

OFFICE OF THE
TOWN COUNCIL

TOWN OF EAST HARTFORD
740 Main Street
East Hartford, Connecticut 06108

Patricia Conobrio

2011 JUL 27 P 1:55
(860) 291-7208

ACTING TOWN TAXI (860) 291-7389

DATE: July 27, 2011
TO: Town Council
FROM: Rich Kehoe
Town Council Chair
RE: **Tuesday, August 2, 2011**

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

Tuesday, August 2, 2011

7:00 p.m.

Town Council Chamber

The purpose of the meeting is to hear public comment regarding the proposed bond referendum appropriating \$7,000,000 for corrective action to be taken on the town's flood control system and authorizing the issuance of \$7,000,000 bonds of the town to meet said appropriation and pending the issuance thereof the making of temporary borrowings for such purpose.

cc: Mayor Leclerc
Michael Walsh, Finance Director

OFFICE OF THE
TOWN COUNCIL

TOWN OF EAST HARTFORD
740 Main Street
East Hartford, Connecticut 06108



Patricia Gonzalez

2011 JUL 19 (860) 291-7308
FAX (860) 291-7389
ACTING TOWN CLERK

July 19, 2011

Please publish the following legal ad in **Zone 4** of the Tuesday, July 26, 2011 edition of the Hartford Courant. Please bill the East Hartford Town Council.

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The Town Council of the Town of East Hartford will meet in the Council Chamber on **Tuesday, August 2, 2011 at 7:00 p.m.** for the purpose of holding a public hearing on the following resolution:

RESOLUTION APPROPRIATING \$7,000,000 FOR CORRECTIVE ACTION TO BE TAKEN ON THE TOWN'S FLOOD CONTROL SYSTEM AND AUTHORIZING THE ISSUANCE OF \$7,000,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE.

A copy of said resolution is on file open to public inspection at the office of the Town Clerk.

Dated this 19th day of July 2011.

Angela Attenello
TOWN COUNCIL CLERK

7-26-11

NOTICE
The Town Council of the Town of East Hartford will meet in the Council Chambers on **Tuesday, August 2, 2011 at 7:00 p.m.** for the purpose of holding a public hearing on the following resolution:

RESOLUTION APPROPRIATING \$7,000,000 FOR CORRECTIVE ACTION TO BE TAKEN ON THE TOWN'S FLOOD CONTROL SYSTEM AND AUTHORIZING THE ISSUANCE OF \$7,000,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE.

A copy of said resolution is on file open to public inspection at the office of the Town Clerk.

Dated this 19th day of July 2011.

Angela Attenello
TOWN COUNCIL CLERK

RESOLUTION APPROPRIATING \$7,000,000 FOR CORRECTIVE ACTION TO BE TAKEN ON THE TOWN'S FLOOD CONTROL SYSTEM AND AUTHORIZING THE ISSUANCE OF \$7,000,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF EAST HARTFORD:

Section 1. The sum of \$7,000,000 is appropriated, subject to Town Council approval of such appropriation, for improvements and repairs to the Town's flood control system, including, but not limited to, bringing the system into conformity with federally mandated standards imposed on the Town by the U.S. Army Corps of Engineers.

Section 2. To meet said appropriation \$7,000,000 bonds of the Town or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the tenth year after their date. Said bonds may be issued in one or more series as determined by the Mayor, Treasurer, and Director of Finance in the amount necessary to meet the Town's share of the cost of the Project, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the costs of issuance of such bonds. The bonds shall be in the denomination of \$5,000 or a whole multiple thereof, be issued fully registered form, be executed in the name and on behalf of the Town by the facsimile or manual signatures of the Mayor and the Treasurer, bear the Town seal or a facsimile thereof, be certified by a bank or trust company which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company and be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and interest thereon. The aggregate principal amount of the bonds of each series to be issued, the annual installments of principal, redemption provisions, if any, the certifying, registrar and transfer agent and paying agent, the date, time of issue and sale and other terms, details and particulars of such bonds including approval of the rate or rates of interest, shall be determined by the Mayor, Treasurer, and Director of Finance in accordance with the General Statutes of Connecticut, Revision of 1958, as amended from time to time ("Connecticut General Statutes").

Section 3. Said bonds shall be sold by the Mayor, Treasurer, and Director of Finance in a competitive offering or by negotiation, in their discretion. If sold in a competitive offering, the bonds shall be sold at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale shall be published at least five days in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds. If the bonds are sold by negotiation, provisions of the purchase agreement shall be approved by the Mayor, Treasurer, and Director of Finance.

