

Robert J. Beck

2015 JUN 15 P 12:30

TOWN COUNCIL AGENDA
TOWN COUNCIL CHAMBERS
740 MAIN STREET
EAST HARTFORD, CONNECTICUT

TOWN CLERK
EAST HARTFORD

JUNE 16, 2015

7:00 P.M. Executive Session

2nd REVISION 06-15-15

=====

Announcement of Exit Locations (C.G.S. § 29-381)

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. June 2, 2015 Executive Session
 - B. June 2, 2015 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
 - A. Not Accepting the Lowest Bid re: Audio/Video System for Raymond Library
7. OLD BUSINESS
8. NEW BUSINESS
 - A. End of Fiscal Year 2014-2015:
 1. Preliminary Year-end Financial Results
 2. Interdepartmental Budget Transfers
 3. Supplemental Budget Appropriation & Fund Balance Transfer
 - B. Referral to Personnel & Pensions Subcommittee re: New and Revised Job Descriptions for Assistant Building Officials
9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
 - A. Property Damage Claim of current Town employee Sandra DiCicco.
11. OPPORTUNITY FOR RESIDENTS TO SPEAK
 - A. Other Elected Officials
 - B. Other Residents
 - C. Mayor
12. ADJOURNMENT (next meeting: July 14th)

Robert F. Kehoe

2015 JUN -8 A 9:50

TOWN COUNCIL MAJORITY OFFICE

TOWN CLERK
EAST HARTFORD

JUNE 2, 2015

EXECUTIVE SESSION

PRESENT Chair Richard F. Kehoe, Majority Leader Barbara-Ann Rossi, Minority Leader
Esther B. Clarke, Councillors Marc I. Weinberg, Linda A. Russo, Ram
Aberasturia, Patricia Harmon and Anita D. Morrison

ABSENT Vice Chair William P. Horan, Jr.

ALSO Scott Chadwick, Corporation Counsel
PRESENT Michael Walsh, Finance Director
Rich Gentile, Assistant Corporation Counsel

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:12 p.m.

MOTION By Esther Clarke
seconded by Barbara Rossi
to **go into** Executive Session to discuss the pending claim of
Cabela's Retail, Inc. regarding the application of the tax abatement
agreement.
Motion carried 8/0.

MOTION By Esther Clarke
seconded by Barbara Rossi
to **go back to** Regular Session.
Motion carried 8/0.

ADJOURNMENT

MOTION By Esther Clarke
seconded by Barbara Rossi
to **adjourn** (7:25 p.m.)
Motion carried 8/0.

Attest

Richard F. Kehoe

Richard F. Kehoe
Town Council Chair

Robert J. Clark

EAST HARTFORD TOWN COUNCIL

2015 JUN -8 A 9:50

TOWN COUNCIL CHAMBERS

TOWN CLERK
EAST HARTFORD

JUNE 2, 2015

PRESENT Chair Richard F. Kehoe, Majority Leader Barbara-Ann Rossi, Minority Leader Esther B. Clarke, Councillors Marc I. Weinberg, Linda A. Russo, Ram Aberasturia, Patricia Harmon and Anita D. Morrison

ABSENT Vice Chair William P. Horan, Jr.

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:35 p.m. The Chair announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the pledge of allegiance.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Susan Kniep, Olde Roberts Street, (1) spoke to the poor economic climate in the state; and (2) suggested that the Council vote against the Neighborhood Assistance Act.

Donald Sugalski, 1736 Main Street, inquired on how the Neighborhood Assistance Act program operated.

Mayor Leclerc (1) stated that the Neighborhood Assistance Act program is beneficial to all participants; (2) announced that the town was awarded a \$200,000 Brownfield Remediation Assessment grant; (3) the Grossman's ribbon cutting will be tomorrow at 11AM at the School Street Square; (4) Homes for Heroes – an organization that provides home improvement for Veterans – was involved with a project on Cipolla Drive for Mrs. Terragna whose husband was a war veteran; (5) three new certified police officers were hired and will start June 15th; (6) June is dog license month; (7) the Library staff will visit schools in preparation for the summer reading program; (8) the town's Senior Services, in cooperation with Goodwin College, will host an adult continuing-education workshop; (9) the town's pools are scheduled to open June 20th; and (10) the Hockanum River Clean-up will be Sunday, June 7th.

APPROVAL OF MINUTES

May 19, 2015 Regular Meeting

MOTION By Barbara Rossi
seconded by Ram Aberasturia
to **approve** the minutes of the May 19, 2015 Regular Meeting.
Motion carried 8/0.

COMMUNICATIONS AND PETITIONS

Responses to Questions Asked of Administration – May 19th Meeting

Ram Aberasturia asked if Godar Terrace will be on the list of roads to be repaved.

Godar Terrace has been included in the recent list of roads currently in design. As long as there are no significant surprises in design, the design team believes that there will be sufficient funding within the recent bond authorization to include Godar in the 2016 construction package.

Pat Harmon noted that there are old vehicles at the firehouse on Forbes Street and asked when they will be removed.

Only the ladder truck that has been designated for surplus is parked there and will be going to auction this summer. The Chief stated that there was no other vehicle there other than employee vehicle. I will circle through and check myself. On occasion, there may be a black SUV that appears to be in somewhat dilapidated shape. Regrettably, due to our overall light fleet condition, this vehicle is still in-service and used by the Training Division. It is parked at Station 6 in the evening and on weekends to permit a timely off-duty response to building fires. It is our hope that we will be able to replace this vehicle in the near future.

Also, when the tree belts in the Sandra/Barbara Drive neighborhood will be re-landscaped. (Resident of 58 Barbara Drive in attendance at meeting to address council regarding his property)

I am told by Tim Bockus that the contractor has revisited the Sandra and Barbara Drive areas twice already. Last week, Tim Bockus drove the area and noticed areas in need of attention but the majority of restoration appears to have taken well. Tilcon will be going back again to rake and seed within the week.

MOTION By Esther Clarke
 seconded by Barbara Rossi
 to take items 3A (Resolution Honoring Joe Marfuggi) and 8F (Riverfront Recapture Management Agreement) out of order to accommodate those present.
 Motion carried 8/0.

RECOGNITIONS AND AWARDS

Resolution Honoring Joe Marfuggi

MOTION By Barbara Rossi
 seconded by Esther Clarke
 to adopt the following resolution:

Whereas, in 1986, Joseph "Joe" Marfuggi joined Riverfront Recapture five years after the organization's founding as a catalyst for making the Connecticut River a focus of entertainment and environmental appreciation; and

Whereas, under Joe Marfuggi's leadership, a once-dormant, forgotten waterway, cut off from the public by highways, pollution and neglect, is a vital part of the communities of Hartford and East Hartford and a regional attraction for watersports; and

Whereas, the town of East Hartford has benefitted from Joe Marfuggi's leadership which always included our community in Riverfront Recapture's decision-making and goals; and

Whereas, Joe Marfuggi's hard work has provided meaningful entertainment opportunities for thousands of East Hartford residents, especially for our teenagers who participate in Riverfront Recapture programs; and

Whereas, East Hartford has found a true partner in Riverfront Recapture, working jointly to improve our parks and river programming.

