

Robert J. Clark

EAST HARTFORD TOWN COUNCIL

2020 DEC 21 A 10:29

TOWN COUNCIL CHAMBERS/ MICROSOFT "TEAMS" TOWN CLERK
EAST HARTFORD

DECEMBER 15, 2020

PRESENT Chair Richard F. Kehoe, Councillors Connor Martine and John Morrison
In Chambers

PRESENT Vice Chair Donald Bell, Jr., Majority Leader Sebrina Wilson, Minority
Via "Teams" Leader Esther B. Clarke, Councillors Angela Parkinson, Awet Tsegai and
Patricia Harmon

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:33 p.m. The Chair announced that this was another "hybrid" meeting of the Council with three Councillors physically present and six available virtually via Microsoft "Teams". He then asked the Council to join him in the pledge of allegiance.

AMENDMENTS TO THE AGENDA

MOTION By Don Bell
seconded by John Morrison
to **amend** the agenda as follows:
Add, under New Business, item 8.M. entitled
"Bid Waiver: Fire Department COVID Testing."
Motion carried 9/0.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

None

APPROVAL OF MINUTES

November 17, 2020 Regular Meeting

MOTION By Connor Martin
seconded by John Morrison
to **approve** the minutes of the November 17, 2020 Regular Meeting.
Motion carried 9/0.

Introduction of Laurence Burnsed, Director, Health & Social Services Department

Post-election Budget Update

Registrars of Voters Stephen Watkins and Mary Mourey spoke to the extensive preparation needed from the Registrars due to the volume of citizens who voted in this past election, both by absentee ballot and in person. Mr. Watkins reported that it went remarkably well.

Town Council – Acting as a Committee of the Whole for the Real Estate Acquisition & Disposition Committee re: 103 Harvest Lane – **postponed** at the November 4th Town Council meeting

Volume 89

Click It or Ticket Grant

NOW THEREFORE LET IT BE RESOLVED That Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the state Department of Transportation as they pertain to this "Click-It or Ticket" program.

Bid Waiver: EHPD Marine Watercraft

Assistant Chief of Police

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POSITION DEFINITION:

Supervision is received from the Police Chief who delegates the day-to-day planning, staffing, and decision-making functions to the Assistant Police Chief. Provides supervision and oversight of the Deputy Police Chiefs. This classification is distinguished from the Deputy Chief of Police rank by the considerably greater scope of managerial and administrative duties performed.

Provides administrative and functional assistance to the Chief in managing the operations and services of the Police Department. Assists in the planning and development of practices, procedures and operating policies; and independently directs activities as assigned by the Chief of Police. May assume responsibility for the department in the temporary absence of the Chief, if so designated by the Chief.

ESSENTIAL JOB FUNCTIONS:

- Receives oral or written direction from the Chief of Police. Formulates and prescribes work methods for the development with the approval of the Chief.
- Oversees Emergency Telecommunications Department and emergency medical dispatch
- Participates in development of near term and long-range planning and strategies to meet objectives, such as crime detection and prevention, traffic improvements, and related public contact matters.
- Plans and organizes work according to department procedures.
- Assigns work to lieutenants, sergeants, police officers and civilian employees of the Police Department.
- Responsible for effective administration and utilization of assigned personnel.
- Reviews reports for completeness and accuracy for use in criminal judicial proceedings.
- Ensure that all sensitive or confidential intelligence information is handled appropriately and directed properly.
- Oversees scheduling of personnel under direction to assure appropriate coverage and response.
- Performs liaison work with other police agencies to obtain or give information and disseminate relevant information with other police divisions.
- Assists in labor contract negotiations and grievance administration for all bargaining units in the department.
- Coordinates research and reviews procedures to determine the efficiency of the department in objectives.
- Prepares statistical and narrative reports for the Chief of Police.
- Proposes new policies to the Chief to meet department needs.
- Reports work accomplished to the Chief of Police.