Section 4. The Mayor, Treasurer, and Director of Finance are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings

shall be signed by the Mayor and the Treasurer, have the seal of the Town affixed, be payable at a bank or trust company designated by the Mayor, Treasurer, and Director of Finance, be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, and be certified by a bank or trust company designated by the Mayor, Treasurer, and Director of Finance pursuant to Section 7-373 of the Connecticut General Statutes. The notes shall be issued with maturity dates which comply with the provisions of the Connecticut General Statutes governing the issuance of such notes. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the Project. Upon the sale of the bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 5. The Town hereby expresses its official intent pursuant to §1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and anytime after the date of passage of this resolution in the maximum amount and for the project defined in Section 1 with the proceeds of bonds, notes, or other obligations ("Bonds") authorized to be issued by the Town. The Bonds shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The Town hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Director of Finance or his designee is authorized to pay project expenses in accordance herewith pending the issuance of reimbursement bonds.

Section 6. The Mayor, Treasurer and Director of Finance are hereby authorized, on behalf of the Town, to enter into agreements or otherwise covenant for the benefit of bondholders to provide information on an annual or other periodic basis to Municipal Securities Rulemaking Board (the "MSRB") and to provide notices to the MSRB of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution. Any agreements or representations to provide information to MSRB made prior hereto are hereby confirmed, ratified and approved.

I HEREBY APPROVE the above action taken by the Town Council on _____, 2011 appropriating \$7,000,000 for the project set forth herein, authorizing general obligation bonds and notes to finance such project and submitting same to the electors for approval or disapproval.

Dated at East Hartford, Connecticut this ____ day of _____, 2011.

MARCIA A. LECLERC, Mayor

Witness

Patricia Conobio

2011 JUL 27 P 1:55

ACTING TOWN CLERK

TOWN COUNCIL AGENDA
TOWN COUNCIL CHAMBERS
740 MAIN STREET
EAST HARTFORD, CONNECTICUT
AUGUST 2, 2011

7:00 P.M. Public Hearing

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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
 - A. Beautification Commission: July 2011 Awards
 1. Residential Landscaping:
The Dionne Family, 11 McNulty Drive
 2. Community Award
Phillips Farm Association
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. July 12, 2011 Regular Meeting
 - B. July 19, 2011 Special Joint Meeting/East Hartford Housing Authority
6. COMMUNICATIONS AND PETITIONS
 - A. East Hartford Little League: Softball Champs
7. OLD BUSINESS
8. NEW BUSINESS
 - A. Recommendation from Fees Committee re:
 1. Refund of Building Permit Application Fee
 2. East Hartford Rotary Club Fee
 - B. Ordinance Committee re: Setting a Public Hearing Date of August 16, 2011 for:
 1. Flood Protection Committee Ordinance
 2. Revised Job Description: Director of Public Works
 - C. Appointments to Boards and Commissions:
 1. Beautification Commission
Diane Carlucci; term to expire 12/12
 2. Planning and Zoning Commission
Crystal Hernandez; term to expire 12/15
 3. Property Maintenance Code Board of Appeals
Catherine Condio; term to expire 12/15

4. Veterans Affairs Commission
Vincent Parys; term to expire 12/12
David Whalen; term to expire 12/12
9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE
ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
11. OPPORTUNITY FOR RESIDENTS TO SPEAK
 - A. Other Elected Officials
 - B. Other Residents
 - C. Mayor
12. ADJOURNMENT (next meeting: August 16, 2011)

Patricia Conobabo

EAST HARTFORD TOWN COUNCIL

2011 JUL 18 A 10: 59

TOWN COUNCIL CHAMBERS

ACTING TOWN CLERK

JULY 12, 2011

PRESENT Chair Richard F. Kehoe, Vice Chair William P. Horan, Jr., Majority Leader
Barbara-Ann Rossi, Councillors Marc I. Weinberg, Linda A. Russo, Ram
Aberasturia, Susan P. Skowronek and Patricia Harmon

ABSENT Minority Leader Eric A. Thompson

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:34 p.m. He announced the exit locations in accordance with Connecticut General Statutes § 29-381, after which the Council joined him in the pledge of allegiance.

AMENDMENTS TO AGENDA

MOTION By Barbara Rossi
seconded by Linda Russo
to **amend** the agenda as follows:
Under Communications & Petitions:
Add item 6. B. "Response from D.O.T. re: Directional Signs to Rentschler
Stadium & Cabela's".
Motion carried 8/0.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Susan Kniep, 50 Olde Roberts Street, (1) requested that the special joint meeting with the East Hartford Housing Authority be televised; (2) asked that there be an opportunity for residents to speak at the special joint meeting with the East Hartford Housing Authority; (3) asked that the Council make public the information available for the special joint meeting with the East Hartford Housing Authority; (4) suggested that the Council move with caution on fees related to town-owned buildings; (5) questioned the lease on the East Hartford Community Cultural Center and asked for an audit of this property; (6) thanked the Council Clerk, and all involved, for the electronic format of the Council packets which are posted on the town's website; and (7) noted that the State of Connecticut has included a transparency link on their website and asked that the town provide a similar service to the town's residents.