NOW THEREFORE BE IT RESOLVED THAT:

The East Hartford Town Council, together with Mayor Marcia A. Leclerc, thanks Joe Marfuggi for his vision and leadership for truly recapturing the Connecticut River and extends our appreciation for his commitment to working with the communities on both banks of the river.

The East Hartford Town Council and Mayor Leclerc wish Joe and his family the best of retirements and hopes Joe will always remember and cherish how much his dedication to the Connecticut River has meant to the people of the town of East Hartford.

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

The Councillors and the Mayor praised Mr. Marfuggi for his dedication to the riverfront and for a life of service to the community.

Riverfront Recapture Management Agreement

MOTION By Barbara Rossi
seconded by Anita Morrison
that the Town Council **authorizes** Mayor Marcia A. Leclerc to execute a
Management Services Agreement between Riverfront Recapture, Inc. and
the Town of East Hartford, entitled "Riverfront Recapture, Inc.
Management Services Agreement" which contract will terminate on
December 31, 2018.
Motion carried 8/0.

At this point, the Council returned to the order of the agenda.

NEW BUSINESS

Neighborhood Assistance Act

MOTION By Linda Russo
seconded by Barbara Rossi
to adopt the following resolution:

WHEREAS, the Connecticut Neighborhood Assistance Act Tax Credit Program provides State of Connecticut tax credits to businesses who contribute to community programs benefiting low income or handicapped individuals in such areas as: job training, job education, community services, and energy conservation, and;

WHEREAS, seventeen proposals have been received from area agencies, listed on the 2015 State of Connecticut Neighborhood Assistance Act Proposal Summaries sheet as attached, and have requested to be included in the 2015 State of Connecticut tax credit program through the Town of East Hartford, and;

WHEREAS, a Public Hearing to present these applications was held on May 12, 2015, as required by the State of Connecticut.

NOW, THEREFORE, LET IT BE RESOLVED: That Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to forward these applications to the State of Connecticut Department of Revenue Services for their review and inclusion into the 2015 Neighborhood Assistance Act Tax Credit Program.

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

Suspense List: Grand List Year 2011 – Personal Property and Motor Vehicle; Grand List Years 2003-2011– Mobile Homes

MOTION By Barbara Rossi
seconded by Linda Russo
to **transfer** the uncollected personal property, motor vehicle and Mobile home taxes as referenced in a memo dated May 20, 2015 from Iris Laurenza, Collector of Revenue, to Marcia Leclerc, Mayor to the suspense rate book in the total amount of \$519,447.43 as follows:

Personal Property	Grand List Year 2011	\$142,071.81
Motor Vehicle	Grand List Year 2011	\$374,951.40
Mobile Homes	Grand List Years 2003-2011	\$ 2,424.22

Motion carried 8/0.

Refund of Taxes

MOTION By Marc Weinberg
seconded by Barbara Rossi
to **refund** taxes in the amount of \$55,730.48
pursuant to Section 12-129 of the Connecticut General Statutes.
Motion carried 8/0.

<u>Bill</u>	<u>Name</u>	<u>Prop Loc/Vehicle Info.</u>	<u>Int Paid</u>	<u>Over Paid</u>
2013-03-0086778	ALLY BANK LOUISVILLE PPC	2012/1C4PJMAK5CW199518	0	-257.1
2013-03-0086785		2011/1GNSKBE0XBR155071	0	-273.52
2013-03-0086789		2012/1G1PJ5SC0C7228648	0	-173.12
2013-03-0086800		2012/1C4RJFAG2CC233609	0	-224.5
2013-03-0086808		2011/1J4PN2GK6BW558464	0	-46.58
2013-03-0086810		2011/1J4RR4GG3BC571923	0	-279.98
2013-03-0086812		2012/1C4RJFAG8CC189440	0	-149.96
2013-03-0086817		2012/1G6DS5E3XC0107222	0	-196.12
2013-03-0086825		2011/5GAKVBED0BJ172738	0	-727.63
2013-03-0086827		2012/1GNKVLED4CJ250306	0	-160.14
2013-03-0086830		2011/1GCNKPEA2BF131151	0	-50.9
2013-03-0086837		2011/1J4PN2GK9BW509467	0	-280.57
2013-03-0086842		2011/1GYS4AEF6BR370829	0	-366.24
2013-01-0000547	APARICIO MICHAEL	7 SCOTT ST	0	-49.39
2013-04-0080839	BISSON MICHEL J	1996/1B7HF16Y5TS689109	0	-80
2013-03-0054132	BRAZLOVICH AMY L	2005/4T1CE38P95U965856	0	-9.03
2012-01-0001727	BRIERTON ROBERT W	62 HERBERT DR	0	-1,076.78
2013-04-0081162	BUSH LEASING TRUST	2011/WDYPE8CC5B5511542	0	-1,045.29
2013-03-0055039	CAB EAST LLC FORD CREDIT PERS. PROP. TAX	2012/1FMCU9D75CKA01890	0	-159.66

2013-03-0055044		2011/3LNHL2GC7BR760723	0	-538.17
2013-03-0055029		2011/5LMJJ3J53BEJ04302	0	-337.4
2013-03-0056637	CISNEROS MARIA D	1999/1FMZU34E5XZA98317	0	-16.85
2013-03-0056769	CLAROS HILDA	2005/3N1CB51D45L489229	0	-16.44
2013-03-0056823	CLEAR RIVER FUEL OIL CO	2008/2NKMHN7X08M234338	0	-166.17
2013-01-0001031	CORELOGIC	12 KOHLER ST	0	-2,113.83
2013-01-0001863		4 WOODSTOCK PL	0	-2,204.63
2013-01-0002021		16 HEMLOCK LN	0	-3,439.05
2013-01-0002288		32-34 AMY DR	0	-3,735.97
2013-01-0004963		66 WASHINGTON AVE	0	-2,054.58
2013-01-0006380		241 OAK ST	0	-2,395.31
2013-01-0008412		131 HENDERSON DR	0	-2,197.36
2013-01-0009093		302 CHESTER ST	0	-2,557.16
2013-01-0009442		175 LONG HILL ST	0	-2,456.82
2013-01-0009761		44 EASTVIEW ST	0	-204.89
2013-01-0010779		69-71 ADAMS ST	0	-2,426.41
2013-01-0010904		73 DARTMOUTH DR	0	-2,295.22
2013-01-0011389		31 ORCHARD ST	0	-1,640.08
2013-01-0013742		16-18 AMBROSE TER	0	-2,783.70
2013-01-0015463		311 MAPLE ST	0	-2,409.61
2013-01-0015526		38 CARROLL RD	0	-2,540.59
2013-01-0008355		66 LEGION DR	0	-2,280.28
2011-03-0059281	DELGADO LUIS A C/O WILMA ROHENA	2003/1HGCM566X3A101279	-89.23	-177.5
2012-04-0082046		2009/JTHBJ46G892307594	-45.88	-501.03
2010-03-0059437		2006/2C3KA53GX6H189468	0	-173.82
2013-04-0082134	DELGADO STEPHANIE	2003/1G2NF52F63C218065	0	-48.39
2013-03-0059780	DICKISON ERIK M	2013/1C3CDZCB1DN682791	0	-9.21
2013-04-0082251	DICKISON ERIK M OR	2011/WBAPK5C58BA661119	0	-13.83
2013-03-0060721	EAN HOLDINGS LLC	2013/4S4BRBBC3D3251080	0	-32.5
2013-03-0060726	EAN HOLDINGS LLC	2013/5N1AL0MM3DC328232	0	-166.02
2013-01-0005941	FAY SERVICING	69 PENDELTON DR	0	-2,743.64
2013-03-0061674	FERGUSON GEORGE W	2008/1HGCP36808A019629	0	-6
2013-03-0064422	GOOGE ALEX B OR	2013/5NPEB4AC8DH632298	0	-293.44
2013-03-0064992	GUCWA-BUCASAS STANLEY	2010/WVWBM7AJ4AW376177	0	-610.21
2013-03-0067823	JOHNSON IDA	2013/1N4AA5AP7DC810326	0	-6.73
2013-03-0069626	LANE KENNETH G	2009/2HGFA16699H318363	0	-198.55
2013-03-0069749	LARIVIERE JONATHAN P	2002/1B4HS58Z72F110179	0	-44.49
2013-03-0069785	LARSON LESLIE A	2008/1HGCP26898A095473	0	-9.62
2013-03-0070293	LEGARY ROBERT JR	2007/WDBRF92H07F925428	0	-8.56