ADDITIONAL JOB FUNCTIONS:

- Facilitates the exchange of information throughout the organization through oral and written correspondence.
- May act as official department representative at meetings and proceedings.
- Serves on regional, state and police professional organizations to remote and enhance services to the community.
- Prepares written materials or and speaks to social groups, civic organizations and private citizens on matters of law enforcement and public safety.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of municipal police practices and procedures.
- Working knowledge of the Connecticut Criminal Justice system.
- Administrative ability to initiate, organize and follow through on police programs and projects.
- Working knowledge of data processing technology as it relates to police applications.
- Ability to apply principles of police science and public administration to define problems, collect data, establish facts and draw valid conclusions.
- Ability to deal effectively with staff, Town Officials and members of the public.
- Ability to supervise.
- Working knowledge of labor relations practices and procedures.
- Ability to present ideas and policies to individual, groups and the media.
- Ability to use human and department resources effectively.

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, changing priorities and conditions.

- Ability to work in extreme weather conditions, including heat, cold, rain or snow.
- Ability to access and reach difficult places and varied terrain.

JOB QUALIFICATIONS:

The skills, knowledge, experience and training required would generally be acquired with a Bachelor's Degree, preferably a Master's Degree in Criminal Justice, Police Science, Public or Business Administration, or some closely related field and three (3) years' experience at the command level of a major police division of a comparable municipality, state or federal agency at the rank of lieutenant or higher.

LICENSING REQUIREMENTS:

Valid Motor Vehicle Operator's License

Current State of Connecticut Police Officer Certification, per C.G. S. 7-294d.

- Position requires the physical ability to handle assigned weapons and meet firearm qualifications.

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

Deputy Chief of Police

MOTION

By Awet Tsegai

seconded by Connor Martin

to **recommend** that the Town Council approve the revised job description entitled "Deputy Chief of Police" (see below) a non-bargaining position within the East Hartford Police Administration, that was presented at the December 2nd Personnel & Pensions Subcommittee by Human Resources Director Theresa Buchanan and Chief of Police Scott Sansom, including a salary range of \$112,000 to \$135,000 and with the following two revisions added:

1. Under Essential Job Functions: "Oversees Emergency Telecommunications Department and Emergency Medical Dispatch"; and
2. Under Job Qualifications: "Position requires the physical ability to handle assign weapons and meet firearm qualifications".

Motion carried 9/0.

Title: Deputy Chief

Grade:

Salary Range: \$112,000 - \$135,000

Department: Police Department

Adoption Date: December 15, 2020

POSITION DEFINITION:

Works under the general supervision of and receives policy directions from the Chief. Provides administrative and functional assistance to the Chief in managing the operations and services of the Police Department. Assists in the planning and development of practices, procedures and operating policies; and independently directs activities as assigned by the Chief of Police. May assume responsibility for the department in the temporary absence of the Chief, if so designated by the Chief.

ESSENTIAL JOB FUNCTIONS:

- Receives oral or written direction from the Chief of Police. Formulates and prescribes work methods for the development with the approval of the Chief.
- Oversees Emergency Telecommunications Department and emergency medical dispatch
- Participates in development of near term and long-range planning and strategies to meet objectives, such as crime detection and prevention, traffic improvements, and related public contact matters.
- Plans and organizes work according to department procedures.

- Assigns work to lieutenants, sergeants, police officers and civilian employees of the Police Department.
- Responsible for effective administration and utilization of assigned personnel.
- Reviews reports for completeness and accuracy for use in criminal judicial proceedings.
- Ensure that all sensitive or confidential intelligence information is handled appropriately and directed properly.
- Oversees scheduling of personnel under direction to assure appropriate coverage and response.
- Performs liaison work with other police agencies to obtain or give information and disseminate relevant information with other police divisions.
- Assists in labor contract negotiations and grievance administration for all bargaining units in the department.
- Coordinates research and reviews procedures to determine the efficiency of the department in objectives.
- Prepares statistical and narrative reports for the Chief of Police.
- Proposes new policies to the Chief to meet department needs.
- Reports work accomplished to the Chief of Police.