Mary Alice Dwyer-Hughes, 37 Greene Terrace, (1) strongly supports the State of Connecticut Department of Education Youth Services Grant; (2) praised the Parks and Recreation Director and staff for all that they do during the Podunk Bluegrass Music Festival; (3) agrees with the inclusion of a budget line item for the Podunk Bluegrass Music Festival; and (4) cautioned the Ordinance Committee in changing a job description for a specific candidate and believes that supervisory experience for any director is important.

Mayor Leclerc (1) stated that she, and Parks and Recreation Director Roger Moss, in conjunction with the YMCA, kicked off the Farmers' Market this past Saturday on the Town Green; (2) thanked all those involved with Riverfest activities, held on July 9th, making it a huge success; (3) is proud of the accomplishments of the New to You Thrift Shop, sponsored by the town's Senior Services division; (4) is looking to the Ordinance Committee for discussions on the possible revision to the job description for the Public Works Director; (5) said that the Youth Services Grant must be submitted by July 15th; (6) supports the referral to the Fees Committee on the fee charged the Rotary Club; and (7) stated that the referral to Ordinance Committee regarding the dispensing of alcohol on town premises is to better protect the town and close the gap on the town's exposure to any liability.

APPROVAL OF MINUTES

June 21, 2011 Executive Session/Spellman

MOTION By Barbara Rossi
 seconded by Susan Skowronek
 to **approve** the minutes of the June 21, 2011 Executive Session/Spellman.
 Motion carried 8/0.

June 21, 2011 Regular Meeting

MOTION By Barbara Rossi
 seconded by Pat Harmon
 to **approve** the minutes of the June 21, 2011 Regular Meeting.
 Motion carried 8/0.

COMMUNICATIONS AND PETITIONS

South End Senior Center: New to You Thrift Shop

Chair Kehoe encouraged the public to support the Thrift Shop by donating used items, such as clothing, furniture, household items, dishes, linens, etc. If any questions, Michelle Pantaleo, Senior Services Coordinator can be reached at 860-569-5659.

Response from D.O.T. re: Directional Signs to Rentschler Stadium & Cabela's

Chair Kehoe explained that the State of Connecticut Department of Transportation has acknowledged receipt of the letter sent by the Town Council for the installation of a directional sign to Cabela's. The DOT responded that they anticipate further discussions with the town in the very near future.

NEW BUSINESS

State of Connecticut Department of Education: Youth Services Grant

MOTION By Ram Aberasturia
 seconded by Linda Russo

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 \$50,000 with the State of Connecticut Department of Education for a "Youth Service Bureau Grant" and to file any amendments or reports as may be required to successfully complete the terms of the grant contract.

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

Referrals to Fees Committee:

East Hartford Rotary Club

MOTION By Marc Weinberg
 seconded by Pat Harmon
 refer to the Fees Committee the possible waiver of the fee charged the East Hartford Rotary Club for their weekly meetings held at the Veterans Memorial Clubhouse with instructions to review the issue and report back to the Town Council with its recommendations, if any.
 Motion carried 8/0.

Refund of Building Permit Application Fee

MOTION By Marc Weinberg
 seconded by Bill Horan
 refer to the Fees Committee the fee charged by the Inspections and Permits Department for refunding a building permit application fee with instructions to review the issue and report back to the Town Council with its recommendations, if any.
 Motion carried 8/0.

Referrals to Ordinance Committee:

Dispensing of Alcohol on Town Property – Chapters 5 and 14

MOTION By Bill Horan
 seconded by Susan Skowronek
 to refer to the Ordinance Committee possible revisions to Chapters 5 and 14 of the East Hartford Code of Ordinances with regard to the dispensing of alcohol on town premises with instructions to review the issue and report back to the Town Council with its recommendations, if any.
 Motion carried 8/0.

Section 2-115 – Director of Public Works

MOTION By Bill Horan
 seconded by
 to refer to the Ordinance Committee possible changes to the job

description for Director of Public Works as shown in Section 2-115 of the East Hartford Code of Ordinances with instructions to review the matter and report back to the Town Council with its recommendations, if any.

Motion carried 8/0.

Refund of Taxes

MOTION By Marc Weinberg
seconded by Pat Harmon
to **refund** taxes in the amount of \$2,017.57
pursuant to Section 12-129 of the Connecticut General Statutes.
Motion carried 8/0.