2013-01-0013857	MARINOSCI LAW GROUP	105 STANLEY ST	0	-134.27
2013-03-0073535	MICHAUD GERALD S	2011/1FMCU5K35BKA18809	0	-120.76
2013-04-0085446	MONTGOMERY WILLIAM SCHUY	2002/1GCCS145128138735	0	-137.56
2013-04-0085531	MORIN EUGENE J JNT	1998/1J4GZ58S3WC368245	0	-45.72
2013-03-0075481	NISSAN INFINITI LT	2011/1N4AL2AP3BN441555	0	-121.76
2013-03-0075556	NOGAR JOSERICO C	2010/1HGCP3F87AA019794	0	-17.31
2013-02-0041250	OLDE BURNSIDE BREWING CO LLC	776 TOLLAND ST	0	-499.52
2013-03-0075994	OLIVER LAURA A OR	2000/4T1BG22K1YU684359	0	-40.5
2013-04-0086629	REID KAITLYN A	2007/1FTNE24W07DA04408	0	-59.97
2013-03-0081616	RYDER TRUCK RENTAL INC	2007/1NKDXBEX27J208821	0	-384.3
2013-03-0081617		2007/1NKDXBEX87J213473	0	-256.72
2013-03-0081622		2007/1FVACXDC27HY36739	0	-404.97
2013-04-0087225		2014/JALC4W164E7003715	0	-994.99
2013-03-0082227	SAOJI SHAILESH S	2006/4T1BE32K36U133276	0	-9.2
2013-01-0013544	SISSON GEORGE JR & THERESA	16 TIFFANY RD	0	-45.4
2013-04-0087774	STEVE CZERWINSKI INC	2012/1GCJTDFE6C8123703	0	-286.61
2013-03-0082412	STONE ACADEMY OPERATING ACCOUNT	2002/5TDBT48A12S064679	0	-159.36
2013-02-0041591	T & M DISTRIBUTORS INC	VARIOUS	0	-79.24
2013-03-0086762	VAUGHAN MICHAEL A JNT	2012/1C4BJWDG3CL289975	0	-151.27
2013-03-0089326	VIOLETTE SILVESTER AND	2006/1HTWYSBT96J241986	0	-116.74
2013-04-0088515	VOS JOSHUA R	1999/4T3ZF19C4XU141619	0	-79.18
2013-02-0043209	VR SIM INC	222 PITKIN ST	0	-38.98
2013-04-0088652	WEAVER-BEY BRIAN GREGORY	1994/1G6KD52B1RU246511	0	-80.35
2013-03-0089115	ZDANIS JEAN L	2010/KMH DU4AD9AU829315	0	-5.23
	TOTAL		135.11	-55,730.48

Sounds of Summer Concert Series – Town Green

MOTION By Marc Weinberg
seconded by Linda Russo
to approve the outdoor amusement permit application, entitled
“Sounds of Summer Concert Series – Town Green” submitted by
Kristine Vincent, Recreation Supervisor, for the East Hartford Parks
and Recreation Department to conduct a series of summer evening
concerts at the Town Green from 6PM to 8PM on the following Thursdays
in 2015:

subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies. Motion carried 8/0.

MOTION By Linda Russo
seconded by Ram Aberasturia
to **approve** the outdoor amusement permit application entitled
"2015 Keith Berger Memorial Criterion", submitted by Massimiliano
Accaputo, Race Director, for the TWZ Masters Racing Team, to conduct a
series of bicycle races on Sunday, June 21, 2015 starting at 8:30AM to
3:30PM –with music and food also provided – from Founders Plaza and
the following streets: East River Drive, Pitkin Street, Meadow Street, and
Hartland Street; subject to compliance with adopted codes and regulations
of the State of Connecticut, the Town of East Hartford, and any other
stipulations required by the Town of East Hartford or its agencies; and to
wave the associated \$10.00 permitting fee under the provisions of §5-6(a)
in the East Hartford Code of Ordinances, as this is a fund-raising event.
Motion carried 8/0.

MOTION By Ram Aberasturia
seconded by Anita Morrison
to **approve** the outdoor amusement permit application entitled
"2015 Intercommunity Firecracker 5K and 10K Fit Run", submitted
by Rosemary Hokanson, Vice President, of Glastonbury River
Runners Inc. to hold a 5K and 10K Run at Great River Park on Sunday
June 21, 2015 from 8AM to 12PM with music and food at this event;
subject to compliance with adopted codes and regulations of the State of
Connecticut, the Town of East Hartford, and any other stipulations required
by the Town of East Hartford or its agencies.

MOTION By Ram Aberasturia
seconded by Anita Morrison
to **amend** the motion by adding the following:
“provided that parking and access to the designated parking lot shall be
determined by the East Hartford Police Department.”
Motion carried 8/0.

Pat Harmon thanked the Mayor for her quick response to the tree belt issues in the Barbara Drive/Sandra Drive area – 85 Barbara Drive still has a tree belt issue and also the driveway is



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 12, 2015
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: Audio/Video System for Raymond Library-Bid Results

Pursuant to Sec, 10-10 (b) of our Town Ordinances, I am forwarding to the Town Council the attached information from our Purchasing Agent on a bid opening for an Audio/Visual System for Raymond Library.

The contract was not awarded to the lowest bid due to non-conformance with the bid specifications. The committee chose to contract with the second lowest bid.

