bidding requirements

In accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, I respectfully request a bid waiver to permit the Department of Health & Human Services to subcontract with the United Way of Central and Northeastern Connecticut to development marketing resources for vaccination events in East Hartford, as well as develop educational resources about the benefits of vaccination against COVID-19, influenza and other diseases.

Funding will be supported by the Connecticut State Department of Health immunization grant. These grant funds were effective beginning 9/1/2023 to support local public health efforts to improve vaccination coverage against COVID-19 and influenza during the 2023-24 and 2024-24 viral respiratory disease seasons. These funds can also be used through June 2025 to educate residents about recommended vaccinations for targeted populations, address vaccine misinformation, and link residents to available immunization services.

The United Way of Central and Northeastern CT is a non-profit organization, whose mission is to engage and bring together people and resources committed to the well-being and families in our community. Immunization grant funds are available to support contracting services up to \$20,300.00. Funds will be utilized to support the costs of developing educational resources for outreach activities conducted by the Hispanic Health Coalition and the health department, including printing educational resources and information about scheduled mobile vaccination events conducted by First Choice Health Centers, Inc. or the health department. United Way staff will work directly with health department staff on vaccine event messaging, addressing vaccine misinformation, and resources that educate residents about recommendation vaccination schedules for target populations.

There are two reasons for requesting Council approval for a bid waiver. First, as noted in related bid waivers for organizations identified to collaborate with the health department for immunization activities, there is a short turnaround time between approval of our grant proposal and the need to initiate outreach services for the current viral respiratory season. Second, the United Way of Central and Northeastern CT has a positive history of working with the Town of East Hartford promoting COVID-19 vaccinations. The United Way performed similar marketing and resource development services for COVID-19 vaccine equity activities during 2021. This organization is familiar with addressing vaccine equity among diverse populations.

I appreciate your consideration for this request. Please let me know if you need additional information or clarification.



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 20, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: AGREEMENT: Silver Lane Plaza Parking Lot Use

---

Please see the attached request from Development Director Eileen Buckheit regarding the use of the Silver Lane Plaza parking for the October 14 U.S. Men's soccer match.

The attendance for the event is above average and additional parking is needed.

Please place this item on the Town Council agenda for the October 3, 2023 meeting.

C: E. Buckheit, Development Director  
R. Fitzgerald, Assistant Corporation Counsel



TO: Mayor Mike Walsh

FROM: Eileen Buckheit, Development Director

DATE: September 21, 2023

RE: Silver Lane Plaza parking lot use – 10/14/23

---

I am respectfully requesting an item in reference to the above stated address be placed on the October 3<sup>rd</sup> agenda.

The Capital Region Development Authority (CRDA) who oversees the Rentschler Field Stadium approached the Town about using the Plaza for parking for the October 14<sup>th</sup> U.S. Men's soccer match. The attendance for the event is above average and large crowds are anticipated.

The use of the Plaza parking lot would be only for the one-day event, in designated areas, and monitored. The agreement would be between Global, who manages the stadium on behalf of CRDA, and the Town. LAZ parking would be the entity managing the parking lot for the day. Appropriate insurance certificates would be supplied to the Town and LAZ will coordinate with the EH Police Department.

In anticipation of the event, LAZ parking would sweep the parking lot, and patch large pot holes near the entrances at no cost to the Town. Notification of use of the parking lot would be given to the tenants, and areas around their stores would be left open for customers. Event goers would be directed to Simmons Street to cross Silver Lane.

Assistant Corporation Counsel Robert Fitzgerald will be supplying the use agreement.

Thank you and let me know if you have any questions or concerns.

**PROPOSED RESOLUTION FOR LIMITED LICENSE AGREEMENT REGARDING  
SILVER LANE PLAZA**

**WHEREAS**, on March 1, 2023, the Town of East Hartford became the owner of the real property located at 794 – 810 Silver Lane, East Hartford and 818 – 850 Silver Lane, East Hartford, Connecticut, known as the Silver Lane Plaza;

**WHEREAS**, on October 14, 2023, the Pratt & Whitney Stadium at Rentschler Field (“Rentschler Field”) will host the US Men's National Soccer Team vs Germany National Men’s Soccer Team. It is anticipated that this event will be heavily attended;

**WHEREAS**, the Capital Region Development Authority, as the entity that controls Rentschler Field, has made an inquiry of the Town to utilize the parking lot and open space located at the Silver Lane Plaza as parking for patrons attending the October 14, 2023, soccer match; and

**WHEREAS**, the Capital Region Development Authority, has represented that the property management firm hired to manage Rentschler Field, Oak View Group, LLC, will staff the parking lot for the event and provide pre and post event clean-up.

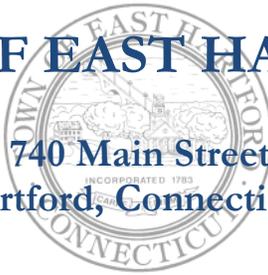
**THEREFORE, BE IT RESOLVED**, that the East Hartford Town Council does hereby approve the following items:

1. This Council waives the requirements of Town Ordinance 10-19, acting as a committee of the whole for the Fees Committee to permit the Town to enter into a license agreement with Capital Region Development Authority, Oak View Group, LLC, or their successor’s, assigns, or affiliated entities for use of the parking lot and open space located at the Silver Lane Plaza for the purpose of event parking for the US Men's National Soccer Team vs Germany National Men’s Soccer Team at Rentschler Field;
2. Such, license agreement may be for a fee of one dollar (\$1.00) and may not exceed the term of October 13, 2023 through October 15, 2023;
3. Shall license agreement be on a form reviewed and approved by the Office of Corporation Counsel; and
4. That Mayor, Michael P. Walsh, is hereby authorized to make, execute and deliver all agreements, additional and supplemental documents, and to do and perform such acts and to take such actions as may be necessary or required for the consummation of the transactions provided for and contemplated by this Resolution.

# TOWN OF EAST HARTFORD

(860) 291-7207

OFFICE OF  
THE TOWN COUNCIL



East Hartford, Connecticut 06108

[WWW.EASTHARTFORDCT.GOV](http://WWW.EASTHARTFORDCT.GOV)

DATE: September 28, 2023  
TO: TOWN COUNCILLORS  
FROM: RICH KEHOE, CHAIR  
RE: Referral to Ordinance Committee re: Police Policies Concerning the Use of Traffic Cameras, License Plate Readers and Other Technology

The Police Department has previously discussed with the Town Council their intention to install traffic cameras in limited locations throughout the town for the purpose of aiding law enforcement investigations into criminal activity. The Town Council supported such installation but expressed its desire to limit the locations, ensure that the cameras were only focused on public property and that the recordings would be used solely for gathering evidence in the course of an active investigation and not for proactive surveillance. The Police Chief issued a policy containing those general principles.

There are additional technologies being considered by law enforcement agencies in Connecticut. The East Hartford Police Department recently expressed interest in installing license plate readers. The state has authorized the municipal use of red light cameras. Some Town Councillors have expressed interest in police use of drones to track people who violate the law such as street takeovers and reckless and dangerous driving where police cruiser pursuit would create a danger to others.

The use of these technologies can be an effective law enforcement tool but such use also raises civil liberties issues which must be addressed prior to the implementation of such technology.

Therefore, the Ordinance Committee should review the best practices of protecting civil rights in the use of such technologies and recommend a process for review of police policies by the Town Council and the public prior to adoption or amendment of such policies.

CCC 111/MICROSOFT TEAMS

PERSONNEL AND PENSIONS SUBCOMMITTEE

September 26, 2023

PRESENT Awet Tsegai, Chair, Councilors Harry Amadasun Jr. and Tom Rup

ALSO Tyron Harris, Human Resources Director  
PRESENT

CALL TO ORDER

Chair Tsegai called the meeting to order at 5:31 pm

APPROVAL OF MINUTES

September 5, 2023 Meeting

MOTION By Tom Rup  
seconded by Harry Amadasun

to **approve** the minutes of the September 14, 2023 Personnel & Pensions Subcommittee meeting.

Motion carried 3/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

None

NEW BUSINESS

Director Harris shared that as a number of positions have been provided to the committee for review with a number still to come, Human Resources plans to provide an updated organizational chart for the Committee ahead of their next meeting which shows a full list of pay grade changes by department.

