

Robert J. Park

EAST HARTFORD TOWN COUNCIL

TOWN COUNCIL CHAMBERS/MICROSOFT "TEAMS"

OCTOBER 5, 2021

2021 OCT 12 PM 12:31

TOWN CLERK
EAST HARTFORD

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

PRESENT Vice Chair Donald Bell, Jr. and Councillor Patricia Harmon
via Teams

ALSO Marcia Leclerc, Mayor
PRESENT Lieutenant Neves, EHPD

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:36 p.m. The Chair noted that this was a "hybrid" meeting, which allows for the public to participate either in-person or virtually through Microsoft "Teams". He then announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the pledge of allegiance.

The Chair called for a moment of silence to honor the lives of the following individuals:

Bernard "Bernie" Anthony Corona, a proud veteran who served his country for nearly 40 years, was dedicated to the needs of all veterans. He was the driving force and the primary motivator in the creation and mission of the East Hartford Veterans Affairs Commission and served as its first Chairman.

Doris T. Curley, a longtime resident of East Hartford, was active in various community organizations. She served as Town Treasurer in the early 1980's. She was very energetic and outspoken. The Chair noted that one of his last memories of Mrs. Curley was of her playing "setback", a game she loved.

William "Bill" Miller, Sr., the Town's first Personnel Director, created systems for hiring individuals to work for the town that are still in place today. Bill was active in the unions – specifically the Teamsters – having worked for Jimmy Hoffa for several years.

Bernie, Doris and Bill – rest in peace. You will be missed.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

None

To accommodate those present the following motion was made.

MOTION By Connor Martin
 seconded by Angie Parkinson
 to take item 8. E. "Distracted Driving High Visibility Enforcement Grant"
 out of order.
 Motion carried 9/0.

Distracted Driving High Visibility Enforcement Grant

MOTION By Angie Parkinson
 seconded by Awet Tsegai
 to **adopt** the following resolution:

WHEREAS, the State of Connecticut Department of Transportation (CT DOT) and the National Highway Traffic Safety Administration (NHTSA) are offering grant funds to municipal police departments to participate in the FY 2022 Distracted Driving High Visibility Enforcement Campaign; and

WHEREAS, this campaign will focus on motorists who choose to ignore Connecticut's hand-held mobile phone ban; and

WHEREAS, between 2012 and 2019, approximately 26,000 people died in crashes involving a distracted driver, according to NHTSA,

NOW THEREFORE LET IT BE RESOLVED; That Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by CT DOT and NHTSA as they pertain to the 2022 Distracted Driving High Visibility Enforcement Campaign.

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

The Council then returned to the order of the agenda.

APPROVAL OF MINUTES

September 21, 2021 Executive Session/East Hartford Founders LLC

MOTION By Sebrina Wilson
 seconded by Connor Martin
 to **approve** the minutes of the September 21, 2021 Executive
 Session/East Hartford Founders LLC
 Motion carried 9/0.

September 21, 2021 Regular Meeting

MOTION By Sebrina Wilson
 seconded by John Morrison
 to **approve** the minutes of the September 21, 2021 Regular Meeting.
 Motion carried 9/0.

COMMUNICATIONS AND PETITIONS

CPS HR Consulting: Directors' Compensation Study

Chair Kehoe explained that this Compensation Study was initiated to help the Council ascertain if the Directors are being paid a competitive salary. He introduced Awet Tsegai, Chair of the Personnel & Pensions Subcommittee, who gave a brief summary of the background on this issue.

Jan Bentley, Project Manager, CPS HR Consulting, led the discussion with a PowerPoint presentation. (a hard copy in the Council Clerk's meeting file) Ms. Bentley introduced her team members that worked on this project: Edie Sabia Senior Project Consultant, Igor Shegolev, Senior Project Consultant and Lynda Guerra, Administrative Technician.

Chair Kehoe stated that the Personnel & Pensions Subcommittee will review the recommendations that CPS made for the Directors' salaries, which will take into account the town's budgetary restrictions.

Employment Agreement: Chief Information Officer

Chair Kehoe explained that Roberta Pratt, Chief Information Officer, had been sharing 50% of her time with the East Hartford Board of Education. She will now be working fulltime for the Board. Thanks to Ms. Pratt, the town is in a much safer "cyber" space.

Disposition of Town-owned Property Other Than Real Estate

The Chair stated that the Mayor intends to dispose of or auction the following items, having been certified by the Finance Director to be unsuitable for town use:

- Various pieces of obsolete equipment and technology from the IT Department
- Various pieces of obsolete office equipment and damaged furniture from the Wickham Library.

Pursuant to §10-3 (c) of the Code of Ordinances, the Mayor must notify the Council of her decision to dispose of such furniture/equipment. No action by the Council is necessary.