Bill	Name	Prop Loc/Vehicle Info.	Over Paid
2009-03-0064379	ALLY FINANCIAL (FKA GMAC)	YS3FD79Y776106705	(\$393.83)
2009-03-0054244	BRENNAN DAVID D	1FMYU03174KA70211	(\$5.00)
2009-03-0058277	CRESPO LUZ NEREIDA	2HGEJ2142PH518179	(\$9.51)
2010-03-0072626	MARTINEZ ARES R	1FAFP13P8XW109808	(\$38.55)
2009-03-0073711	MCILVEEN ANGELA J	1N4DL01DXYC185927	(\$86.17)
2009-03-0075531	MUPPIDI AMARDEEP R	1NXBR32E34Z324403	(\$34.30)
2004-01-0010436	NAPIER MARSHA	199 CRESCENT DR	(\$1,450.21)
TOTAL			(\$2,017.57)

Outdoor Amusement Permit Applications:

16th Annual Podunk Bluegrass Music Festival

MOTION By Barbara Rossi
seconded by Linda Russo
to **approve** the outdoor amusement permit application submitted by Roger Moss, Director of the East Hartford Parks and Recreation Department for the purposes of conducting the 16th Annual Podunk Bluegrass Music Festival to be held at Martin Park, 307 Burnside Avenue in East Hartford on the following days and times in 2011:

- Thursday, August 4th 5 5:00 PM – 10:30 PM
- Friday, August 5th 9:00 AM – 11:30 PM
- Saturday, August 6th 9:00 AM – 11:30 PM
- Sunday, August 7th 9:00 AM – 5:00 PM

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.

Podunk Rendezvous

MOTION By Barbara Rossi
seconded by Bill Horan
to **approve** the outdoor amusement permit application submitted by Podunk Rendezvous in partnership with Podunk Bluegrass Music Festival and the East Hartford Historical Society by Cathie Condio, Events Coordinator, to conduct a 4-day educational, musical and intercultural program in connection with this area's history on October 6th, 7th, 8th and 9th, 2011 at Cabela's located at 475 East Hartford Boulevard from 9AM to 6PM with music, dance and period reenactments throughout the 4-day time period, 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 permit fee due to the Town of East Hartford, under the provisions of Section 5-6 of the East Hartford Code of Ordinances as it is a non-profit and tax exempt organization.
Motion carried 8/0.

22nd Annual Fall Fest

MOTION By Linda Russo
seconded by Susan Skowronek
to **approve** the outdoor amusement permit application submitted by Jim Uhrig on behalf of the East Hartford Parks & Recreation Department for the purpose of holding a fall themed, family oriented event consisting of, pony rides, games, hay wagon rides, etc. to be held at the East Hartford Town Green on Main Street in East Hartford on Saturday, October 15, 2011 from 10AM – 5PM with music being provided during the same hours, 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.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Pat Harmon asked if the state's cuts in PILOT funding have affected the town's budget. Additionally, Councillor Harmon reported that there is a huge pothole near the intersection of Brewer and Main – near Wendy's and 7-11.

Barbara Rossi told the Mayor that there are several potholes when you turn from Oxford Drive onto Washington Avenue.

Bill Horan stated that there is a large pothole in front of 15 Rustic Lane.

Mayor Leclerc encouraged the Councillors, and the public, to report any road issues to the Mayor's office.

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

None

OPPORTUNITY FOR RESIDENTS TO SPEAK

Susan Kniep, 50 Olde Roberts Street, (1) stated that Church Street is in need of road repair; (2) reviewed the most recent road repair contracts in the Engineering Department and believes that these contracts are subject to an audit; (3) called for an audit of the lease of the East Hartford Community Cultural Center units; (4) considers the Podunk Bluegrass Music Festival to be beneficial to the town, but would like to know the ultimate cost of this event to the taxpayer; (5) asked that the upcoming Special Joint Meeting with the East Hartford Housing Authority be televised and that there be an opportunity for public comment; (6) believes that there should be a contract for legal services between the East Hartford Housing Authority and its attorney; (7) stated that the East Hartford Housing Authority's recovery plan should be made available to the public; (8) said that she would pursue a Freedom of Information request of the East Hartford Housing Authority's attorney regarding the confidentiality of information for Goodwin College relating to King Court; (9) read an excerpt from a letter from an architect who was not awarded a contract with the East Hartford Housing Authority, yet has provided low bids on several projects.

Mayor Leclerc announced that the K-9 Olympics will be held at UCONN Storrs campus on Saturday, July 23rd. She asked that the public attend and support our police officers and their K-9's.

Councillor Linda Russo, as a point of clarification, stated that everything that she has received in attending Board of Directors meetings of the East Hartford Housing Authority in her capacity as liaison to the East Hartford Housing Authority is on file in the Town Council Office. Additionally, Councillor Russo reminded all that, as liaison, she is not permitted to sit in Executive Session and she is not a voting member.