Proposed Revision of Job Description and Pay Grade Increase for Administrative Clerk III (Police Department)

The director shared that the job description for Administrative Clerk III has not been updated for some time, and upon review it was confirmed that the person currently in the role is performing a number of duties that were not listed as the responsibilities have increased and evolved over time. Additional responsibilities that have been added to the job description include:

- Coordination of Police Department activity statistics and reports
- Assistance in drafting and coordination of Operation Plans
- Response to Freedom of Information requests
- Assistance with requisitions and financial reporting in the absence of the Accounts Payable Clerk

The director shared that after review of the position's pay grade, the role was under market relative to other municipalities, so the recommendation is to increase pay from Grade 4 (salary range \$40,975-\$49,801 for FY23-24) to Grade 5 (\$43,597-\$52,992).

MOTION       By Harry Amadasun  
                  Seconded by Tom Rup

to **recommend** the Town Council accept the Proposed Revision of Job Description and Pay Grade Increase for Administrative Clerk III in the Police Department, dated April 30, 2023, as provided by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0

Proposed Revision of Job Description, Pay Grade Increase and Change in Title for Administrative Clerk III- Quartermaster (Police Department)

The Director stated that this particular position has evolved to more specific needs of the Police Department that are focused on report processing, vendor relations and inventory. Duties added to the job description provided include:

- Coordinating police activity statistics for reports to the Mayor's Office, State Police, State Attorney, and the Federal Bureau of Investigation.
- Maintenance of the criminal information system, alarm registrations and fingerprint files as required by the department
- Various record keeping and reporting duties
- Inventory maintenance of various office supplies, uniforms, and safety equipment

Upon review, the director also recommended that the job description include the requirement of National Crime Information Center (NCIC) certification.

The director stated that to better reflect the specific duties as described, the inclusion of "Quartermaster" to the job title was made to more accurately define the position. In addition, similar to the job description discussed previously at tonight's meeting, a pay grade increase for this role is also recommended.

MOTION       By Tom Rup  
                  Seconded by Harry Amadasun

to recommend the Town Council accept the Proposed Revision of Job Description, Pay Grade Increase and Change in Title for the previously titled position of "Administrative Clerk III" to "Administrative Clerk III- Quartermaster" in the Police Department, dated August 31, 2023, as provided by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0

Adjournment

MOTION By Tom Rup  
Seconded by Harry Amadasun

to **adjourn** (5:45 pm)

Motion carried 3/0

C: Town Council  
Mayor Walsh  
Tyron Harris, Human Resources Director  
Scott Sansom, Chief of Police



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 8, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: REFERRAL: Personnel and Pensions Subcommittee

---

Please see the attached request for changes to the job descriptions of Administrative Clerk III-Quartermaster and Administrative Clerk III. These changes more appropriately define the job responsibilities for these positions.

Please place this item on the Town Council agenda for the September 19, 2023 meeting for referral to the Personnel and Pensions Subcommittee.

C: T. Harris, HR Director  
M.McCaw, Finance Director

MICHAEL P. WALSH  
MAYOR

# TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS  
DIRECTOR  
OFFICE OF HUMAN  
RESOURCES

740 Main Street  
East Hartford, Connecticut 06108

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August 30<sup>th</sup> 2023

The Hon. Mayor Mike Walsh  
740 Main Street  
East Hartford, CT 06108

Re: Administrative Clerk III

Dear Mr. Walsh:

Please see the revised Administrative Clerk III. Most revisions are better at defining the role of an Administrative Clerk III.

Attached is the Administrative Clerk III position description with proposed revisions.

Some of the key additions are

**General Duties**

- Works with applicants and Department Directors to get Outdoor Amusement Permit applications and materials reviewed and ready for submission and placement on the Town Council agenda for approval. Upon approval, processes permit.
- Assists in drafting, finalizing, and distributing the Operation Plans with instructions from the Assistant Chief and Deputy Chief of Operations and/or their designee.
- Coordinates police activity statistics for reports to the Mayor's Office, State Police, State Attorney, and the Federal Bureau of Investigation.
- Maintains and updates fingerprint files, including review of arrest logs and court transmittal sheets to ensure fingerprint data and classification information are properly recorded.
- Enters and retrieves information into and from the State Police "Collect System" by computer terminal.
- In the absence of the Accounts Payable Clerk, assist when immediate assistance is required to enter requisitions, research POs or payment history, process a payment or employee reimbursements, run reports in Munis, contact a vendor for their W9, etc.
- When requested, check voicemails, chief's mail, create a posting and process acknowledgement of an FOI request in Absence of Chief of Police Administrative Assistant.

Therefore, I recommend that this position be referred to the Town Council for consideration and a grade change.

Tyron V. Harris  
Human Resources Director

*Customer Service. Collaboration. Communication.*



- Assists Professional Standards Bureau with entering “Use of Force” reports into the IA Pro system.
- Creates the following years Bidding Schedule and creates new worksheets for the new bid year, as well as, assisting Lt. of Support Services with posting of Bids.
- Copies and distributes the Daily Worksheets to Management, Communications, Records Supervisor and Records Department.
- Check mail daily and distributes to appropriate personnel.
- Assists staff, as needed, with projects such as assisting Community Officers with putting together the binders and printing Certificate of Completion for the Citizen’s Academy, etc.
- Updates and distributes the Special Events Calendar.
- Take minutes for meetings as necessary (i.e. Uniform Committee).
- Assist in editing word documents and creating spreadsheets when needed.
- Respond and assist public/staff when phone calls are received.
- Develops and maintains filing systems as needed.
- Observes strict confidentiality in maintaining files, records and any office conversations.
- Reports work accomplished to Supervisor.
- Receives oral and written instructions from supervisor(s).
- Plans work according to established office or standard procedures.
- Establishes priorities within work assignments.
- ~~Receives, classifies and processes criminal activity information to Career Criminal unit.~~
- ~~Coordinates police activity statistics for reports to Mayor’s Office, State Police, State Attorney and the Federal Bureau of Investigation.~~
- ~~Maintains and updates fingerprint files, including review of arrest logs and court transmittal sheets to assure fingerprint data and classification information is properly recorded.~~
- ~~Enters and retrieves information into and from State Police “Collect System” by computer terminal.~~
- ~~Maintains and updates criminal information system, including recording arrests, court dispositions, and related information.~~
- ~~Receives, processes and transmits by teletype, information on missing persons, stolen cars and stolen car plates.~~
- ~~Maintains schedule and appointment information for detective employees.~~
- ~~Prepares and types statistical information and reports.~~
- ~~Organizes, types and collates major case summaries in book form.~~
- ~~Types correspondence, narrative reports and documents from rough draft.~~

**ADDITIONAL DUTIES:**

- Operates office equipment such as calculators, photocopying machines, scanners and other equipment as necessary.
- In the absence of the Accounts Payable Clerk, may assist when immediate assistance is required to enter requisitions, research POs or payment history, process a payment or employee reimbursements, run reports in Munis, contact a vendor for their W9, etc.

- [When requested check voicemails, chief's mail, create a posting and process acknowledgement of an FOI request in Absence of Chief of Police Administrative Assistant.](#)
- Performs related tasks as required.

**SUPERVISED BY:**

Receives general supervision from an assigned Supervisor.

**QUALIFICATIONS PROFILE:**

- The skills and knowledge required would generally be acquired with a high school education, and three years experience in general office work.
- Ability to acquire a working knowledge of department programs, policies and procedures.
- Ability to apply common sense understanding to carry out instructions furnished in oral, written or schedule form.
- Ability to add, subtract, multiply and divide all units to measure.
- Ability to perform routine bookkeeping in monitoring an operating budget.
- Ability to type accurately.
- Ability to acquire skill to operate data and word processing equipment.
- Ability to deal cooperatively and effectively with others.

**LICENSE OR CERTIFICATE:**

Not applicable.

**EEO/AA Statement**

In the Town of East Hartford, we don't just accept difference — we celebrate it, support it, and thrive on it for the benefit of our employees, residents, and community partners. The Town of East Hartford is proud to be an equal-opportunity workplace.

**Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.**

MICHAEL P. WALSH  
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

September 5, 2023  
The Hon. Mayor Mike Walsh  
740 Main Street  
East Hartford, CT 06108

Re: Administrative Clerk III Quartermaster

Dear Mr. Walsh:

Please see the revised Administrative Clerk III- Quartermaster. Most revisions are better at defining the role of an Administrative Clerk III- Quartermaster.

Attached is the Administrative Clerk III Quartermaster position description with proposed revisions.

Some of the key additions are

**General Duties**

- Coordinates police activity statistics for reports to the Mayor's Office, State Police, State Attorney, and the Federal Bureau of Investigation.
- Maintains and updates criminal information system, including recording arrests, court dispositions, and related information.
- Receives, processes, and transmits by teletype information on missing persons, stolen cars, and stolen car plates.
- Maintain alarm registrations in NEXGEN daily by updating and deleting any new alarm information.
- Maintains and updates fingerprint files, including review of arrest logs and court transmittal sheets to ensure fingerprint data and classification information are properly recorded.
- Receives, classifies, and processes criminal activity information to the Career Criminal unit.

**LICENSE OR CERTIFICATE:**

- Collect and NCIC certified

Therefore, I recommend that this position be referred to the Town Council for consideration and a grade change.

Tyron V. Harris  
Human Resources Director

*Customer Service. Collaboration. Communication.*

## TOWN OF EAST HARTFORD

**TITLE:** Administrative Clerk III \_\_\_\_\_ **GRADE:** 4 5  
Quartermaster  
**DEPARTMENT:** Police \_\_\_\_\_ **DATE:** 8/31/2023 07/01/87

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### POSITION DEFINITION:

Performs office administrative and general clerical work of some complexity and variety; and specialized clerical administrative work in the detective unit. Provides information to town departments, public, and staff members, requiring a knowledge of department programs and procedures.

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### GENERAL DUTIES:

- Receives oral and written instructions from supervisor.
- Plans work according to established office or standard procedures.
- Establishes priorities within work assignments.
- Receives, classifies, and processes criminal activity information to the Career Criminal unit.
- Coordinates police activity statistics for reports to the Mayor's Office, State Police, State Attorney, and the Federal Bureau of Investigation.
- Maintains and updates fingerprint files, including review of arrest logs and court transmittal sheets to assure-ensure fingerprint data and classification information is properly recorded.
- Enters and retrieves information into and from the State Police "Collect System" by computer terminal.
- Maintains and updates criminal information system, including recording arrests, court dispositions, and related information.
- Receives, processes, and transmits by teletype, information-information on missing persons, stolen cars, and stolen car plates.
- Develops and maintains filing systems as needed.
- As assigned, maintains unit attendance and leave records.
- ~~Provides information and referral services to the public regarding unit programs and procedures.~~
- ~~Maintains schedule and appointment information for detective employees.~~
- Prepares and types statistical information and reports.
- Organizes, types, and collates major case summaries in book form.
- Types correspondence, narrative reports, and documents from a rough draft.
- Observes strict confidentiality in maintaining restricted files and records.
- Prepares file information for review by a supervisor or an approved administrator.
- Reports work accomplished to the Supervisor.
- Process orders through appropriate vendors for uniforms, equipment and office supplies on an as-needed-as-needed or requested basis

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- Receive and process ~~officers~~officers' request for uniforms/equipment order forms
- Maintain and log information from each order into ~~excel~~Excel date spreadsheets in the appropriate officer file, keeping an accurate accounting tally of their uniform allowance balance
- Email order forms to appropriate vendors (Horwitz, Fairfield Uniforms, ~~ete~~etc.)
- Process and distribute orders when they arrive in ~~the~~ department by sending email to officer for pickup, ~~obtain~~obtaining their signature on invoice, ~~copy~~copying, file, ~~send and sending an~~ original invoice to ~~the~~ Accounting Department.
- Coordinate with Fire Department in regards to receiving/returning UPS or FEDEX packages on a daily basis. Distribute packages to appropriate ~~personal~~personnel or departments. Daily packages are left with Fire, Front Desk or Records
- Distribute all State and Federal publications, including Red/Blue books, ~~and~~ State of Connecticut Infractions Schedule booklets, to all units in a timely manner
- Meet vendors in a polite and professional manner
- Order and replenish all State, Federal, DMV, DCF, and Judicial Department forms at all times for the officers located in the Report Writing Room, Booking, and the Watch Commanders Office
- Order and replenish all Infractions, Complaint Tickets, Misdemeanor Summons Tickets, Parking Tickets and Juvenile Summons Tickets. Keep in a locked cabinet and in the Watch Commanders Office.
- Keep ~~an accurate written records~~accurate written records of ALL tickets according to the State Accreditations Regulations
- Responsible for ordering all office supplies, copy paper, gloves, batteries and distribute as needed in the appropriate cabinets
- Check and replenish all supplies and forms in Booking on a weekly basis
- Keep constant supplies of ink/toner/waster cartridges for all department printers and copy machines. Receive MIS weekly print out and order/replace toners as needed
- Trouble shooting or placing service calls on all copiers, fax machines, printers that need repair
- Maintain alarm registrations in NEXGEN on a daily basis by updating, deleting any new alarm information. Take phone calls or ~~in-person~~in-person questions in a professional manner
- Generate and process monthly alarm notices(warnings, late notices and billings). Send letters in a timely manner
- Generate and process in May the mass annual alarm registration renewal letters in a timely manner
- Accurately enter and process in NEXGEN all alarm billings or renewal payments by check or cash in a timely manner. Send the weekly report to Accounting in a timely manner
- Responsible for storing and distributing NARCAN supplies
- Responsible for storing and ordering all COVID supplies
- Keep a clean and organized area of used uniforms and equipment for officers in as needed basis.

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**ADDITIONAL DUTIES:**

- Enters and retrieves information in an electronic filing machine by computer terminal.
- Operates office equipment such as calculators, photocopying machines, collators, and mailing equipment.
- **Temporarily relieves other office staff as need requires.**
- Performs related tasks as required.
- **Report work accomplished to the Supervisor**

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**SUPERVISED BY:**

Receives general supervision from an assigned Supervisor.

**QUALIFICATIONS PROFILE:**

- The skills and knowledge required would generally be acquired with a high school education; and three ~~years~~years' experience in general office work.
- Ability to acquire a working knowledge of department programs, policies and procedures.
- Ability to apply common sense understanding to carry out instructions furnished in oral, written or ~~schedule~~scheduled form.
- Ability to add, subtract, multiply, and divide all units to measure.
- Ability to perform routine bookkeeping in monitoring an operating budget.
- Ability to type accurately.
- Ability to acquire skill to operate data and word processing equipment.
- Ability to deal cooperatively and effectively with others.

**LICENSE OR CERTIFICATE:**

**Not applicable.**

**Collect and ~~NCIC-certified~~NCIC-certified**

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**EEO/AA Statement**

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**Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.**



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 20, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: REFERRAL: Personnel and Pensions Subcommittee *mpw*

---

Please see the attached job description for Fire Services Technician Heavy Mechanic. The new title will be Assistant Master Mechanic.

Please place this item on the Town Council agenda for the October 3, 2023 meeting for referral to the Personnel and Pensions Subcommittee.

C: T. Harris, HR Director  
M. McCaw, Finance Director  
K. Munson, Fire Chief.

MICHAEL P. WALSH  
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

September 20, 2023

The Hon. Mayor Mike Walsh  
740 Main Street  
East Hartford, CT 06108

Re Fire Services Technician Heavy Mechanic

Dear Mr. Walsh:

Please see the attached job description for Fire Services Technician Heavy Mechanic. The new title will be Assistant Master Mechanic.

Over the last several months, we have cooperatively engaged Local 1548 in conversations to upgrade the job descriptions of our maintenance personnel. We researched many other communities and sought out best practices. Included in the attached draft are the changes which will position us for the future. There is no financial impact, this simply adjusts the essential job functions and desired qualifications to align the position with contemporary standards of work for heavy equipment mechanics.

