



# TOWN OF WEST HARTFORD

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## Memo

To: Town Council  
From: Matt Hart, Town Manager  
CC: Town Employees  
Date: February 26, 2019  
Re: Town Manager's Report

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Below please find my report concerning various items of interest to the Town Council, the staff, and the community:

### **Council Business & Meetings**

- *Human Services Committee* - Feb 28 at 8:00am, Room 314
- *Admin and Tech Committee* - March 4 at 8:00am, Room 312
- *Finance, Budget and Personnel Committee* - March 6 at 6:00pm in Room 312
- *Public Safety Committee* - March 7 at 8:00am in Room 312

### **Staff and Departmental Reports**

- *Council agendas go paperless* – Today's council meeting marks the introduction of our new paperless agenda management software - BoardDocs Pro. The Town of West Hartford is the first municipality in Connecticut to use BoardDocs. The public can access BoardDocs via the Town of West Hartford's web site, [www.WestHartfordCT.gov](http://www.WestHartfordCT.gov), and by clicking on the Meetings & Agendas tab on the home page. The introduction of BoardDocs will allow the Town to save paper and other resources, and to improve public access to the agenda and meeting materials. I would like to thank the staff in the Town Clerk's office and my office, as well as the IT Department, for their excellent work in support of this initiative.
- *Special Election for 5th Senatorial Seat* – As you may know, a Special Election is underway today for the 5<sup>th</sup> Senatorial Seat. All nine polling locations in town are open until 8PM. Just a note, the Braeburn School polling location is open regardless of the school's closing today due to power loss. Voting at Braeburn School opened on schedule at 6AM and will remain open until 8PM. If you have any questions, please contact the Registrars of Voters office at 860-561-7451.
- *FOI Training* – The Office of Corporation Counsel, in conjunction with the Town Clerk, will host two Freedom of Information Act sessions on March 14<sup>th</sup>. The 2:00 PM session will be for Town staff and the 6:00 PM session is designed will for Boards, Commissions, and Elected Officials; both sessions will be held in the Legislative Chambers.

Topics that will be discussed at the workshops include access to public records; responding to record requests; providing proper notice of meetings; structuring a proper agenda and minutes; and conducting meetings. The workshops will be led by Tom Hennick, Public Information Officer for the State of CT Freedom of Information Commission.

- *Renovations to Legislative Chambers* – I would like to extend my appreciation to our Plant & Facilities Department for providing this room with a much-needed facelift. We have replaced the crumbling ceiling tiles, and installed energy-efficient LED lighting and new carpeting. The Chambers is heavily used by our boards and commissions and the public, and it's important to make sure that the room is functions well for its various purposes.
- *Best Wishes & Congratulations* – First, I would like to wish Sally Nolen all the best upon her retirement on March 1<sup>st</sup> after 27 years of service to the Town of West Hartford. Sally has served as the Construction Specialist and coordinator of the Housing Rehabilitation Program under the Department of Community Development.

Next, congratulations go to Kristen Gorski, our Economic Development Specialist, who has been nominated for a CT Entrepreneur Award for Economic Development. This awards program seeks to identify, recognize, and celebrate Connecticut's leading entrepreneurs, ventures, and ecosystem supporters. Cast your vote for Kristen by going to <http://CTEntrepreneurAwards.com/Vote/Kristen-Gorski>

Lastly, we welcome Rob Gosselin as the new Planning Technician in Planning & Zoning. Rob replaces Brittany Bermingham who was promoted to Assistant Zoning Enforcement Officer.

- *Free Business Advising* - Confidential business advising to entrepreneurs in every stage of business and all industry sectors is being offered at Town Hall, Rm 217, on Thursdays, 9AM-4PM, by appointment. Call Business Advisor Denise Whitford at 860-576-5135 or visit [www.ctsbdc.com](http://www.ctsbdc.com) to register. The service is made possible through a new partnership between The Connecticut Small Business Development Center and the Town of West Hartford.
- *Free Prescription Savings Program reintroduced* – The Town of West Hartford reminds residents of a prescription savings program that is available to all residents, free of charge. Through its association with the Connecticut Conference of Municipalities, the Town of West Hartford introduced the program in 2014 and now wants to share the information once again so residents can enjoy the savings.

The program helps residents save money on their prescription medications any time their prescription is not covered by insurance. Items such as contact lens and hearing aid batteries are good examples.

There are no enrollment forms, membership fees, restrictions or limits on frequency of use. Cards can be obtained at [CTRxDiscountCard.com](http://CTRxDiscountCard.com).