SiFi Networks Presentation

Mayor Marcia Leclerc proudly stated that SiFi Networks has secured over \$40 million of private funding to build a town-wide, open access, fiber network in East Hartford. The end result will be an inclusive network for the entire community – including businesses – that will assist those households most in need of connectivity with FiberCity Aid program.

Shawn Parker and Marcus Bowman, representatives from SiFi Networks, started the discussion with a PowerPoint presentation (a hard copy in the Council Clerk's meeting file) on this fiber network project. Also in attendance were SiFi's partners in this project: Scott Mailman, from Lat

- Maintains technical proficiency in software, hardware, networks and support for applications
- Oversees the Town's phone systems with the Network Administrator
- Collaborates with the Chief Information Officer and the Chief Information Security Officer on the department budget. Provides insight for reasoning behind the budget asks.
- Installs and tests new software. products. Creates new applications (design and coding work). Performs servers and special applications backups (SQL).
- Provide for security of data and assures that backups are maintained.
- Prepares project reports and informs Finance Director of project status and problems.
- Establishes criteria for the drafting of requests for proposals (RFP's) for the municipality's MIS needs.
- Places and follows-up on service calls to outside hardware/software support vendors to assure prompt and appropriate repair of hardware and software.
- Assures the effectiveness and efficient use of personnel, materials, facilities, time and budgeted funds for hardware and/or software. Makes budget recommendations for MIS Department requirements.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of data processing operations, systems, programming and administration for an organization with the needs of the Town.
- Considerable knowledge of advanced data processing technology, including various hardware and communications devices, and Internet.
- Considerable knowledge of municipal operations, budgeting and planning.
- Considerable knowledge of user applications and ability to establish and administer local area or wide area networks.
- Considerable leadership and managerial skills.
- Considerable ability to write programs in the municipality's programming language.
- Good ability to plan, organize and direct a data processing operation and staff.
- Good ability to monitor progress and adjust resources to accomplish work objectives.
- Considerable ability to communicate technical concepts to lay persons.
- Considerable ability to establish and maintain effective working relationships with Town officials, coworkers and vendors.

QUALIFICATIONS

A Bachelor's Degree in computer science or a related area, plus five to seven years of progressively responsible experience in programming and systems analysis, development and design which bridges the hardware and software sides of the information technology spectrum including at least one year as a supervisor, project manager, or operating manager, or any combination of education and experience which provides a demonstrated ability to perform the duties of the position.

SPECIAL REQUIREMENTS

None.

TOOLS AND EQUIPMENT USED

Computer hardware and software, word processor, calculator, mechanical devices used to transport, distribute, or package information, and typical office equipment.

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and listen. Periodically the employee is required to walk, stand, use hands and fingers to operate office equipment and reach with hands and arms. The employee must be able to access and work in small, enclosed areas when installing equipment

and cables. The employee may occasionally lift/or move up to 40 pounds. Specific vision abilities required for this job include close vision and the ability to adjust focus. Must be able to read, analyze and interpret professional periodicals and journals, write reports and effectively present information and respond to questions. This position requires the ability to define problems, collect data, establish facts and draw valid conclusions and deal with a variety of abstract and concrete variables.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is conducted in typical office working conditions with relatively few disagreeable features. The noise level in the work environment is moderately noisy.

GENERAL GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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

Release of Approved ARPA Funds

MOTION By Don Bell
 seconded by Awet Tsegai
 that the Town Council appropriate the following from the town's allocation of the American Rescue Plan Act funds:

➤ 2.4 Digital Inclusion Project Manager	\$ 100,000
➤ 2.7 East Hartford Connects: Services	\$ 800,000
East Hartford Connects: Youth Employment	\$ 800,000
➤ 3.6 Creation of Police & Youth Services	
Violence Prevention	\$ 250,000
Police & Social Worker Response PILOT Program	\$ 250,000
➤ 5.6 Storm Water Management Repair	\$1,500,000
Storm Water Management Repair	\$3,000,000
7.1 Administrative Expenses	\$ 219,017
Revenue Replacement: Provisions of Government	
Repairs to Historic Properties	\$2,000,000
➤ 5.17 Broadband: Other Projects	
Technology Upgrades	\$ 500,000
Grand Total	<u>\$ 9,419,017</u>

Motion carried 9/0.

Hockanum School Roof Replacement Project

MOTION By Angie Parkinson
 seconded by Esther Clarke
 to **adopt** the following resolution:

RESOLUTION TO ADD A PROJECT TO THE TOWN'S 5-YEAR CAPITAL IMPROVEMENT PLAN, TO AUTHORIZE AN APPROPRIATION, TO AUTHORIZE THE FILING OF A GRANT APPLICATION, TO SEND THE PROJECT TO THE PUBLIC BUILDING COMMITTEE, AND TO FUND THE LOCAL SHARE OF THE PROJECT COST

WHEREAS, the Town of East Hartford Board of Education has identified that a roof replacement project at the Hockanum School is a priority of the school district and qualified for State School Construction reimbursement; and

WHEREAS, the cost of the roof replacement including design and construction is anticipated to total \$535,429 with the State reimbursing 76.43% or \$409,228 leaving the School District to pay 23.57% or approximately \$140,000 which includes an amount for unforeseen ineligible costs.