Thank you.

C: M. Walsh, Finance Director
M. Enman, Purchasing Agent

PURCHASING DEPARTMENT

INTEROFFICE MEMORANDUM

DATE: June 4, 2015

TO: Mayor Marcia A. Leclerc

FROM: Michelle A. Enman, Purchasing Agent

SUBJECT: Ordinance Sec.10-10(B), notify the Town Council when not accepting lowest bidder.

Please place this item on the Council Agenda that will allow for documentation within the minutes.

DATE OF BID OPENING: 05/18/15 BID # 15-23

BID ITEM: Audio/Video System for Raymond Library

BIDDER SUBMITTING LOWEST PRICE: Rockwell Communications
East Hartford, CT

BIDDER SUBMITTING LOWEST RESPONSIBLE PRICE: Environmental Systems Corporation
West Hartford, CT

BASIS OF REJECTION: Per the attached evaluation of the IT Manager, Ken Sayers, the low bidder made substitutions that were not allowed to be made in the specifications.

Attachment: Evaluation & Bid Results

C: Mike Walsh, Director of Finance

TOWN OF EAST HARTFORD, CT

INFO. TECH. DEPARTMENT

INTEROFFICE MEMORANDUM

DATE: May 27, 2015

TO: M.Enman, Purchasing Agent

FROM: K. Sayers, IT Manager 

CC: S.Hansen, Library Director; R. Malt – CCAT Project Manager

RE: Award of Bid #15-23 - R.F.P. – Supply & Install an Audio Video System for Raymond Library

On 5/27 an evaluation committee met and reviewed submissions for RFP 15-23 – Supply and Install and Audio Video System for Raymond Library. The committee consisted of

Susan Hansen Library Director
Robert Malt Connecticut Center for Advanced Technology – Project Manager
Ken Sayers IT Manager

We evaluated the Lowest 3 bidders (listed Below) for adherence to specifications and determined that the lowest, Rockwell Communications out of East Hartford had substituted specifications around an Extron Solution, not the revised Crestron solution required with the Addendums produced by our Engineering Company. Substitutions were not allowed when contacted by other vendors, so this bid does not conform with specifications in the distributed Addendums.

As such, the committee is in favor of awarding to the next lowest responsible bidder, Environmental Systems Corporation out of West Hartford, CT.

Vendor	Location	Price
Rockwell Communications	East Hartford, CT	\$48,961.00
Environmental Systems	West Hartford, CT	\$49,607.00
Valley Communications	Chiccoppee, Ma	\$50,965.97

RAYMOND LIBRARY

Item	Qty	Item Description	Manufacturer	Part No.	Unit Price Material	Total Price
CINEMA DEVICES						
1	3	8" surface mount speaker white	QSC	AD-S82-WT	\$ 268.00	804
2	3	White speaker yoke	QSC	YM8-WH	\$ 40.00	\$ 120.00
3	4	5" surface mount speakers	QSC	AD-S52T	\$ 141.00	\$ 564.00
4	1	ADS28t-W bandpass subwoofer	QSC	ADS28T-W	\$ 498.00	\$ 498.00
5	1	Surround Sound Processor / Amp	Crestron	HD-XSPA	\$ 3,163.00	\$ 3,163.00
6						
7						
8	1	5100 WXGA Projector	Sony	VPLCW276	\$ 1,496.00	\$ 1,496.00
9	1	Cabling & Connectors	a/r		\$ 1,109.00	\$ 1,109.00
KEYNOTE SPEAKER DEVICES						
10	1	AV Input Plate	Crestron	DM-TX-200-C-2G-W-T	\$ 805.00	\$ 805.00
11	1	HDMI Scaler	Crestron	HD-Scaler-HD-E	\$ 288.00	\$ 288.00
12	1	HDMI + RS232 Extender & Receiver	Crestron	HD-EXT-3-C-B_System	\$ 580.00	\$ 580.00
13	1	8-Port Network Switch with PoE	Cisco	SG-100D-08P-NA	\$ 190.00	\$ 190.00
14	1	Antenna Distribution System	Shure	UA844SWB	\$ 402.00	\$ 402.00
15	2	Antenna, 1/2 Wave, Frequency G	Shure	UA820G	\$ 24.00	\$ 48.00
16	2	UHF In-Line Amplifier	Shure	UA830	\$ 137.00	\$ 274.00
17	1	Antenna extension cables - 25' long	Shure	UA825	\$ 43.00	\$ 43.00
18	1	Microphone, Wireless, Lapel receiver combo	Shure	SLX14/85	\$ 536.00	\$ 536.00
19	1	Microphone Wireless transmitter - Lectern base	Shure	MX890	\$ 344.00	\$ 344.00
20	1	Microphone & goose neck, 10" long WITHOUT PRE AMP	Shure	MX410LP	\$ 171.00	\$ 171.00
21	1	Wireless receiver for lectern microphone	Shure	SLX-4L	\$ 298.00	\$ 298.00
22	2	Mic cables from Mic Receivers to Mixer	as required		\$ 120.00	\$ 240.00
23	1	Interconnecting connectors, cabling & speaker cabling	a/r		\$ 380.00	\$ 380.00
24	1	Installation and Configuration of system	a/r		\$ 6,400.00	\$ 6,400.00
ADA HEARING IMPAIRED DEVICES						
25	1	Stationary RF Transmitter (72MHz)	Listen Tech	LT-800-072-01	\$ 516.00	\$ 516.00
26	1	Universal Rack Mounting Kit	Listen Tech	LA-326	\$ 45.00	\$ 45.00
27	1	Universal Antenna Kit (72 & 216MHz)	Listen Tech	LA-122	\$ 66.00	\$ 66.00
28	5	Intelligent DSP RF Receiver	Listen Tech	LR-4200-072	\$ 142.00	\$ 710.00
29	5	Universal Ear Speaker	Listen Tech	LA-401	\$ 13.00	\$ 65.00
30	2	Intelligent Earphone/Neck Loop Lanyard	Listen Tech	LA-430	\$ 45.00	\$ 90.00
31	1	Intelligent 12-Unit Charging Tray	Listen Tech	LA-381-01	\$ 240.00	\$ 240.00
32	1	Assistive Listening Notification Signage Kit	Listen Tech	LA-304	\$ 15.00	\$ 15.00
AV RACK						
33						
CONTROL SYSTEM						
34	1	Control Processor	Crestron	CP3	\$ 1,035.00	\$ 1,035.00
35	1	7" Touch Screen Controller	Crestron	TSW-750	\$ 805.00	\$ 805.00
35	1	Digital Signal Processor	Nexia	CS	\$ 1,353.00	\$ 1,353.00
PROJECTOR CEILING POLE MOUNT						
36	1	Ceiling Pole Mount	Chief	RSMAU	\$ 167.00	\$ 167.00
AV RACK						
37	1	18RU Equipment Rack	Mid-Atlantic	ERK-820	\$ 385.00	\$ 385.00
SCREEN OPTIONS						
38	1	Fixed Frame Screen, 16:9 110" Diagonal	DA-LITE	28847V	\$ 3,149.00	\$ 3,149.00
INSTRUCTION OF PERSONNEL						
39	8Hrs	2-Hour training sessions (8 hours total) shall be provided to the Owner by an authorized distributor of the above AV systems to operate and maintain each system.	as required		\$ 880.00	\$ 880.00
MISC. DEVICES						
40	3	70" Interactive LED TV	Sharp	PN-L703B	\$ 5,032.00	\$ 1,596.00
41	3	Cart	Sharp	PN-SR763M	\$ 895.00	\$ 2,685.00
42	3	Apple TV	Apple	Apple TV	\$ 81.00	\$ 243.00
43	3	Google Chromecast	Google	Chromecast	\$ 41.00	\$ 123.00
44	1	Blu-Ray Player	Specify	Specify	\$ 443.00	\$ 443.00
45	1	Speakerphone & Videoconference Package	Logitech	CC3000E	\$ 1,035.00	\$ 1,035.00
46	1	50" Smart TV	Samsung	Specify	\$ 1,708.00	\$ 1,708.00