ADDITIONAL JOB FUNCTIONS:

- Facilitates the exchange of information throughout the organization through oral and written correspondence.
- May act as official department representative at meetings and proceedings.
- Serves on regional, state and police professional organizations to remote and enhance services to the community.
- Prepares written materials or and speaks to social groups, civic organizations and private citizens on matters of law enforcement and public safety.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of municipal police practices and procedures.
- Working knowledge of the Connecticut Criminal Justice system.
- Administrative ability to initiate, organize and follow through on police programs and projects.
- Working knowledge of data processing technology as it relates to police applications.
- Ability to apply principles of police science and public administration to define problems, collect data, establish facts and draw valid conclusions.
- Ability to deal effectively with staff, Town Officials and members of the public.
- Ability to supervise.
- Working knowledge of labor relations practices and procedures.
- Ability to present ideas and policies to individual, groups and the media.
- Ability to use human and department resources effectively.

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, changing priorities and conditions.
- Ability to work in extreme weather conditions, including heat, cold, rain or snow.
- Ability to access and reach difficult places and varied terrain.

JOB QUALIFICATIONS:

The skills, knowledge, experience and training required would generally be acquired with a Bachelor's Degree, preferably a Master's Degree in Criminal Justice, Police Science, Public or Business Administration, or some closely related field and three (3) years' experience at the command level of a major police division of a comparable municipality, state or federal agency at the rank of lieutenant or higher.

LICENSING REQUIREMENTS:

Valid Motor Vehicle Operator's License

Current State of Connecticut Police Officer Certification, per C.G. S. 7-294d.

- Position requires the physical ability to handle assigned weapons and meet firearm qualifications.

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

EHHS Roof Replacement Project

MOTION By Connor Martin
 seconded by John Morrison
 to **adopt** the following resolution:

RESOLUTION TO AUTHORIZE AN APPROPRIATION, TO AUTHORIZE THE FILING OF A GRANT APPLICATION, AND TO SEND THE PROJECT TO THE PUBLIC BUILDING COMMITTEE

WHEREAS, the Town of East Hartford Board of Education has identified that a roof replacement project at the East Hartford High 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 \$6,976,008 with the State reimbursing 76.43% of eligible costs or \$4,657,747 leaving the School District to pay 23.57% of eligible costs or approximately \$2,318,261 which includes an amount for known and unforeseen ineligible costs; and

WHEREAS, the project has been approved in Town's 5-Year Capital Improvement Plan and the local share of the project was authorized via a bond referendum question in November 2020.

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

1. The appropriation of \$6,976,008 to fund the East Hartford High School Roof Replacement Project,
2. 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 East Hartford High School Roof Replacement Project,
3. That the Town's Public Building Commission is hereby charged with the oversight and approval of the East Hartford High School Roof Replacement Project,
4. That the Town of East Hartford hereby authorizes at least the preparation of schematic drawings and outline specifications for the East Hartford High School Roof Replacement Project.

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

Sunset Ridge Middle School Roof Replacement Project

MOTION By Connor Martin
 seconded by Awet Tsegai
 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 Sunset Ridge Middle 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 \$549,745 with the State reimbursing 76.43% or \$420,169 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 Sunset Ridge Middle School Roof Replacement Project in the amount of \$549,745,

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

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

Referral to Ordinance Committee re: Tree Warden and Tree Board

MOTION By Don Bell
seconded by Esther Clarke
to **refer** to the Ordinance Committee the revisions to Chapter 20 as suggested by Assistant Corporation Counsel Rich Gentile; such revisions would update the town's existing ordinance to be consistent with state statutes, with instructions to review the issue and report back to the Town Council with its recommendations if any.
Motion carried 9/0.

Referral to Real Estate Acquisition & Disposition Committee re: Congress Street

MOTION By Awet Tsegai
seconded by John Morrison
to **refer** to the Real Estate Acquisition & Disposition Committee the possible discontinuance and eventual sale of Congress Street, with instructions to investigate the issue and report back to the Town Council with its recommendations, if any.
Motion carried 9/0.

2021 Town Council Meetings Schedule

MOTION By Awet Tsegai
seconded by Connor Martin
to **approve** the 2021 Town Council meeting dates, which will be held – unless indicated otherwise – on Tuesdays in the Town Council Chambers or virtually with access information posted on the agenda and the start time for regular meetings is 7:30PM as follows:

January 5	July 13
January 19	August 3
February 2	August 17
February 16	September 8 (Wednesday due to Rosh Hashanah)
March 2	September 21
March 16	October 5
April 6	October 19
April 20	November 8 (Monday, Organizational)
May 4	November 16
May 18	November 30
June 1	December 14
June 15	

Motion carried 9/0.