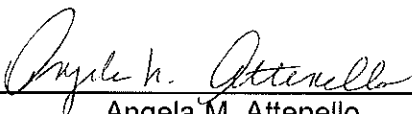
Susan Kniep, 50 Olde Roberts Street, in responding to Councillor Russo's statement, thanked Councillor Russo for her explanation on the information from the East Hartford Housing Authority, and asked for clarification on how Council liaisons communicate with the Chair of the Town Council.

Councillor Marc Weinberg acknowledged the July birthdays of Councillor Susan Skowronek and Town Council Clerk Angela Attenello.

ADJOURNMENT

MOTION By Susan Skowronek
 seconded by Bill Horan
 to adjourn (8:50 p.m.).
 Motion carried 8/0.

The Chair announced that the next meeting of the Town Council would be August 2, 2011.

Attest 
 Angela M. Attenello
 TOWN COUNCIL CLERK

Patricia Conobno

2011 JUL 25 A 11: 33

TOWN OF EAST HARTFORD
740 MAIN STREET
WELLING CONFERENCE ROOM, 2nd FLOOR
JULY 19, 2011

ACTING TOWN CLERK

SPECIAL JOINT MEETING – EAST HARTFORD HOUSING AUTHORITY

PRESENT Chair Richard F. Kehoe, Vice Chair William P. Horan, Jr., Majority Leader
Barbara-Ann Rossi, Minority Leader Eric A. Thompson, Councillors
Marc I. Weinberg, Linda A. Russo, Ram Aberasturia, and Patricia Harmon

ABSENT Councillor Susan P. Skowronek

ALSO Marcia Leclerc, Mayor

PRESENT East Hartford Housing Authority Commissioners:
Robert Keating, Chair; James Kate, James Patterson
Ralph Alexander, Attorney, East Hartford Housing Authority
Debra Bouchard, Acting Executive Director, East Hartford Housing Authority
Joseph Regan, Acting Finance Manager, East Hartford Housing Authority

CALL TO ORDER

Rich Kehoe, East Hartford Town Council Chair called the meeting to order at 7:00 p.m.

The Chair indicated that this is the third in a series of joint meetings between the Town Council and the East Hartford Housing Authority (EHHA) with regard to the EHHA's financial recovery plan. In April 2011, the Town Council first met with the EHHA to discuss how they would start to improve their financial situation, addressing the deficits that they have incurred as a result, primarily, of the lack of adequate funding for state housing projects, such as King Court and Hutt Heights.

A second meeting was held to review the EHHA's submission to the U. S. Department of Housing and Urban Development (HUD) of the recovery plan. The recovery plan was submitted to HUD. HUD subsequently sent the EHHA a more detailed recovery plan which the EHHA is in the process of reviewing and will be meeting with HUD soon.

At this point, the Chair opened the meeting to public comment.

Kathy Stevens, 68 Silver Lane – Rochambeau Apartments, complimented the EHHA on its services to the tenants, but was concerned about the impact of the EHHA's financial difficulties on the residents and urged prompt disposal of King Court to Goodwin College.

Susan Kniep, 50 Olde Roberts Street, (1) raised concerns regarding the location of this meeting, asking that it be held in the Council Chambers; (2) read various portions of

EHHA minutes regarding financial issues; (3) read a letter from HUD regarding the performance of the EHHA Board of Commissioners in its oversight of EHHA operations; (4) urged an Investigations and Audit review of the EHHA.

Esther Clarke, 197 Langford Lane, asked if an annual financial audit of the EHHA had been performed recently.

Freeman Sargent, 1403 Main Street – The Highlands, raised a number of issues regarding the lack of responsiveness of the EHHA staff and the costs that tenants in his complex were incurring with regard to opening security doors.

Robert Valerio, 552 Goodwin Street, asked about the allocation of funds from the Community Development Block Grant monies received by the town.

Marjorie Smith, 161 Sisson Street, was very concerned about the financial issues with the EHHA and would like to see meetings on this matter televised.

The Chair addressed a number of issues that were raised – explaining that the Community Development Block Grant monies are not part of the EHHA budget and that 20% of that block grant is used to pay for the administration of that block grant which in turn frees up town dollars that would otherwise have to be spent on the Grants Administration staff. The Chair also indicated that EHHA does conduct an annual outside audit and that those audits are available for review.

The EHHA Commissioners present discussed the following aspects of their recovery plan:

King Court

Preliminary contact has been made with the Connecticut Department of Economic and Community Development (DECD) to begin the process of disposing of the property. EHHA is developing a Request for Proposal (RFP) and will receive input from DECD, King Court area residents, the Town Council and others with regard to conditions for the disposal of the property. The goal for disposing King Court is sometime between mid and late summer 2012. EHHA hopes that the process will allow residents to stay in their apartments after the transfer of ownership of the property and the funding from the sale of that property will be enough to reimburse the federal project funds as well as payment of \$115,000 to the Connecticut Housing Finance Authority with the balance then (after reimbursement to the federal projects) being split between the Town of East Hartford and the State of Connecticut. EHHA is still exploring the possibility of selling or otherwise transferring ownership of the main office on Burnside Avenue, but that is still several months away from any action.