PROJECT TOTAL 49607

**CHAPTER 10. Finance
and Taxation****Sec. 10-7 Bidding
Procedures****Sec. 10-7 Bidding
Procedures**

amounts as shall be prescribed in the public notice inviting bids. The bids shall be opened in public at the time and place stated in the newspaper notice. A tabulation of all bids showing the name of the bidders and amounts of bids and indicating in each case the successful bidder, together with the originals of all sealed bids and other documents pertaining to the award of contracts, shall be preserved for not less than six (6) years in a file which shall be open to public inspection.

- (b) The Purchasing Agent shall confer with the Director of Public Works and the Town Engineer at the time the bid specifications are written to determine if a guarantee of performance will be required. If a guarantee of performance will be required, such information shall be included in the notice of invitation to bid. The guarantee of performance may take the following forms, but is not limited thereto: performance bond, certified check or letter of credit.

Sec. 10-10. Awarding a Contract.

(a) The Purchasing Agent shall accept the lowest responsible bid that is in the Town's best interest. In determining the successful bidder, the Purchasing Agent shall consider, but is not limited to, the following factors: price, compliance to specifications, quality offered, freight costs, delivery time, past performance, standardization of current equipment, financial resources, technical qualifications, equipment and experience.

(b) The Purchasing Agent shall have the power to reject any or all bids or the bid for any one or more commodities or contractual services thereby and to advertise again for bids. If all bids received are for the same total amount or unit price, and if the public interest will not permit the delay of re-advertising for bids, the Purchasing Agent may purchase the commodities for contractual services in the open market, provided the price paid in the open market shall not exceed the lowest contract bid price submitted for the same commodity or contractual service. When not accepting the lowest bid, the Purchasing Agent shall, prior to notifying any bidder, notify the Mayor and provide any and all reasons for rejection of the lowest bid. The Purchasing Agent shall thereafter notify the Town Council and likewise provide any and all reasons for rejection of the lowest bid. Such notification shall appear on the Council agenda under Communications to be officially accepted into the minutes.

(c) A contract shall be awarded only in accordance with the specifications given in the notice of invitation to bid. If prior to the award of any contract, the bid specifications are altered and are consequently different from those specifications listed in the notice of invitation to bid, the Purchasing Agent shall reopen competitive bidding and, in so doing, shall follow the notice requirements of Section 10-8 above.

October 2, 1992

(d) The Town shall not award a bid to any bidder who owes a delinquent tax to the Town. Bidders certify by virtue of their signature on the bid sheet that neither the bidder nor any business or corporation in which the bidder owns an interest is delinquent in tax obligations to the Town. The Purchasing Department shall verify that no delinquent taxes



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 9, 2015
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: RESOLUTION: Interdepartmental Budget Transfer/Fiscal Year 2014-2015

The attached interdepartmental budget transfers need to be approved by the Town Council by the end of the fiscal year, June 30, 2015.

Michael Walsh, Finance Director, has provided a list of the departments and amounts of money that are needed to end the year in the black.

Please place this information on the agenda for the June 16, 2015 meeting.

Thank you.

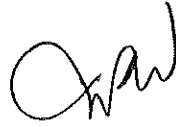
C: M. Walsh, Finance Director



MEMORANDUM

DATE: June 5, 2015

TO: Marcia A. Leclerc, Mayor

FROM: Michael P. Walsh, Director of Finance 

TELEPHONE: (860) 291-7246

RE: Fiscal Year 2014-15 Interdepartmental Budget Transfers

Attached please find a list of interdepartmental budget transfers to be approved by the Town Council by June 30, 2015 to allow the town to end the fiscal year "in the black" by department.

General Fund - Transfers To:

Town Council - \$25k: This transfer will provide funding for the cost of video equipment, cabling, cabinetry, and switching needed to digitally interface with Channel 5 that was incurred but not budgeted in this fiscal year.

Registrar of Voters - \$12k: This transfer will provide funding for higher wages and telephone costs incurred.

HR - \$40k: This transfer will provide funding for costs associated with the testing and hiring for a variety of vacancies. Higher town-wide turnover has recently been experienced as the terms of labor and pension agreements have changed. In particular, higher costs related to Police Officer hiring including polygraphs and back ground checks were experienced in this fiscal year.

Youth Services - \$7k: This transfer will provide funding for the cost of overtime incurred in this fiscal year.

Finance - \$208k: This transfer will provide funding for severance (including FICA) related costs paid this fiscal year associated with a higher number of retiring employees due to changes being negotiated into both labor and pension contracts.

Development - \$46k: This transfer will provide funding for compensatory time accrued paid to the Town Planner

Fire - \$850k: This transfer will provide funding for higher overtime due to minimum staffing requirements imbedded in the Fire Contract as well as the impact of vacancies due to open positions and injuries. Current Overtime spending will exceed \$1.7M compared to an original budget of \$1 million.

Public Works - \$450k: This transfer will provide funding for higher expenses predominately related to the effects of the severe winter. Budget lines where expenses exceeded the original budget include: Highway Services Overtime - \$121k, Waste Services Overtime - \$95k, Fleet Services Overtime - \$81k, Fleet Gasoline - \$115k, Library Maintenance - \$47k, and Golf Course Building Maintenance - \$44k.

Parks and Recreation/Senior Services - \$153k: This transfer will provide funding for costs incurred that exceeded the budget due to payments to the BOE to keep the pool and school gyms open to the Parks evening and weekend programs. Overtime related to Parks Maintenance due to the severe winter also exceeded budget by \$103k. Additionally, this transfer will provide \$62k of funding for costs incurred that exceed the budget to provide for Dial-A-Ride and other senior related transportation.

Health - \$6k: This transfer will provide for additional mosquito spaying due to the severity experienced this year.

General Fund - Transfers Out:

Mayor's Office - \$20k: This transfer is available as a result of an open administrative position for part of the year.