Some of the changes are listed below:

- Skill in welding and in the care and use of skilled mechanics tools employed in all phases of vehicle and equipment repair.
- Ability to meet the minimum training requirements of OSHA 191.156 for exterior firefighting functions (department will provide required training).
- Preference will be given to those who are certified Firefighter I/II.
- Selected individuals should meet the requirements of NFPA 1071: Standard for Emergency Vehicle Technician Professional Qualifications, - Chapter 5 Emergency Vehicle Technician II within one year of appointment.
- ASE certification preferred but not required.

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:** ~~Fire Service Technician-Heavy-Mechanic~~Assistant Master Mechanic  
**Grade:** 67

**DEPARTMENT:** Fire  
Draft 10/1/2023

**Date:**

**POSITION DEFINITION:**

Under general supervision of the ~~Superintendent of Maintenance~~Master Mechanic, performs major and minor repairs and adjustments to all types of fire apparatus and equipment.

**ESSENTIAL JOB FUNCTIONS:**

- Overhauls, repairs, and maintains all department apparatus, light fleet vehicles, pumps, equipment, and tools.
- Tests and repairs fire hose, aerial ladders, ground ladders, SCBA, and other emergency tools and equipment.
- Performs preventive maintenance on all department apparatus and equipment.
- Inspects department apparatus and equipment to determine the need for preventive maintenance or immediate repairs.
- ~~Instructs~~Instruct department personnel in the use and operation of all department apparatus and equipment.
- ~~Responds to emergency incidents and performs firefighting functions, if required.~~
- Makes road calls for immobile vehicles and equipment, makes necessary repairs and/or transports vehicle to appropriate repair facility.
- Arranges outside repair work if it is determined to be more efficient and economical.
- Documents maintenance and repair records according to department policy using current technology.

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**ADDITIONAL JOB FUNCTIONS:**

- Assists in the development of specifications for all department's apparatus, light fleet vehicles, pumps, and equipment.
- Documents all inspections, maintenance, and repairs to department vehicles apparatus and equipment.
- Assists with the repair and maintenance of the municipal fire alarm system and associated components.
- Assists with the repair and maintenance of the emergency communications systems.
- Assists with the repair of mobile technology and small electronics used by the fire department.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the operation and maintenance of all motor apparatus used by the fire department.
- Knowledge of the various equipment used by the department in the delivery of emergency services.
- Ability to recognize the need for vehicle repairs and maintenance.
- Ability to establish and maintain effective working relationships with associates and the public.
- Skill in welding and in the care and use of skilled mechanics tools employed in all phases of vehicle and equipment repair.
- Ability to meet the minimum training requirements of OSHA 191.156 for exterior firefighting functions (department will provide required training).
  - Preference will be given to those who are certified Firefighter I/II.
- Thorough knowledge of the rules, regulations, and procedures of the department.
- Knowledge of NFPA 1900: Standard for Aircraft Rescue and Firefighting Vehicles, Automotive Fire Apparatus, Wildland Fire Apparatus, and Automotive Ambulances.
- Knowledge of the State of Connecticut rules and regulations governing Commercial Motor Vehicle operation.

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

- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.
- Ability to work in poor weather conditions, including heat, cold, rain or snow.

**REQUIRED JOB QUALIFICATIONS AND LICENSING REQUIREMENTS:**

- Standard High School or Vocational School Diploma or its equivalent.
- Possession of a valid Motor Vehicle Operator's License.
  - Those not holding a valid Commercial Driver's License-B at the time of appointment must obtain such certification within one year of appointment.
- Must be free of any physical or mental impairment that would prohibit the accomplishment of the essential functions of a ~~Fire Service Technician~~ the position.
- Not less than three (3) years of experience in the repairing and maintenance of automobile/~~truck~~ motors and equipment or any equivalent combination of training and experience ~~which that~~ would indicate the ability to perform the duties required.
- ~~Demonstrated experience in heavy vehicle repair including but limited to, diesel engine repair, braking systems, hydraulic systems, and transmission repair is preferred.~~
- ~~Demonstrated experience in repairing fire department equipment is preferred.~~
- ~~Selected individuals must meet the requirements of NFPA 1071: Standard for Emergency Vehicle Technician Professional Qualifications, Chapter 5 Emergency Vehicle Technician II~~ Preference will be given to internal candidates who possess the minimum required job qualifications and have been a regular member of the East Hartford Fire Department for not less than three (3) years.

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~~Fire Service Technician-Heavy~~

~~2~~ Mechanic Assistant Master Mechanic, Fire

**PREFERRED JOB QUALIFICATIONS AND LICENSING:**

- Demonstrated experience in repairing fire department equipment.
- Demonstrated experience in heavy vehicle repair including but NOT limited to, diesel engine repair, braking systems, hydraulic systems, and transmission repair.
- Selected individuals should meet the requirements of NFPA 1071: Standard for Emergency Vehicle Technician Professional Qualifications, - Chapter 5 Emergency Vehicle Technician II within one year of appointment.
- ASE certification preferred but not required.
  - Preference will be given to T-series medium/heavy truck T2-T8 certifications.
- is preferred.

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**EEO/AA Statement**

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**NOTE: The above tasks and responsibilities are illustrative only.**



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 25, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: REFERRAL: Personnel and Pensions Subcommittee *MW*

---

Please see the attached request for changes to the job title and job description of Senior Secretary to the Mayor.

These changes more appropriately define the job responsibilities for the position.

The official title is "Senior Secretary to the Mayor," but over the last couple of years, the responsibilities have shifted to perform more communications-related duties, including website and social media management, newsletters, council memos, graphic design, photography, and more. However, the current job description for Senior Secretary is more admin-like and almost replicates the duties of Executive Secretary.

It is time to revise this position's title and job description to reflect the responsibilities being performed in this role.

We want to rename the position from "Senior Secretary to the Mayor" to "Municipal Communications Specialist" and adopt the attached job description.

Please place this item on the Town Council agenda for the October 3, 2023 meeting for referral to the Personnel and Pensions Subcommittee.

C: T. Harris, HR Director  
M. McCaw, CAO  
C. Martin, Chief of Staff  
E. Tchelidze, Communications Specialist

MICHAEL P. WALSH  
MAYOR

# TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS  
DIRECTOR  
OFFICE OF HUMAN  
RESOURCES

740 Main Street  
East Hartford, Connecticut 06108

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September 25, 2023

The Hon. Mayor Mike Walsh  
740 Main Street  
East Hartford, CT 06108

Re Municipal Communications Specialist

Dear Mr. Walsh:

Please see the attached job description for Senior Secretary to the Mayor. The new title will be Municipal Communications Specialist.

The official title is "Senior Secretary to the Mayor," over the last couple of years the responsibilities have shifted to perform more communications-related duties to support the Mayor's and Chief of Staff's vision to increase our interaction with residents & businesses.

As such, the day-to-day duties incorporate many more communications tasks, including website and social media management, newsletters, council memos, graphic design, photography, and more. However, the job description for Senior Secretary is more admin-like and almost replicates the duties of Executive Secretary.

With that, we have concluded that it is time to revise the title and job description of this position to reflect the responsibilities being performed in this role.

We want to rename the position from "Senior Secretary to the Mayor" to "Municipal Communications Specialist" and adopt the attached job description. That will allow our office to have a true communications position that accurately aligns with the job description.

I have created the attached description based on the responsibilities. While the Communications Specialist will be performing all the communications duties, we still want them to support the Mayor's Office with occasional admin duties.

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:** Senior Secretary to the Mayor/Communications Specialist  
**GRADE:** 11

**DEPARTMENT:** Office of the Mayor  
11/1/2023

**DATE:** 7/1/17

### POSITION DEFINITION:

~~Works under the general direction of the Mayor; responsible for performing administrative and executive level secretarial work of a complex, confidential, and responsible nature in the office of the Mayor.~~

Working under general supervision of the Mayor, the Communications Specialist develops and edits communication materials that promote a positive public image of the Town of East Hartford to diverse audiences and informs constituents of local news, events, programs and more. This position also collaborates with existing East Hartford town departments to achieve brand consistency, content and message coordination, and the highest standards for internal and external communications by showing a broad general knowledge of media support tools and a comprehensive performance of tasks within one or more areas of responsibility.

Work assignments involve frequent direct contact with the public to answer a variety of questions requiring knowledge of the town and departmental news. The job requires skills to perform various research support functions. Work activities are complex and others rely on the accuracy and reliability of the information, analysis, or advice to make decisions, and affect the overall image of the town.