Finance Director

The Board of Commissioners have advertised and started receiving resumes for the Finance Director position. The close date for this position is August 2011. There will be a three-member panel to review resumes and interview candidates and make recommendations. The panel will consist of Executive Directors from three other housing authorities in the state of Connecticut.

Executive Director

The EHHA will advertise for this position in August 2011. There will also be a three-member panel consisting of Executive Directors from three other housing authorities in Connecticut which will conduct the interviews and make recommendations. The goal is to fill this position by December 2011.

Legal Services

The legal counsel to the EHHA position will go out to RFP in the next couple of months. The current legal counsel is working under a contract that was entered into in 2000 and is being paid rates that have not changed since 2002.

Procurement Policy

EHHA adopted a new procurement policy in June 2011 and is training staff on the new policy. The EHHA has developed a contract register that provides a list of all contracts entered into the previous month and a list of all financial transactions. This information is provided to the Board of Commissioners. Under this procurement policy, all contracts exceeding \$100,000 must be approved by the Board of Commissioners and for all contracts under \$100,000 there must be a minimum of three quotes requested. EHHA will be meeting with HUD to discuss HUD's recommendations with regard to any changes to this policy.

Union Concessions

The Board of Commissioners has met at least once with each of the three unions which have expressed openness to discuss concessions. They hope to receive concessions by October 2011. The current three union agreements expire on September 30, 2012.

Other Issues

The Acting Executive Director indicated that occupancy levels at all properties, except for King Court, are round 98%. They are reaching their target of refilling all vacancies within twenty days of the vacancy. The work order process has been streamlined and is now meeting the goals of the recovery plan. They are reviewing the PILOT payment to the town of \$61,000 for the federal properties and, once they have completed any review of applicable offsets, will write a check to the town.

Rental Collection

The EHHA is currently collecting 90% of all rents. The total workforce is being reduced through attrition; one position has been eliminated and several others may be eliminated in the future after retirements. EHHA's workforce is currently thirty employees. A number of cost cutting measures have been implemented, such as reducing the number of phone lines (which resulted in a savings of \$6,000), re-bidding insurance and fire extinguisher contracts – which yielded a minimum 17% savings.

ADJOURNMENT

MOTION By Eric Thompson
seconded by Bill Horan
to adjourn (8:45 p.m.)
Motion carried 8/0.

Attest Richard F. Kehoe
Richard F. Kehoe
Town Council Chair *AK*

Patricia Conoalvo

2011 JUL 20 A 9:13

TOWN COUNCIL MAJORITY OFFICE

ACTING TOWN CLERK

FEES COMMITTEE

JULY 18, 2011

PRESENT Marc Weinberg, Chair; Councillors Ram Aberasturia and Pat Harmon

ALSO

PRESENT Marcia Leclerc, Mayor
Mike Walsh, Finance Director
Roger Moss, Parks and Recreation Director
Bonnie Nichols, Inspections and Permits Director
Celia A. Collins, East Hartford Rotary, P. O. Box 380035
Peter Klock, President, East Hartford Rotary, P. O. Box 36, East Glastonbury

CALL TO ORDER

Chair Weinberg called the meeting to order at 5:30 p.m.

APPROVAL OF MINUTES

June 14, 2011 Fees Committee Meeting

MOTION By Ram Aberasturia
seconded by Pat Harmon
to **approve** the minutes of the June 14, 2011 Fees Committee meeting.
Motion carried 3/0.

OPPORTUNITY FOR CITIZENS TO SPEAK

None

OLD BUSINESS

None

NEW BUSINESS

To accommodate those present, Item 5.B., Refund of Building Permit Application Fee, was take out of order.

Refund of Building Permit Application Fee

Bonnie Nichols, Director of the Inspections and Permits Department, summarized the building permit process and the reasons for the \$85 charge if the public requests a refund of the building permit. The Mayor supports this charge.

MOTION

By Ram Aberasturia
seconded by Pat Harmon
to **recommend** that the Town Council incorporate into the Fees Schedule the \$85.00 charged by the Inspections and Permits Department for refunding a building permit application. The fee is comprised as follows:

- \$50 Administrative Services
- \$25 Staff Services
- \$10 Finance Department Services

Motion carried 3/0.