FY2021-2022 Budget Workshops Schedule

MOTION By Don Bell
seconded by Connor Martin
to **approve** the FY2021-2022 Town Council Budget Workshops schedule
which will be held either in person in the Town Council Chambers or
virtually with access information posted on the agenda, and the start time
for each workshop shall be as follows:

TOWN COUNCIL CHAMBERS

Monday, February 22, 2021

Mayor's Summary of Budget

6:30 p.m.

Police Department

Chief Sansom

Police Administration

Operations

Criminal Investigation

Police Capital Improvements

Public Safety Complex

Chief Sansom

Public Safety Communications

Fire Department

Chief Oates

Administration

Suppression

Fire Training

Fire Marshal

Apparatus Maintenance

Alarm Maintenance

Emergency Medical Service

Emergency Management

Fire Capital Improvements

Wednesday, February 24, 2021

Inspections and Permits

Administration

Gregg Grew

6:30 p.m.

Board of Education

Superintendent of Schools

Information Technology

Nathan Quesnel

Roberta Pratt

Saturday, February 27, 2021

Town Treasurer

Town Council

Town Clerk

Registrars of Voters

Selectmen

Probate Court

Corporation Counsel

Lee Griffin

Rich Kehoe

Robert Pasek

Mary Mourey & Steve Watkins

Scott Chadwick

Scott Chadwick

8:30 a.m.

Development

Administration
 Redevelopment Agency
 Economic Development Commission
 Planning & Zoning Commission
 Grants Administration

Eileen Buckheit

Finance

Administration
 Accounts and Control
 Purchasing
 Assessor
 Revenue and Collections
 Employee Benefits
 Risk Management
 Debt Services
 Contingency
 Capital Improvements
 Revenues

Linda Trzetzziak

Five Year Capital Improvement Plan: Summary

Project Narratives
 Finance
 Public Library
 Other Departments

Boards and Commissions

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

Lunch Break

12:30 p.m.

Executive

Office of the Mayor
 Human Resources
 Public Library
 Youth Services

Marcia Leclerc
 Theresa Buchanan
 Sarah Morgan
 Cephus Nolen

Monday, March 1, 2021**Public Works**

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

John Lawlor

6:30 p.m.

Parks and Recreation

Administration Ted Fravel
 Other Facilities
 Senior Services
 Park Special Program
 Parks & Recreation Capital Improvements
 Services for Seniors

Health and Social Services

Administration Laurence Burnshed
 Community Health & Nursing Services
 Environmental Control
 Social Services

Regular Meeting	Tuesday, March 2, 2021	7:30 p.m.
Public Hearing – Budget	Wednesday, March 3, 2021	7:00 p.m.
Special Meeting – Budget	Tuesday, March 9, 2021	7:00 p.m.
<u>Motion carried 9/0.</u>		

Refund of Taxes

MOTION By Connor Martin
 seconded by John Morrison
 to refund taxes in the amount of \$5,259.23
 pursuant to Section 12-129 of the Connecticut General Statutes.
 Motion carried 9/0.