Responsibilities include providing administrative support for the Mayor's office as needed, such as responding to inquiries and requests for information, maintaining accurate records of board appointments, filing minutes, crafting letters and public notices, and others.

### ESSENTIAL JOB FUNCTIONS:

- ~~• Participates in the preparation of the Mayor's Office budget and assists in the administration of the approved office budget.~~
- ~~• Plans and organizes work according to priority and established or standard office procedures.~~
- ~~• Composes and produces written responses to public inquiries for the Mayor and directs requests to the appropriate department head or individual and monitors same for follow-up and compliance.~~
- ~~• Provides general information to public on department or town services, including regulatory, cultural, social, or recreational programs.~~
- ~~• Observes strict confidentiality in establishing and maintaining complex restricted files and records.~~
- ~~• Compiles and coordinates data for action for Mayor or the Administrative Assistant.~~
- ~~• Communicates directions to proper persons, and follows up for compliance, completeness, and conformance with deadlines.~~
- ~~• Composes and types letters, statistical and narrative reports of some complexity and meeting minutes from rough draft or shorthand notes.~~

- Composes both routine and complex correspondence, press releases, proclamations and reports and coordinates and prepares the Mayor's Council meeting agenda items for Mayor's approval prior to submission to Town Council.
- Screens telephone calls, inquiries, and greets visitors, ascertains nature of business, and refers to the appropriate office with issue, including drafting any necessary correspondence and/or follow up action.
- Performs special assignments, studies, and administrative functions as directed.
- Reports work accomplished to Mayor or Administrative Assistant.
- Maintains purchasing, personnel, and other administrative records.
- Coordinates scheduling of conference rooms.
- Develops and maintains the town-wide Directory of Board and Commissions.
- Monitors the status of all town Boards and Commissions and reports vacancies thereon to appropriate individuals.
- Responsible for planning, developing and implementing updates and design changes to the Town website and is called upon to promote and market the website to the community.
- Implements, designs and maintains town-wide Community Calendar on the Town Home Page and markets and promotes same to organizations within the community.
- Surveys departments and queries town Directors and department heads to identify items for placement on Town Home Page and, upon identification of same, assists respective department in creating material for input onto Home Page.
  - Media relations, including preparing press releases, responding to press inquiries, organizing and publicizing press conferences & a wide range of public events
  - Creates communication strategies for the Town, Mayor's Office, and a range of municipal departments
  - Writes and creates content for a range of media, including print, digital, website/blog, social, formal correspondence, and proclamations & citations. Must be able to write consistently in differing voices and formats, appropriate to a range of varied municipal agencies, programs and platforms
  - Manages municipal social media pages on a daily basis; prepares monthly newsletter and annual report; prepares proclamations and special recognitions as requested
  - Composes and produces written responses to public inquiries for the Mayor and directs requests to the appropriate department for follow up and compliance
  - Assists departments with creating content, including press releases, flyers, surveys, and more
  - Works with departments to identify items for placement on the town website and assists them with content management on their respective web pages and social media platforms
  - Provides general information to the public on department or town services, including regulatory, cultural, social or recreational programs.
  - Observes strict confidentiality in establishing and maintaining complex restricted files and records.
  - Composes and types letters, statistical and narrative reports of some complexity and meeting minutes from rough draft or shorthand notes
  - Composes both routine and complex correspondence, press releases, proclamations and reports and prepares the Mayor's council meeting agenda items and communication for Mayor's approval prior to submission to Town Council
  - Performs special assignments and administrative functions as directed

- Strong ability to copy-edit and/or redraft complex and technical writing to appeal to a wide audience
- Web editing, using a drupal-based Content Management System. Should have a strong understanding of web writing and editing content as well as some understanding of SEO and analytics functions
- Graphic design, including creating graphics & images for the web, social media, flyers and posters, digital display signs and other platforms
- Customer service, including assisting members of the public with questions or concerns by phone and in person
- Ability and willingness to support the Mayor, Chief of Staff and colleagues with other duties as needed
- Ability to multitask and balance a range of priorities in a fast-paced, results-oriented environment.

Plus Job Requirements:

- Photography, including photographing events, portraits, and buildings / landscapes, as well as experience with image processing tools like Photoshop / Lightroom. Knowledge of photography basic principles is a plus, experience with photography on mobile devices also a plus
- SEO optimization, including experience with Google Analytics or similar platforms, with a focus toward identifying opportunities and maximizing resources
- Familiarity with marketing platforms such as Mailchimp or similar.

**ADDITIONAL JOB FUNCTIONS:**

- May provide services as public notary to members of the public.
- ~~Supervises and assigns work to temporary clerical staff.~~

**KNOWLEDGE, SKILLS, AND ABILITIES:**

*The following qualifications are considered likely to provide the required knowledge and abilities to perform the above essential duties. However, by the Town Ordinance, Section 2-114, an equivalent combination of education and practical work experience in the specific field(s) of work established applicable to this job will be considered.*

- Strong writer, with ability to create content for a wide range of media, audiences, and formats, on demand and to deadline.
- Experience working with traditional and new media and the public to advance strong narratives on a diverse range of topics and programs.
- Ability to work collaboratively with Mayor's Office colleagues, municipal department directors & staff, and outside stakeholders to engage the public about Town events, services and initiatives
- Strong understanding of web design, experience working with Content Management Systems, and ability to work creatively to maximize use of the Town's web hosting service
- Experience with digital strategy, maximizing use of web and social media resources
- Experience with graphic and visual design, with Adobe CC knowledge preferred
- Organized self-starter with a strong desire to learn new skills and increase understanding of town policies and programs in order to better assist the Mayor, town staff, and the public

- Strong computer skills, including firm understanding of Microsoft Office Suite, as well as web based databases and content entry systems, willingness to experiment and self-teach new digital resources
- 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.

*Plus Competencies*

- Experience with municipal or state government communications, including understanding of relevant legal environment and best practices
- Willingness and ability to learn new skills, techniques, or computer systems in a self-directed manner
- Experience training or teaching web & computer skills, including social media basics, content creation, and strategy
- Ability to troubleshoot computer technology and web and digital platforms, as well as create creative solutions to technical problems.

**Ability to:**

- Communicate effectively and accurately both verbally and in writing
  - Adapt to the use of new technology and software as needed
  - 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
  - Meet and deal tactfully and effectively with public officials, employees, and the general public, both on the phone and in person
- Knowledge of web design & related software.
  - ~~Ability to research Town ordinances and State statutes.~~
  - ~~Ability to process high volume of paperwork accurately and efficiently.~~
  - ~~Ability to take shorthand and type with high speed and accuracy.~~
  - ~~Ability to operate data and word processing and transcription equipment.~~
  - ~~Ability to perform basic mathematical computations.~~
  - ~~Ability to meet and deal tactfully and effectively with public officials, employees and the general public.~~
  - ~~Ability to communicate effectively both orally and in writing.~~

**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.~~

- ~~Must be able to access and process information contained in file records and computer database.~~
- ~~Must be able to work with minimum supervision and under stress from demanding deadlines, changing priorities and conditions.~~

*The following physical and mental standards are identified as necessary to perform the essential duties and responsibilities. However, reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

- 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.
- Must be able to work with minimum supervision and under stress from demanding deadlines, changing priorities and conditions.

### **JOB QUALIFICATIONS:**

- ~~Requires a high school education, or its equivalent, with course work in office administration, **and** at least six years of progressively responsible experience at the executive secretary level; **or**~~
- ~~An Associate's Degree and four years of such experience.~~
- **Education:**
- Possession of a Bachelor's degree in Journalism, Mass Communication, Public Relations, Marketing or a closely-related field.
- **Experience:**
- 5 years of communications experience in an organization that included regular interaction with government agencies, and the general public is essential.
- **Licenses/Certificates/Other Qualifications:**
- Notary Public Certification is a plus.