East Hartford Rotary Club

Celia Collins, a member of the East Hartford Rotary, addressed the Committee on the programs sponsored by the Rotary that have benefited many in the community, such as the Senior Citizen Prom and the "Coats for Kids" project. Peter Klock, president of the East Hartford Rotary, pointed out to the Committee the good works that the Rotary is involved with, such as the East Hartford Scholarship program, Hockanum and the Brewer House restoration. Mayor Leclerc recommended a \$10,000 minimum 'give back' for the benefit of East Hartford residents.

MOTION

By Ram Aberasturia
seconded by Pat Harmon
to **recommend** to the Town Council the waiver of the fee charged the East Hartford Rotary Club for their weekly meetings held at the Veterans Memorial Clubhouse provided that the East Hartford Rotary Club donates a minimum of \$10,000 for the benefit of East Hartford residents on a yearly basis and to report to the Mayor, the Town Council and the Finance Director by July 1st of each year a summary of the \$10,000 donated.

Motion carried 3/0.

ADJOURNMENT

MOTION

By Ram Aberasturia
seconded by Pat Harmon
to **adjourn** (5:55 p.m.)
Motion carried 3/0.

C: Town Council

Mayor Leclerc

Mike Walsh, Finance Director

Roger Moss, Parks and Recreation Director

Bonnie Nichols, Inspections and Permits Director

Celia A. Collins, East Hartford Rotary, P. O. Box 380035

Peter Klock, President, East Hartford Rotary, P. O. Box 36, East Glastonbury

Patricia Conoabro

TOWN COUNCIL MAJORITY OFFICE

2011 JUL 25 A 11:33

ORDINANCE COMMITTEE

ACTING TOWN CLERK

JULY 19, 2011

PRESENT Chair Rich Kehoe, Councillors Bill Horan and Eric Thompson

ALSO Marcia Leclerc, Mayor
PRESENT Rich Gentile, Assistant Corporation Counsel
Frank Cassetta, Acting Human Resources Director
Denise Horan, Town Engineer
Ram Aberasturia, Town Councillor

CALL TO ORDER

Chair Kehoe called the meeting to order at 5:17 p.m.

APPROVAL OF MINUTES

February 23, 2011 Meeting

MOTION By Eric Thompson
seconded by Bill Horan
to **approve** the February 23, 2011 meeting minutes.
Motion carried 3/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

Flood Protection Committee

The Chair reviewed the previous discussion at the Ordinance Committee meeting indicating that the federal government requires that a town designate a flood protection committee that is charged with overseeing the inspection, maintenance and operation of the dike system. The Committee reviewed a draft by Assistant Corporation Counsel Rich Gentile. There was a concern about including in the ordinance, a reference to the position of Highway Services Manager when such position potentially could be eliminated in any future reorganization. There were additional edits made to the draft provided by Attorney Gentile, which became – with those changes – the July 19, 2011 draft.

MOTION By Eric Thompson
seconded by Bill Horan
to **send** the July 19, 2011 draft of the Flood Protection Committee ordinance to the Town Council for the purposes of setting a public hearing date.
Motion carried 3/0.

FLOOD PROTECTION COMMITTEE ORDINANCE

July 19, 2011 DRAFT

- (a) There is established a Flood Protection Committee, consisting of ~~five~~ four members: The Mayor, Public Works Director, Finance Director, ~~Highway Services Manager~~ and Town Engineer. The Committee shall periodically assess the condition and operation of the Town's flood protection structures and facilities and ~~provide its~~ make recommendations concerning potential repairs, inspections, maintenance and alterations. The Mayor, or ~~his/her~~ designee, shall serve as the "Superintendent" of the Committee as such term is described in 33 C.F.R. 208.10(a)(2).
- (b) The Town of East Hartford, in coordination with the Flood Protection Committee, shall be responsible for: ~~(i) the inspection, operation, maintenance and integrity of the Town's flood protection structures and facilities including such during flood periods; (ii) inspection and maintenance of such structures and facilities; and (iii) such other repair, inspection, maintenance, alterations and other actions with respect to such structures and facilities as may be required by the Army Corps of Engineers pursuant to 33 C.F.R. 208.10 and the Department of the Army's Operation and Maintenance Manual adopted by the~~ Town of East Hartford.

NEW BUSINESS

Dispensing of Alcohol on Town Property – Chapters 5 and 14

Rich Gentile, Assistant Corporation Counsel, explained a number of concerns regarding the need to tighten up the town's regulations regarding the dispensing of alcohol on town-owned property, both at town sponsored events and events being held by third parties on town property. There was also concern with the lack of clarity when the town is entering into a sponsorship with a third party because often there is no written articulation of the duties and responsibilities of each party. The Committee reviewed a draft ordinance and decided to agree on the following concepts: (1) that the dispensing of alcohol on town-owned property, whether by the town or by a third party, may only occur if a license has been procured from the Division of Liquor Control of the State of Connecticut Department of Consumer Protection; (2) that liquor liability insurance has been obtained in an amount set by the town's Risk Manager which names the town as an additional insured; and (3) that any event in which the town is a sponsor, or otherwise provides assistance to a third party, shall include a written agreement between the town and the third party which specifies the town's contribution to the event or activity and the town's legal responsibilities with regard to that event or activity.