Library - \$90k: This transfer is available as a result of open positions and the move to the Cultural Center.

Police - \$232k: This transfer is available due to a number of accounts with operating surpluses available to extinguish both \$450k of over budget overtime costs (equally split between Police and Communications) and provide other departments with transfers.

Inspections - \$36k: This transfer is available due to two open positions for part of the year.

Debt and Capital Improvements - \$127k: This transfer is available due to a bond and lease refinancings which lowered the interest rate on existing debt.

One final item to note related to the various Insurance Reserves and Trusts the town operates. Because budgeted contributions to these funds were substantially increased in prior budgets, projections suggest that all reserves/trusts will end the year in the black.

Should you have any questions on the aforementioned, please let me know.

The Town of East Hartford
For the Fiscal Year Ending June 30, 2015
Year-End Budget Transfers

5-Jun-15

General Fund To		
Account Number	Name	Amount
G1100-64514	Town Council - Other Equipment	25,000
G1300-60110	Registrar of Voters - Permanent	12,000
G2300-60110	Human Resources - Permanent Services	40,000
G2600-60110	Youth Services - Permanent Services	7,000
G3800-63499	Finance - Employee Benefits	208,000
G4100-60110	Development - Permanent Services	50,000
G8100-63138	Parks and Recreation - Contract Services	140,000
G9430-60110	Senior Services - Permanent Services	13,000
G9300-63138	Environmental Control - Contract Services	6,000
	TOTAL	501,000
General Fund From		
Account Number	Name	Amount
G2100-60110	Mayor's Office - Permanent Services	20,000
G2400-60110	Library - Permanent Services	90,000
G5203-60110	Police - Permanent Services	238,315
G6100-60110	Inspections - Permanent Services	36,000
G9510-66411	Debt - Bond Interest	93,341
G9520-66411	Debt - Bond Interest - BOE	10,085
G9700-63258	Capital Improvement - EPC	13,259
	TOTAL	501,000

The funds being transferred are certified as available and unobligated.



Michael P. Walsh, Director of Finance

Marcia A. Leclerc, Mayor

Angela Attenello, Town Council Clerk

Dated this 14th day of June, 2015



MEMORANDUM

DATE: June 5, 2015

TO: Marcia A. Leclerc, Mayor

FROM: Michael P. Walsh, Director of Finance 

TELEPHONE: (860) 291-7246

RE: **Supplemental Budget Appropriation and Fund Balance Transfer Resolution**

By way of this memo, attached please find a Supplemental Budget Appropriation and Fund Balance Transfer Resolution in the amount of \$1,300,000 to provide a funding source to retire a projected year-end deficit predominately related to Fire Department overtime due to minimum staffing in the Fire contract and for the Public Works Department due to the severe winter.

I would respectfully request that you forward this resolution and information on to the Town Council for action at their June 16th meeting so the transfers can be in place for the June 30th year-end.

Should you have any questions or problems, please feel free to let me know. Thank you.

**RESOLUTION CONCERNING A SUPPLEMENTAL BUDGET APPROPRIATION AND
FUND BALANCE TRANSFER TO FUND A YEAR-END DEFICIT IN THE FIRE
DEPARTMENT AND PUBLIC WORKS DEPARTMENT GENERAL FUND ACCOUNTS
FOR THE FISCAL YEAR ENDING JUNE 30, 2015**

WHEREAS, the Town of East Hartford Fire Department and Public Works Department overtime and related expenses are paid from the Town's General Fund, and

WHEREAS, higher overtime, predominately related to minimum staffing in the Fire contract and to the severe winter for Public Works were paid from the Fire Department and Public Works Department budgets, respectively, and

WHEREAS, it is necessary for the Town of East Hartford to set aside additional budget contributions to fund a projected General Fund deficit in fiscal year 2014-15.

NOW THEREFORE BE IT RESOLVED, that the East Hartford Town Council does hereby approve this Supplemental Budget Appropriation of funds in the amount of \$1,300,000 from the Town's Undesignated Fund Balance for the purpose of funding a fiscal year 2014-15 deficit as listed below and does hereby amend the current 2014-15 fiscal year Operating Budget to reflect the attached Supplemental Revenue Appropriation and Expenditure Appropriation.

G0320-55900	Fund Balance Appropriation	1,300,000
G5317-60141	Fire Suppression - Overtime	850,000
G7300-60141	Public Works Highway - Overtime	450,000

I, Angela Attenello, Clerk of the Town Council of the Town of East Hartford, certify that the above resolution was approved at a meeting of the Town Council held on June 16, 2015.

Angela Attenello, Clerk of the Town Council

Funds certified as unobligated and available.

Signed: _____ Dated: _____
Marcia A. Leclerc, Mayor

Signed:  _____ Dated: 6/5/15
Michael P. Walsh, Director of Finance



MEMORANDUM

DATE: June 5, 2015

TO: Marcia A. Leclerc, Mayor

FROM: Michael P. Walsh, Director of Finance 

TELEPHONE: (860) 291-7246

RE: Preliminary Fiscal Year 2014-15 Year-End Financial Results

By way of this memo, let me summarize the preliminary year-end financial results of the town.

The Budget:

Original Fiscal Year 2014-15 Budget \$ 175.1M

Fund Balance and Other Revenue Transfers:

CSEA Contract Settlement	\$ 102k
Year-end transfers	<u>1,300k</u>
Total Fund Balance and Other Revenue transfers	<u>1,402k</u>

Revised Fiscal Year 2014-15 Budget \$ 176.5M

Revenues: Favorable and (Unfavorable) to Budget

Sale of Property (King Court)	\$ 1,107k
Special Education (higher costs reimbursed)	335k
ECS (higher payment from the State)	190k
PILOT - State Property	173k
Building Fees (lower economic activity than budgeted)	(250k)
Federal and State Housing PILOT (EHHA and MDC bills)	<u>(185k)</u>
Net Favorable (Unfavorable) Adjustments to Budget	<u>\$ 1.4M</u>

Fund Balance: (000's Omitted)

Assigned and Unassigned Fund Balance at June 30, 2014	\$ 14.6
Less: Supplemental Fund Balance transfers	1.4
Add: Favorable projected revenue variance	1.4
Add: Expenditure surplus	<u>.2</u>
Projected Assigned and Unassigned Fund Balance at June 30, 2015	<u>\$ 14.8</u>

As a percentage of budget, Fund Balance is at 8.4%. I would like to stress that these numbers are very preliminary and are subject to review and adjustment by our auditors.

Please feel free to let me know if you have any questions or problems on any of the information presented above.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 9, 2014
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: Assistant Building Official (ABO) job description series

Attached to this memorandum are two job descriptions that I recommend the Council refer to the Personnel and Pension Subcommittee for their consideration. The revised and new job descriptions are listed below.