### **LICENSING REQUIREMENTS:**

- ~~Notary Public.~~

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



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 22, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: APPOINTMENTS: Boards and Commissions

---

The following name were submitted to serve on the following commission:

Democratic Appointments:

**Commission on Culture and Fine Arts**

- (D) Aida Ortiz– 80 Hill Top Farms Lane – term to expire 12/23

**Commission on Services for Persons with Disabilities**

- (D) Carlos Martinez Rivera – 190 Burnside Ave – term to expire 12/23

Please place these nominations on the Town Council agenda for the October 3, 2023 meeting.

C: C. Martin, Chief of Staff  
R. Pasek, Town Clerk



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 25, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: APPOINTMENTS: Boards and Commissions

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The following name were submitted to serve on the newly created Fair Rent Commission:

- (Tenant) Anthony Sweet– 6 Heritage Lane – term to expire 12/25
- (Landlord) Shawna Rohan – 31 Amy Drive - term to expire 12/25
- (Tenant) Sarah Lapean – 929 Burnside Ave, Apt A3 - term to expire 12/25
- (Tenant/landlord) Katherine Russello – 11 Casabella Circle - term to expire 12/25

Please place these nominations on the Town Council agenda for the October 3, 2023 meeting.

C: C. Martin, Chief of Staff  
R. Pasek, Town Clerk

September 22nd, 2023

The Honorable Richard Kehoe, Town Council Chairman  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108

***Re: Democratic Appointment***

Dear Chairman Kehoe:

The District Chairs and Vice Chairs of the East Hartford Democratic Town Committee met on Thursday September 21<sup>st</sup>, 2023 to vote and endorse the following candidates:

**Commission on Culture and Fine Arts**

- (D) Aida Ortiz.– 80 Hill Top Farms Lane – term expired 12/23

**Commission on Services of Persons with Disabilities**

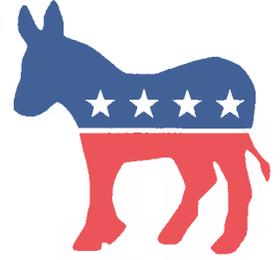
- (D) Carlos Martinez Rivera – 190 Burnside Ave. – term expired 12/23

In accordance with our guidelines, a vote was held. The result of the vote was to forward the attached application to your attention with a recommendation for approval.

Please contact me if you have questions or need additional information.

Respectfully,  
Moriah H. Moriarty  
Chairman

**EAST HARTFORD DEMOCRATIC TOWN COMMITTEE (EHDTC)  
BOARDS AND COMMISSIONS APPLICATION**



The Town of East Hartford is a "Minority Representation" Municipal Government. This Form is to be used to request nomination to a position by the East Hartford Democratic Town Committee and will be submitted to the DISTRICT CHAIRS GROUP (Permanent Nominating Committee) for consideration.  
- East Hartford Democratic Town Committee Chair -

- Please print and complete the following information in full -

Name: Aida L. Ortiz  
Your name exactly as it appears on the East Hartford Voter Registration List

Address: 80 Hilltop Farms Ln Apt#: \_\_\_\_\_ Zip: \_\_\_\_\_

Party Affiliation:  Democrat  Unaffiliated  Minor Party \_\_\_\_\_  
As it appears on the East Hartford Voter Registration List

Home Phone: \_\_\_\_\_ Personal E-mail Address: A.ortiz@comcast.net

Cell Phone: 860-508-1738 Employer: \_\_\_\_\_

Occupation: Retired Teacher

Board or Commission you wish to serve on: Commission on Culture + Fine Arts

**Interest Statement:** Please share your reasons for being interested in serving our Town in this capacity and the qualifications you believe will be an asset to the board/commission you wish to serve on. In addition, you may attach your resume or additional information with this application. Also, please note that your application must be fully completed and signed for consideration.

I want to join a commission culture Fine Arts because I want to have more spanish representation in E.H.

**In accordance with the Towns Boards and Commissions Appointment Policy and Procedures Ordinances, please initial your acknowledgment of the following statements:**

- I understand the commitment for this appointment and have attended at least one meeting of the board/commission I am applying to serve on, and I understand that members who are absent 30% or more of regular meetings will be presumed to have resigned from such board or commission.
- I understand that I may be required to complete training and/or continuing education.
- I understand that I must be a resident of the Town of East Hartford, have no criminal record considered by the town to be so serious that it should be a disqualification, not be an adversary party to pending litigation against the town, and not be in arrears in on any town taxes, fines, or other obligations owed to the town.

By submitting this Board and Commission Application and any accompanying resume or other information, you agree to the release of this information to the Mayor, Town Council, Board of Education and Board or Commission to which you are applying and to their respective administrative staff.

Your Signature: Aida L. Ortiz Date: 8/21/23

Please send your completed application and documentation to Moriah Moriarty, East Hartford Democratic Town Committee Chair via email to: [ChairEHDTC@gmail.com](mailto:ChairEHDTC@gmail.com)

**This space is for use by the East Hartford Democratic Town Committee**

Submitted for consideration by Town Committee Member: \_\_\_\_\_

Applicant voter registration certified by Registrar of Voters: \_\_\_\_\_ Date: \_\_\_\_\_

At a duly called meeting of the East Hartford Democratic Town Committee District Chairs and by a majority vote, the applicant described above is hereby recommended for appointment to the: \_\_\_\_\_

EHDTC Secretary Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Aida L. Ortiz

80 Hilltop Farms Lane East Hartford, Connecticut 06118

Phone: 860-508-1728 E-Mail: [aiort8@comcast.net](mailto:aiort8@comcast.net)

## Objective

## Experience

### Latino Studies Academy - Hartford, CT

2018-2020

- Grade 1 Spanish Bilingual Teacher

### MD Fox Elementary School-Hartford CT

2015 -2016

- Grade 1 Spanish Bilingual Teacher

### Parkville Community School- Hartford, CT

1990-2014

- Exemplary Spanish bilingual teacher, grades 1 and 2
- Mainstream teacher, grade one
- Member of School Governance Team
- Leader for grade 1 data teams
- Coordinate and conduct various parent workshops in reading and math.
- Create differentiated assessments in both Spanish and English

### Barnard-Brown Elementary School- Hartford, CT

1979-1990

- Grade 2 Spanish Bilingual Teacher
- Coordinated bilingual program for the school
- Translated school newsletters for parents

### Jaime Collazo High School- Puerto Rico

1975-1979

- High School Spanish Language Teacher

## Education

- Highest Degree obtained – PHD in Philosophy and Education Vision University 2003
- University of Hartford 1983-1985
- Masters Degree in Special Education (emphasis in Bilingual and Bicultural Education)

### University of Puerto Rico

1970-1974

- BS Secondary Spanish Education
- Minor: Elementary Reading

## Skills

Cooperative team leader-Skillful at integrating technology in the classroom-Expert with Data analysis- Superb knowledge about using student data to guide instruction-Excellent communication skills with parents, colleagues, and students-skillful with differentiation-Exceptional class management skills-Trained in PBIS and behavior management

Town of East Hartford  
Boards and Commissions  
Application



Date: 7/19

Name: Carlos M Martinez Rivera  
Your name exactly as it appears on the E. Htfd. Voter Registration List

Address: 190 Burnside ave Apt.# 2 Zip: 06108

Home Phone: \_\_\_\_\_ Email: cmoney0781@gmail.com

Cell Phone: 8607907077 Years as an E.Hartford Resident: 20 years

Occupation: recovery support specialist Employer: \_\_\_\_\_  
Employer/Work Address

Formal Education/Certifications: high school

Party Affiliation: Unaffiliated  Democrat  Republican  Minority Party \_\_\_\_\_  
As it appears on the E. Htfd. Voter Registration List

Name of board or commission you wish to serve on: board of disabilities

Interest statement:  
Your reason for being interested in serving our Town in this capacity  
serving the disable community

List of qualifications that you believe will be an asset to the board/commission on which you wish to serve:  
recovery support specialist

In accordance with the Boards and Commissions Appointment Policy and Procedures Ordinances please initial your acknowledgment of the following statements;

understand the commitment required for this appointment and have attended at least one meeting of the board/commission I am applying to serve on, and i understand that members who are absent for 30% or more of regular meetings will be presumed to have resigned from such board or commission.

understand that I may be required to complete training and/or continuing education.

understand that I must be a resident of the Town of East Hartford, have no criminal record considered by the town to be so serious that it should be a disqualification, not be an adversary party to pending litigation against the town, not be in arrears on any town taxes, fines, or other obligations owed to the town.