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

1. The addition by resolution to the Town's 5-Year Capital Improvement Plan, the Hockanum School Roof Replacement Project in the amount of \$535,429,
2. The appropriation of \$535,429 to fund the Hockanum School Roof Replacement Project,
3. The authorization of the East Hartford Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Hockanum School Roof Replacement Project,
4. That the Town's Public Building Commission is hereby charged with the oversight and approval of the Hockanum School Roof Replacement Project,
5. That the East Hartford Board of Education has budgeted the local share for this project in the Board's FY 22 capital improvement budget,
6. That the Town of East Hartford hereby authorizes at least the preparation of schematic drawings and outline specifications for the Hockanum School Roof Replacement Project.

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

Dial-A-Ride Operating Systems Grant

MOTION By Connor Martin
 seconded by Angie Parkinson
 to **adopt** the following resolution:

WHEREAS: The Greater Hartford Transit District has made available Operating Assistance Grant Funds for Fiscal Year 2021-2022 and;

WHEREAS: these funds can be used to pay a portion of the cost of operating the Dial-A-Ride system providing transportation to elderly and disabled citizens,

NOW THEREFORE LET IT BE RESOLVED; that Mayor Marcia A. Leclerc is authorized to make, execute and approve on behalf of this corporation, any and all contracts or amendments thereof with the Greater Hartford Transit District in relation to a \$13,840.00 grant to the Town of East Hartford to be used to support costs associated with the operation of the Dial-A-Ride Program.

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

Local Prevention Council Grant

MOTION By Awet Tsegai
 seconded by Connor Martin
 to **adopt** the following resolution:

RESOLVED, that Marcia A. Leclerc 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 \$12,191.55 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.

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

Appointments to Various Boards and Commissions

MOTION By Connor Martin
 seconded by Awet Tsegai
 to **approve** the following appointments:

- ***Commission on Culture and Fine Arts –***
Michael Robert MacDonald, 78 Cambridge Drive; term to expire December 2023
Annabelle Diaz, 700 Forbes Street; term to expire December 2024
Emilio Estrella, 23 Prasser Drive; term to expire December 2023
- ***Economic Development Commission –***
Brennden Colbert, 20 Risley Street; term to expire December 2022
- ***Beautification Commission –***
Michael Robert MacDonald, 78 Cambridge Drive; term to expire
December 2022
- ***Historic District Commission –***
Veronica Rosario, 31 High Street; term to expire December 2021

Motion carried 9/0.

Referral to Personnel & Pensions Subcommittee: Deputy Director of Public Works and Assistant Town Clerk

MOTION By Connor Martin
 seconded by John Morrison
 to **refer** to the Personnel and Pensions Subcommittee the new job
description entitled "Deputy Director of Public Works" and the revised job
description for "Assistant Town Clerk" with instructions to review both
positions and report back to the full Town Council with its
recommendations, if any.
Motion carried 9/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Esther Clarke asked why she and Pat Harmon were not invited to yesterday's press conference on the SiFi project. *The Mayor was going to look into it and get back to Councillor Clarke. The Mayor confirmed that all Councillors received email notification of the event.*

OPPORTUNITY FOR RESIDENTS TO SPEAK

Mayor Leclerc commented on the following: (1) the Sifi project is very significant; (2) the Hartford Marathon and Fall Fest is this weekend; (3) the Wickham Library groundbreaking ceremony for the \$3.5M renovation project will be October 21st; (4) Town Hall is closed Monday October 11th in recognition of Indigenous Peoples Day; (5) the Library has many passes and discounts available to residents; (6) tomorrow is Coffee with a Cop Day at Dunkin Donuts at the corner of Pitkin and Main Streets; (7) the Public Safety Complex garage has been ordered and should be ready in July 2022; (8) re the North End Community Center – the roof replacement has been completed and the HVAC project for the large meeting room is in the design phase; (9) the Public Works Department should be asked to provide a presentation to the Council sometime in November to review the software program that will align all the town's capital buildings; (10) the town-wide sign project should be completed in November; (11) the Torpey Bridge application for maintenance is in the hands of the Railroad; (12) the construction drawings for the renovations to Town Hall should be completed by November; (13) the final design and bid specs for the truss repair in the main dining room at the Veterans Memorial Clubhouse should be completed this week; and (14) Habitat for Humanity will be meeting with the Redevelopment Agency to discuss the sale of property.

ADJOURNMENT

MOTION By Esther Clarke
 seconded by Don Bell
 to **adjourn** (10:27p.m.).
 Motion carried 9/0.

The Chair announced that the next meeting of the Town Council would be October 19th.

Attest



Angela M. Attenello
TOWN COUNCIL CLERK