The Committee agreed to review a draft from the Corporation Counsel's office at a future meeting.

Section 2-115: Job Description for the Public Works Director

Frank Cassetta, Acting Human Resources Director, indicated that there was concern regarding the current job description ordinance for the Director of Public Works. In particular, it requires that all Public Works directors have a degree in either civil or professional engineering. The Committee agreed that an engineering degree is too limiting. The overriding concern is that the director of public works has knowledge of public works operations and supervisory skills.

The Committee reviewed the draft ordinance changes as presented to them by Mr. Cassetta. The Committee agreed to delete the words "high level" because of a concern that such term is vague. There should be minimum education and experience with a demonstration of the knowledge, skills and supervisory abilities necessary to perform the functions of the position. The Committee also reviewed additional changes being proposed to the job description in the ordinance that would comport with the current job description of the public works director. The Committee agreed that it is unnecessary for the ordinance to track word-for-word the job description because any change in that job description would then necessitate a change in the ordinance. Rather the Committee agreed to add language at the end of the listing of education and experience requirements that clarifies "the town may include such other requirements as the town shall deem necessary or desirable".

MOTION By Eric Thompson
 seconded by Bill Horan
 to send the July 19, 2011 draft of the revised job description for the Director of Public Works ordinance to the Town Council for the purposes of setting a public hearing date.
 Motion carried 3/0.

Section 2-115. Application of Article

July 19, 2011 Draft

Director of Public Works. ~~The Director of Public Works shall have a Bachelors Degree in Civil Engineering and a Professional Engineer's License issued by the State of Connecticut, with at least five years of supervisory experience at a unit or division level. Relevant graduate training in management may be substituted for the work experience on a year for year basis, not to exceed two years.~~ The Director of Public Works shall have a Bachelor's degree in engineering, public administration or business management, or a related field and eight years of high level professional experience in engineering, public works administration, construction project management, and shall or any combination of experience, education, and/or training that demonstrate the knowledge, skills and supervisory abilities necessary to perform the functions of the position. A Connecticut professional engineer's license and/or a Master's degree in public administration, business management, or a related field are desirable. Thorough knowledge of engineering and architectural procedures in building construction and operation, road and highway maintenance; a working knowledge of solid waste collection; knowledge of construction methods, materials and equipment; knowledge of laws and regulations related to public works programs and responsibilities; ability to plan, direct, and coordinate; ability to present technical information in a clear, concise manner to non-technical persons; ability to deal effectively with staff, officials and members of the public; working knowledge of labor relations practices and procedures; the ability to supervise; and such other requirements as the town shall deem necessary, ability to apply State, and Federal laws, Town Ordinances, Departmental policies, procedures, rules and regulations to determine necessary action; ability to

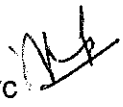
~~digest, review, and disseminate large quantities of information to the proper authorities; ability to perform basic mathematical computations; knowledge of and ability to apply civil engineering and land surveying principles and practices; ability to apply the principles of construction inspection to solve practical field problems; ability to operate calculating, surveying equipment, drafting and other engineering equipment; ability to give clear, concise written and oral instructions and work effectively with staff, superiors and the general public; ability to understand municipal operations and their budgetary impact; must be able to access and process information contained in the file records and computer databases.~~

ADJOURNMENT

MOTION By Eric Thompson
 seconded by Bill Horan
 to **adjourn** (6:22 p.m.)
 Motion carried 3/0.

cc: Mayor Leclerc
 Rich Gentile, Assistant Corporation Counsel
 Frank Cassetta, Acting Human Resources Director
 Denise Horan, Town Engineer

T O W N O F E A S T H A R T F O R D
O F F I C E O F T H E M A Y O R

DATE: July 14, 2011
TO: Richard Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: APPOINTMENTS – Boards & Commissions

I am recommending the following appointments to Town Boards and Commissions.

BEAUTIFICATION COMMISSION

D Diane E. Carlucci 69 Francis Street 06108 Term: 12/12

PLANNING & ZONING COMMISSION – Alternate

D Crystal Hernandez 128 Goodwin Street 06108 Term: 12/15

PROPERTY MAINTENANCE CODE BOARD OF APPEALS

D Catherine F. Condio 19 Blinn Street 06108 Term: 12/15

VETERANS AFFAIRS COMMISSION

D Vincent Parys 1480 Silver Lane 06118 Term: 12/12

D David Whalen 86 Shawnee Road 06118 Term: 12/12

Please place on the Town Council Agenda for August 2, 2011. Thank you.