By submitting this Expression of Interest form and any accompanying resume or other information, you agree to the release of this information to the Mayor, Town Council, the Board or Commission to which you are applying, and to all appropriate Town administrative staff.

Signature <u>Carlos M Martinez Rivera</u>		Date <u>7/19/23</u>	
<b>Please return completed and signed form to:</b>	BCpost@easthartfordct.gov	<b>or mail to:</b>	Town of East Hartford Office of the Mayor 740 Main Street East Hartford CT 06108

For internal use only:

Mandatory Qualifications:
Resident _____ T/O _____ C/R _____ T/C _____



Town of East Hartford
Boards and Commissions
Application

Date: 9/15/2023

Name: Katherine Russello
Your name exactly as it appears on the E. Htfd. Voter Registration List

Address: 11 Casabella Cir. Apt.# 2 Zip: 06108

Home Phone: Email: kruss622@gmail.com

Cell Phone: 860-816-0962 Years as an E.Hartford Resident: 4

Occupation: Property Manager Employer: Elderly Housing Management
Employer/Work Address

Formal Education/Certifications:

Party Affiliation: Unaffiliated [checked] Democrat [ ] Republican [ ] Minority Party [ ]
As it appears on the E. Htfd. Voter Registration List

Name of board or commission you wish to serve on: Fair Rent & Quality Housing Commission

Interest statement:

Your reason for being interested in serving our Town in this capacity

One of my passions has always been to help sustain quality housing for all. I believe adequate housing is a basic human right.

List of qualifications that you believe will be an asset to the board/commission on which you wish to serve:

As a property manager for multiple low and moderate income housing complexes in surrounding towns that are state and federally funded and also being a renter in East Hartford, I will be able to contribute to making unbiased decisions on complaints and concerns associated with housing. I also attend yearly Fair Housing training.

In accordance with the Boards and Commissions Appointment Policy and Procedures Ordinances please initial your acknowledgment of the following statements;

[checked] understand the commitment required for this appointment and have attended at least one meeting of the board/commission I am applying to serve on, and i understand that members who are absent for 30% or more of regular meetings will be presumed to have resigned from such board or commission.

[checked] understand that I may be required to complete training and/or continuing education.

[checked] understand that I must be a resident of the Town of East Hartford, have no criminal record considered by the town to be so serious that it should be a disqualification, not be an adversary party to pending litigation against the town, not be in arrears on any town taxes, fines, or other obligations owed to the town.

By submitting this Expression of Interest form and any accompanying resume or other information, you agree to the release of this information to the Mayor, Town Council, the Board or Commission to which you are applying, and to all appropriate Town administrative staff.

Signature [Handwritten Signature] Date 9/15/2023

Please return completed and signed form to: BCpost@easthartfordct.gov or mail to: Town of East Hartford Office of the Mayor 740 Main Street East Hartford CT 06108

For internal use only:

Mandatory Qualifications: Resident T/O C/R T/C



### Town of East Hartford Boards and Commissions Application

Date: 09/22/2023

Name: Shawna Rohan  
Your name exactly as it appears on the E. Htfd. Voter Registration List

Address: 31 Amy Drive East Hartford, CT Apt.# \_\_\_\_\_ Zip: 06108

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone: 860-818-1079 Years as an E.Hartford Resident: 2.75

Occupation: REAL ESTATE AGENT Employer: EXP REALTY  
Employer/Work Address

Formal Education/Certifications: BACHELORS

Party Affiliation: Unaffiliated  Democrat  Republican  Minority Party \_\_\_\_\_  
As it appears on the E. Htfd. Voter Registration List

Name of board or commission you wish to serve on: Fair Housing Commission Board

Interest statement:  
Your reason for being interested in serving our Town in this capacity

I have been a real estate agent for three years and just purchased my first multi family investment in E.Hartford. I have a good idea of the constraints both renters and landlords face in the state and in this town through my education as an agent with a grasp on where real estate is and where it is heading.

**List of qualifications that you believe will be an asset to the board/commission on which you wish to serve:**

The use of true market data and comprehension of what our current real estate housing crisis looks like. As a former renter, I understand why both sides of each parties issues are important and vital not only to those community members but the future of where East Hartford is heading as a whole and how our community is shaped moving forward.

I am also new to the EH Economic Development board and want growth in our community overall through both fair housing thats enticing to current and future community members to align with the growth this town is planning.

of the following statements;

understand the commitment required for this appointment and have attended at least one meeting of the board/commission I am applying to serve on, and i understand that members who are absent for 30% or more of regular meetings will be presumed to have resigned from such board or commission.

understand that I may be required to complete training and/or continuing education.

understand that I must be a resident of the Town of East Hartford, have no criminal record considered by the town to be so serious that it should be a disqualification, not be an adversary party to pending litigation against the town, not be in arrears on any town taxes, fines, or other obligations owed to the town.

By submitting this Expression of Interest form and any accompanying resume or other information, you agree to the release of this information to the Mayor, Town Council, the Board or Commission to which you are applying, and to all appropriate Town administrative staff.

Signature	<i>Shawna Rohan</i>	dotloop verified 09/22/23 1:19 AM EDT KET6-NYAV-JYZS-QZHS	Date
Please return completed and signed form to:	BCpost@easthartfordct.gov	or mail to:	Town of East Hartford Office of the Mayor 740 Main Street East Hartford CT 06108

For internal use only:

Mandatory Qualifications:
Resident _____ T/O _____ C/R _____ T/C _____

**Town of East Hartford  
Boards and Commissions  
Application**



Date: Aug 2, 2023  
 Name: Sarah E Lapean  
Your name exactly as it appears on the E. Htfd. Voter Registration List  
 Address: 929 Burnside Ave Apt.# A3 Zip: 06108  
 Home Phone: N/A Email: slapeano@gmail.com  
 Cell Phone: (860) 490-0559 Years as an E.Hartford Resident: 30  
 Occupation: N/A Employer: Retired  
Employer/Work Address  
 Formal Education/Certifications: BA  
 Party Affiliation: Unaffiliated  Democrat  Republican  Minority Party   
As it appears on the E. Htfd. Voter Registration List  
 Name of board or commission you wish to serve on: Fair Deal

**Interest statement:**

Your reason for being interested in serving our Town in this capacity

I'm a renter I can help residents having been on Hartford Fair Deal approx 7 years chairperson 5

**List of qualifications that you believe will be an asset to the board/commission on which you wish to serve:**

Listen, patience, allow discussion, know how to draw compromise

In accordance with the Boards and Commissions Appointment Policy and Procedures Ordinances please initial your acknowledgment of the following statements;

- I understand the commitment required for this appointment and have attended at least one meeting of the board/commission I am applying to serve on, and I understand that members who are absent for 30% or more of regular meetings will be presumed to have resigned from such board or commission.
- I understand that I may be required to complete training and/or continuing education.
- I understand that I must be a resident of the Town of East Hartford, have no criminal record considered by the town to be so serious that it should be a disqualification, not be an adversary party to pending litigation against the town, not be in arrears on any town taxes, fines, or other obligations owed to the town.

By submitting this Expression of Interest form and any accompanying resume or other information, you agree to the release of this information to the Mayor, Town Council, the Board or Commission to which you are applying, and to all appropriate Town administrative staff.

Signature <u>Sarah E Lapean</u>		Date <u>Aug 2 2023</u>	
Please return completed and signed form to:	BCpost@easthartfordct.gov	or mail to:	Town of East Hartford Office of the Mayor 740 Main Street East Hartford CT 06108

*For internal use only:*

Mandatory Qualifications:			
Resident _____	T/O _____	C/R _____	T/C _____

## Town of East Hartford Boards and Commissions Application



Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Your name exactly as it appears on the E. Htfd. Voter Registration List

Address: \_\_\_\_\_ Apt.# \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Years as an E.Hartford Resident: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_  
Employer/Work Address

Formal Education/Certifications: \_\_\_\_\_

Party Affiliation: Unaffiliated \_\_\_\_\_ Democrat \_\_\_\_\_ Republican \_\_\_\_\_ Minority Party \_\_\_\_\_  
As it appears on the E. Htfd. Voter Registration List

Name of board or commission you wish to serve on: \_\_\_\_\_

**Interest statement:**  
 Your reason for being interested in serving our Town in this capacity

\_\_\_\_\_

\_\_\_\_\_

**List of qualifications that you believe will be an asset to the board/commission on which you wish to serve:**

\_\_\_\_\_

\_\_\_\_\_

In accordance with the Boards and Commissions Appointment Policy and Procedures Ordinances please initial your acknowledgment of the following statements;

I understand the commitment required for this appointment and have attended at least one meeting of the board/commission I am applying to serve on, and i understand that members who are absent for 30% or more of regular meetings will be presumed to have resigned from such board or commission.