New Job Description

1. Assistant Building Official 1 – General (New)

Revised Job Description

1. Assistant Building Official 2 - General (Revised Job Description)
2. Assistant Building Official – (Current Job Description with Tracking Changes)

The Assistant Building Official 2- General Job Description (JD) has been updated in order to comply with ADA requirements and more appropriately align the general duties. The salary range of this position will remain in Salary Grade 11 of the Collective Bargaining Agreement (CBA). Effective on July 1, 2015 the salary range for this position in salary grade 11 will be \$56,160 – \$68,259. This position is currently filled.

The Assistant Building Official 1- General JD is a new position in Salary Grade 9 of the CBA that is being created in order to meet the needs of the department. This position will perform property maintenance inspections and also will be assigned to perform other inspections which can be assigned to a Licensed Assistant Building Official pursuant to Connecticut General Statute, Section 29-261.

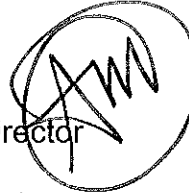
The current budgeted Property Maintenance Inspector vacant position in the department, also in Salary Grade 9, will be replaced by this new ABO position. Effective on July 1, 2015 the salary range in salary grade 9 of the CBA will be \$49, 097 – \$59,678.

I recommend that the proposed ABO job description series be added to the Council agenda for the June 16, 2015 Council agenda for referral to the Personnel and Pension Subcommittee.

CC: Milton Grew, Director of Inspections and Permits
Santiago Malave, Human Resources Director

OFFICE OF HUMAN RESOURCES

Date : June 8, 2015
To : Marcia A. Leclerc, Mayor
From : Santiago Malave, Human Resources Director
Re : Assistant Building Official (ABO) Job Series



Attached for your review is a suggested transmittal letter to the Council Chairman Richard Kehoe for the June 16, 2015 Council meeting regarding the following new and revised job descriptions:

New Job Description

1. Assistant Building Official 1 – General (New)

Revised Job Description

- 1 Assistant Building Official 2 - General (Revised Job Description)
- 2 Assistant Building Official – (Current Job Description with Tracking Changes)

The Assistant Building Official 2- General Job Description (JD) has been updated in order to comply with ADA requirements and more appropriately align the general duties. The salary range of this position will remain in Salary Grade 11 of the Collective Bargaining Agreement (CBA). Effective on July 1, 2015 the salary range for this position in salary grade 11 will be \$56,160 – \$68,259. This position is currently filled.

The Assistant Building Official 1- General JD is a new position in Salary Grade 9 of the CBA that is being created in order to meet the needs of the department. This position will perform property maintenance inspections and also will be assigned to perform other inspections which can be assigned to a Licensed Assistant Building Official pursuant to Connecticut General Statute, Section 29-261.

The current budgeted Property Maintenance Inspector vacant position in the department, also in Salary Grade 9, will be replaced by this new ABO position. Effective on July 1, 2015 the salary range in salary grade 9 of the CBA will be \$49,097 – \$59,678.

I recommend that the proposed Assistant Building Official Job Descriptions be added to the Council agenda for the June 16, 2015 Council agenda for referral to the Personnel and Pension Subcommittee.

Cc: Milton Grew, Director of Inspections and Permits

Date : June 8, 2015

To : Richard F. Kehoe, Town Council Chairman

From : Marcia A. Leclerc, Mayor

Re : Assistant Building Official Job Description Series

Attached to this memorandum are two job descriptions that I recommend the Council refer to the Personnel and Pension Subcommittee for their consideration. The revised and new job descriptions are listed below.

New Job Description

1. Assistant Building Official 1 – General (New)

Revised Job Description

- 1 Assistant Building Official 2 - General (Revised Job Description)
- 2 Assistant Building Official – (Current Job Description with Tracking Changes)

The Assistant Building Official 2- General Job Description (JD) has been updated in order to comply with ADA requirements and more appropriately align the general duties. The salary range of this position will remain in Salary Grade 11 of the Collective Bargaining Agreement (CBA). Effective on July 1, 2015 the salary range for this position in salary grade 11 will be \$56,160 – \$68,259. This position is currently filled.

The Assistant Building Official 1- General JD is a new position in Salary Grade 9 of the CBA that is being created in order to meet the needs of the department. This position will perform property maintenance inspections and also will be assigned to perform other inspections which can be assigned to a Licensed Assistant Building Official pursuant to Connecticut General Statute, Section 29-261.

The current budgeted Property Maintenance Inspector vacant position in the department, also in Salary Grade 9, will be replaced by this new ABO position. Effective on July 1, 2015 the salary range in salary grade 9 of the CBA will be \$49, 097 – \$59,678.

I recommend that the proposed ABO job description series be added to the Council agenda for the June 16, 2015 Council agenda for referral to the Personnel and Pension Subcommittee.

CC: Milton Grew, Director of Inspections and Permits
Santiago Malave, Human Resources Director

TOWN OF EAST HARTFORD

TITLE: Assistant Building Official 2 – General — **Grade:** 11
Department: Inspections and Permits **Date:** 7/01/1987

GENERAL DESCRIPTION

Performs inspections, reviews, and enforcement duties in assisting in the administration and enforcement of the State Building Code and related regulations. Performs inspections in other trade disciplines as needed.

GENERAL DUTIES:

- Receives oral or written assignments from supervisor.
- Plans and organizes work according to unit and standard procedure.
- Prepares schedule for regular inspections of subdivisions and development sites.
- Primary inspection assignment is within respective construction discipline.
- Allocates work to clerks and secretaries.
- Performs preliminary and on-going construction inspections of subdivision, multi-family and commercial development applications.
- Receives building plans.
- Analyzes and evaluates building plans, including location, design, materials, construction methods, health and safety measures.
- Coordinates review with other town departments.
- Recommends issuance of building permits
- Performs field inspections of construction work in process to assure conformity with code and regulations.
- Enforces building code.
- Oversees safety and erosion control requirements on construction projects.
- Recommends issuance of certificates of occupancy.
- Confers with and interprets code provision and application procedures to architects, engineers, contractors, and members of the public.
- Assists public in modifying building plans or in taking corrective action to comply with code and/or regulations.
- Provides technical consultation to town departments in specific building construction areas, including electrical, plumbing, heating, and carpentry to assure public health and safety.
- Assists supervisor in inspection and review of major construction projects.
- Prepares supporting statistical and narrative reports for supervisor.
- Reports work accomplished to supervisor.

ADDITIONAL DUTIES:

- Organizes and maintains files on inspection and review work.
- Investigates complaints of building code or zoning violations and takes corrective action.
- Provides technical consultation to town departments and commissions as needed.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

- Ability to interpret engineering and architectural drawings and specifications.
- A strong working knowledge of the building code and related building and zoning ordinances, regulations and procedures.
- Ability to explain code regulatory information to members of the public.
- Physical ability to inspect construction work in progress.
- Some ability to prepare and present written reports.
- Ability to work in poor weather conditions, including heat, cold, rain, or snow.

SUPERVISED BY:

Receives general supervision from Director of Inspections and Permits.