Bill	Name	Prop Loc/Vehicle Info.	Int Paid	Over Paid
2019-03-0052626	BALFOUR DONALD A	2007/2HNYD28477H528094	0	-8.46
2019-03-0052660	BANDELA RAMESH	2008/1HGFA16558L038559	0	-41.49
2019-03-0068699	BENNETTIERI LIZA	2018/JF2GTAMC7J8292430	0	-393.08
2018-03-0054196	BREAULT JASON G	2005/2C4GP54L95R562598	0	-21.77
2019-03-0054915	BURGOS JEANETTE	2009/4T1BK46K69U588362	0	-84.90
2017-03-0056001	CARRILLO AMY	2007/1HGCM66507A079117	-25.37	-241.65
2018-03-0055681	CARRILLO AMY	2007/1HGCM66507A079117	-42.56	-218.25
2017-03-0056005	CARRILLO JESSIE	1995/1HGEJ1223SL001055	0	-22.50
2017-03-0056006	CARRILLO JESSIE	2008/1HGCP26758A022124	0	-248.85
2018-03-0055685	CARRILLO JESSIE	1995/1HGEJ1223SL001055	0	-11.25
2018-03-0055686	CARRILLO JESSIE	2008/1HGCP26758A022124	0	-222.75
2019-03-0057782	COOPER ANDREA E	2007/1D4GP24R17B170786	0	-24.32
2019-03-0058743	DAIMLER TRUST	2017/WDCTG4GB9HJ319842	0	-194.26
2018-03-0059330	DELEON ANAMEL	2014/2HGFB2F60EH507741	-48.18	-336.15
2019-03-0061677	ENTERPRISE FM TRS	2017/JN8AT2MVXHW006933	0	-127.22
2019-03-0061678	ENTERPRISE FM TRS	2018/1C4RDJAG1JC225492	0	-358.20

2019-03-0061683	ENTERPRISE FM TRS	2017/1N6BF0KM6HN806167	0	-136.22
2019-03-0061697	ENTERPRISE FM TRS	2019/1C6RRFFGXKN753312	0	-367.88
2019-03-0063630	GAMBLE JAMES E JR	2001/2C8GT64L91R100472	0	-98.68
2019-03-0068185	JETOBRA INC ATTN: ACCT PYBL	2020/16VFX1829L2008841	0	-171.90
2019-03-0070510	LAZODELAVEGA JUAN	2015/2T1BPRHE5FC397972	0	-10.83
2019-03-0070511	LAZODELAVEGA JUAN	2011/2T3BF4DV7BW160007	0	-2.30
2017-03-0075606	NEGRON LEE S	2012/2T1BU4EE8CC911826	-23.13	-256.95
2017-03-0075607	NEGRON LEE S	2003/1HGCM56363A092456	-13.32	-148.05
2018-03-0074985	NEGRON LEE S	2003/1HGCM56363A092456	-7.86	-130.95
2018-03-0074986	NEGRON LEE S	2012/2T1BU4EE8CC911826	-15.04	-250.65
2017-03-0076731	OLIVERAS TARA A	2010/5J6RE4H33AL087465	0	-231.23
2019-03-0080928	ROBLERO-DIAZ MARCO A	2007/WBANE73527CM50200	0	-14.85
2019-03-0082771	SANTIAGO GILBERT A	2004/1D7HG32N24S675129	0	-19.30
2018-04-0088174	SOUSA JOSEPH A JR	2007/MMWWMF73517TL87339	0	-38.16
2019-03-0086921	TURNER JIMMIE L	2004/1N4AL11D84C105480	0	-90.00
2019-03-0089279	WILLIAMS PETER	2014/ZAM57RTA4E1085920	-31.74	-528.98
		SUBTOTAL	-207.20	-5052.03
		TOTAL		\$ (5,259.23)

Bid Waiver: EHFD Covid Testing

MOTION By Don Bell
seconded by John Morrison
to **waive** the bidding requirements in accordance with §10-7(c) of the Town of East Hartford Code of Ordinances and allow the East Hartford Fire Department to contract with Jackson Labs, Farmington CT to create a Covid-19 testing program for critical infrastructure employee groups; such groups to include symptomatic persons in the Police, Fire and Public Works Departments as well as Town Hall employees whose absence could affect the normal flow of Town government; such bid waiver being in the best interests of the town.

MOTION By Don Bell
seconded by Angie Parkinson
to **amend** the motion to read as follows:

to **waive** the bidding requirements in accordance with section 10-7(c) of the Town of East Hartford Code of Ordinances and allow the East Hartford Fire

ADJOURNMENT

MOTION By Esther Clarke
 seconded by Don Bell
 to **adjourn** (9:52 p.m.).
 Motion carried 9/0.

The Chair announced that the next meeting of the Town Council would be January 5, 2021.

Attest



Angela M. Attenello
TOWN COUNCIL CLERK