I understand that I may be required to complete training and/or continuing education.

I understand that I must be a resident of the Town of East Hartford, have no criminal record considered by the town to be so serious that it should be a disqualification, not be an adversary party to pending litigation against the town, not be in arrears on any town taxes, fines, or other obligations owed to the town.

By submitting this Expression of Interest form and any accompanying resume or other information, you agree to the release of this information to the Mayor, Town Council, the Board or Commission to which you are applying, and to all appropriate Town administrative staff.

Signature	Date		
<b>Please return completed and signed form to:</b>	BCpost@easthartfordct.gov	<b>or mail to:</b>	Town of East Hartford Office of the Mayor 740 Main Street East Hartford CT 06108

*For internal use only:*

Mandatory Qualifications:  
 Resident \_\_\_\_\_ T/O \_\_\_\_\_ C/R \_\_\_\_\_ T/C \_\_\_\_\_

# TONY SWEET

6 Heritage Lane  
East Hartford, CT 06118

(617) 785-7296

Email: [anthonyssweet@hotmail.com](mailto:anthonyssweet@hotmail.com), [sweeta2@mail.sacredheart.edu](mailto:sweeta2@mail.sacredheart.edu)

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## PROFILE

- Accomplished leader and top producing Bank Vice President and Area Branch Manager with a focus on sales, marketing, community outreach, operations, and team coaching.
  - Highly motivated to leverage my leadership background in banking, MBA in Finance, and MPA in Non-Profit Management and pivot to a career in public administration in the government sector.
- 

## COMPETENCIES

- *Relationship Building*
  - *Extensive CRM Experience*
  - *Business Development*
  - *Strategic Planning*
  - *Goal Setting/KPIs*
  - *Product Branding & Messaging*
  - *Project Management*
  - *Operational Effectiveness*
  - *Team Coaching & Development*
  - *Continuous Improvement Initiatives*
- 

## EDUCATION

**SACRED HEART UNIVERSITY**, Fairfield, CT  
**MPA, Master of Public Administration in NON-PROFIT MANAGEMENT**, 2023

**Graduate Certificate in DIGITAL MARKETING**, 2024 (Currently Enrolled)

**BENTLEY UNIVERSITY**, McCallum Graduate School of Business, Waltham, MA  
**MBA, Master of Business Administration in FINANCE**

**BECKER COLLEGE**, Worcester, MA  
**BS, Bachelor of Science in BUSINESS ADMINISTRATION & MANAGEMENT**

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## WORK EXPERIENCE

**ACCELERATE GLOBAL, LLC**, Washington, D.C. **2023-Present**  
**DEVELOPMENT COORDINATOR**

- Serves as a strategic partner to, and provides support for, executive leadership, focusing on accelerating progress on increasing Water, Sanitation, and Hygiene (WASH) funding and budgets of parliamentary constituents.
- Establishes, builds, enhances, and sustains long-term relationships with governments, donors, and prospects.

**TOWN OF TRUMBULL**, Economic & Community Development Department, Trumbull, CT **2023-Present**  
**GOVERNMENT/BUSINESS RELATIONS INTERN**

- Developed and distributed survey to the business to capture an understanding of how the Town of Trumbull can better serve its constituents.
- Analyzes survey data and formulates recommendations to the Economic Development Commission to meet the needs of the Trumbull business community.

**SANTANDER BANK**, West Hartford, CT **2021 – 2022**  
**VICE PRESIDENT/BRANCH MANAGER**

- Led one of Santander Bank's Top 100 branches in the Central Connecticut Region.
- Rebuilt the team from the ground up, while restoring stronger customer experience scores, consistent operational routines, and increased sales volume.
- Nominated as the Central Connecticut Region's Small Business, CRA and Volunteer Champion.
- Positioned team members as solutions and consultative sellers.
- Aligned all products with customers' needs and objectives.
- Focused on earning and retaining customers' loyalty.

**TD BANK, Glastonbury, CT****2018 – 2021****VICE PRESIDENT/BRANCH MANAGER**

- Led one of TD Bank’s largest banking centers in Southern New England based on overall assets and volume.
- Finished in the top quartile (WOW! Quartile) of all Southern New England bank branches in 2018 and 2019 based on high performance with overall net portfolio growth, customer experience and operational soundness.
- Increased TD Bank’s presence in the Glastonbury community by organizing volunteering efforts, and facilitated sponsorships to area non-profit organizations.

**WORK EXPERIENCE (Continued)****UNITED BANK, Bristol & Glastonbury, CT****2015 – 2018****VICE PRESIDENT/AREA BRANCH MANAGER, Bristol, CT***2016 - 2018*

- Led, coached, and managed a team of multiple retail bank branches in the Bristol, Connecticut area.
- Accomplished significant production growth across several key metrics, which included deposit acquisition, investment review, loan origination, and customer satisfaction.
- Recognized as the top producing branch team in small business loan origination.
- Appointed by senior management to be a mentor for United Bank’s “Manager in Training” program.
- Appointed by senior management to United Bank’s “Small Business Product Committee”.
- Established and communicated goals and Key Performance Indicators (KPIs).
- Used real-time data collection and analysis.
- Utilized analytics as a baseline for continuous improvement.
- Established customer-based partnerships.

**VICE PRESIDENT/BRANCH MANAGER, Glastonbury, CT***2015 – 2016*

- Responsible for leading the Glastonbury De Novo branch team to one of the more successful branch openings in United Bank’s history.
- Ranked among the top in United Bank’s retail network for overall total scorecard.
- Appointed by senior management to United Bank’s Customer Experience Committee to rebrand and deliver United Bank’s new customer experience guidelines.

**FIRST NIAGARA BANK, Glastonbury, CT****2011 – 2015****VICE PRESIDENT/BRANCH MANAGER**

- Led one of First Niagara’s largest volume branches in the Northeast Region.
- Earned First Niagara Bank’s 2013 Big Finish Award for excellence in sales results.
- Achieved Small Business Champion for the Capital Area.

**BIG BROTHERS OF MASSACHUSETTS BAY, Boston, MA****2004 – 2006****RECRUITMENT COORDINATOR**

- Represented all mentoring programs on behalf of Big Brothers as a spokesperson and ambassador in the community.
- Implemented targeted recruitment strategies to actively recruit “Bigs” in accordance to the current recruitment plan, including focus/specialization in areas identified as higher needs.
- Identified new community stakeholders to participate in the expansion of Big Brothers.
- Participated in event planning to promote Big Brothers’ programs.

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**VOLUNTEER EXPERIENCE****Junior Achievement of Southwest New England****2021 – 2022***Mentor & Financial Literacy Educator**Central River Valley Chamber of Commerce**2011 – 2022**Event Planner, Sponsorship Coordinator*

- Recruited new members, planned educational and informational events, and established relationships with area sponsors.

**United Way of West Central Connecticut****2016 – 2018***Financial Coach*

- Provided input into financial strategies, developed relationships with donor sources and assisted in the planning of fundraising events.

August 24, 2023

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

***Re: Recommendation for Reappointment***

Dear Chairman Kehoe:

The District Chairs and Vice Chairs of the East Hartford Democratic Town Committee met on August 17, 2023, to consider recommending the following candidate for reappointment to the East Hartford Housing Authority for a full four year term.

**James Kate**, 22 Greenhurst Lane, East Hartford. His term expired on July 31, 2023.

In accordance with our guidelines the candidate qualifications were reviewed and a vote to endorse the recommendation was held. The result was a vote to recommend the reappointment.

Please contact me if you have questions or need additional information.

Respectfully,

Moriah H. Moriarty  
Chairman