QUALIFICATIONS PROFILE:

- The skills and knowledge required would generally be acquired with graduation from a Vocational Technical School or completion of an apprenticeship training program in a construction skill, and five years experience in a construction trade.
- ~~Ability to interpret engineering and architectural drawings and specifications.~~
- ~~A strong working knowledge of the building code and related building and zoning ordinances, regulations and procedures.~~
- ~~Ability to explain code regulatory information to members of the public.~~
- ~~Physical ability to inspect construction work in progress.~~
- ~~Some ability to prepare and present written reports.~~
- ~~Ability to work in poor weather conditions, including heat, cold, rain, or snow.~~

PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

- Works in office setting subject to continuous interruptions and background noise.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to work in poor weather conditions, including heat, cold, rain or snow.
- Ability to access and reach difficult places and varied terrain for inspection purposes.
- Includes exposure to video display terminals on a daily basis.

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LICENSE OR CERTIFICATE:

- Certification as an Assistant Building Official, Section 19-391 of the Connecticut General Statutes.
- Connecticut Motor Vehicle Operator's License.

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

TITLE: Assistant Building Official 2– General

Grade: 11

Department: Inspections and Permits

Date:

GENERAL DESCRIPTION

Performs inspections, reviews, and enforcement duties in assisting in the administration and enforcement of the State Building Code and related regulations. Performs inspections in other trade disciplines as needed.

GENERAL DUTIES:

- Receives oral or written assignments from supervisor.
- Plans and organizes work according to unit and standard procedure.
- Prepares schedule for regular inspections of subdivisions and development sites.
- Primary inspection assignment is within respective construction discipline.
- Allocates work to clerks and secretaries.
- Performs preliminary and on-going construction inspections of subdivision, multi-family and commercial development applications.
- Receives building plans.
- Analyzes and evaluates building plans, including location, design, materials, construction methods, health and safety measures.
- Coordinates review with other town departments.
- Recommends issuance of building permits
- Performs field inspections of construction work in process to assure conformity with code and regulations.
- Enforces building code.
- Oversee safety and erosion control requirements on construction projects.
- Recommends issuance of certificates of occupancy.
- Confers with and interprets code provision and application procedures to architects, engineers, contractors, and members of the public.
- Assists public in modifying building plans or in taking corrective action to comply with code and/or regulations.
- Provides technical consultation to town departments in specific building construction areas, including electrical, plumbing, heating, and carpentry to assure public health and safety.
- Assists supervisor in inspection and review of major construction projects.
- Prepares supporting statistical and narrative reports for supervisor.
- Reports work accomplished to supervisor.

ADDITIONAL DUTIES:

- Organizes and maintains files on inspection and review work.
- Investigates complaints of building code or zoning violations and takes corrective action.
- Provides technical consultation to town departments and commissions as needed.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

- Ability to interpret engineering and architectural drawings and specifications.
- A strong working knowledge of the building code and related building and zoning ordinances, regulations and procedures.
- Ability to explain code regulatory information to members of the public.
- Physical ability to inspect construction work in progress.
- Some ability to prepare and present written reports.
- Ability to work in poor weather conditions, including heat, cold, rain, or snow.

SUPERVISED BY:

Receives general supervision from Director of Inspections and Permits.

QUALIFICATIONS PROFILE:

- The skills and knowledge required would generally be acquired with graduation from a Vocational Technical School or completion of an apprenticeship training program in a construction skill, and five years experience in a construction trade.

PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

- Works in office setting subject to continuous interruptions and background noise.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to work in poor weather conditions, including heat, cold, rain or snow.
- Ability to access and reach difficult places and varied terrain for inspection purposes.
- Includes exposure to video display terminals on a daily basis.

LICENSE OR CERTIFICATE:

- Certification as an Assistant Building Official, Section 19-391 of the Connecticut General Statutes.
- Connecticut Motor Vehicle Operator's License.

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

TITLE: Assistant Building Official 1 – General **Grade:** 9
Department: Inspections and Permits **Date:**

POSITION DEFINITION:

Performs inspections, reviews, and enforcement duties in assisting in the administration and enforcement of the Town of East Hartford Property Maintenance Code, Town of East Hartford Zoning Regulations, Connecticut State Building Code and related regulations. Performs inspections for general construction and other trades as needed. Provides flexibility to the Department as needed for enforcement duties in all three areas for which the Department is responsible.

GENERAL DUTIES:

- Receives oral or written assignments from supervisor.
- Plans and organizes work according to department procedures.
- Prepares schedule for inspections of existing buildings and sites or construction as requested or needed.
- Analyzes and evaluates site plans, building plans and specifications with conformance to zoning regulations and State building code.
- Coordinates review with other staff and town departments as needed.
- Recommends issuance of building permits.
- Recommends issuance of certificate of occupancy or certificate of completion.
- Engages in zoning enforcement activities under the direction of the Assistant Zoning Enforcement Officer.
- Engages in property maintenance code enforcement activities under the direction of the Supervisor of Property Maintenance.
- Responds to inquiries from the public.
- Provides reports and statistical data to Director as required.
- Assists in organizing and maintaining departmental records.
- Investigates complaints of code violations and carries out enforcement duties related thereto.
- Provides technical assistance to the public as needed relative to understand code provisions.
- Ability to read and understand construction drawings, specifications and technical literature.

- A working knowledge of the State Building Code and zoning regulations.
- Physical ability to inspect construction work in progress, buildings and sites.
- Ability to write correspondence and reports.
- Ability to work in poor weather conditions, including heat, cold, rain and snow.

SUPERVISED BY:

- Receives general supervision from Director of Inspections and Permits.
- Receives supervision for building inspections from the Building Division Supervisor.
- Receives zoning and property maintenance supervision from the Zoning and Property Maintenance Supervisor.

QUALIFICATIONS:

- The skills and knowledge required would generally be acquired with graduation from a Vocational Technical School and have three years' experience in a construction trade.

LICENSE OR CERTIFICATE:

- Licensed as an Assistant Building Official pursuant to CGS Section 29-261
- Connecticut Motor Vehicle Operator's License.

PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

- Works in office setting subject to continuous interruptions and background noise.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to work in poor weather conditions, including heat, cold, rain or snow.
- Ability to access and reach difficult places and varied terrain for inspection purposes.
- Includes exposure to video display terminals on a daily basis.

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

OFFICE OF THE
TOWN COUNCIL

TOWN OF EAST HARTFORD

740 Main Street
East Hartford, Connecticut 06108

Robert J. Beak
2015 JUN 15 P 12:30
(860) 291-7208
TOWN OF EAST HARTFORD
FAX (860) 291-7389

DATE: June 15, 2015

TO: Town Council Members

FROM: Rich Kehoe, Chair

RE: Tuesday, June 16, 2015 7:00 p.m. Town Council Majority Office

In accordance with Section 3.3 (a) of the Town Charter, a Special Meeting of the Town Council will be held as follows:

Tuesday, June 16, 2015

7:00 p.m.

Town Council Majority Office

The purpose of the meeting is to meet in executive session to discuss the pending property damage claim of current Town employee Sandra DiCicco.

cc: Mayor Leclerc
Scott Chadwick, Corporation Counsel