

To: East Hampton Town Council

From: Christopher Goff
E.H. Board of Education
Personnel Subcommittee Chair

Date: 10/21/15

Re: Teacher Contract Highlights

Here is a summary of the agreement with the E. H. Education Association. According to our Attorney, the Board did very well in these negotiations. The salary settlement is well within the current statewide average and the health insurance plan is positioned to minimize the risk of having any excise tax imposed.

The highlights include the Association's agreement to increase the deductible on the Board's High Deductible Health Plan (HDHP) from 1500/3000 to 2000/4000 with a premium cost share of 9% for the first two years and 10% for the third year of the contract as well as general wage increase (GWI) of 2.5% in the first year and 2.25% for each of the second years of the contract plus step increment. Also significant to note is that the Board will continue to NOT provide any co-funding for the insurance deductible.

Changes with Fiscal Impact

*GWI 2.5%, 2.25% and 2.25%

*Increased the High Deductible Health Plan from 1500/3000 to 2000/4000

*Increased out-of-network maximums from 3000/6000 to 4000/8000

*Reduced the premium cost share to 9% in the first two years of the contract

*Returned the premium cost share to 10% in the third year

Cost Avoidance

Using the data, it is possible to compare what the district would have paid if the current health plan did not change versus what the district will pay with the new plan and cost shares. Even though the cost of health insurance will continue to grow each year, the new plan provides savings in the context of cost avoidance - the amount that the Board will save due to the switch to the new plan.

	2016/2017	2017/2018	2018/2019
1500/3000 HDHP.	2,367,342.	2,584,427.	2,821,419
10% cost share			
2000/4000 HDHP.	2,278,308.	2,483,365.	2,677,113
9, 9, 10% cost share			
Savings due to.	(89,035)	(101,071)	(144,306)
Cost avoidance			

TOTAL NET COSTS

	2016/2017	2017/2018	2018/2019
Total net cost - salary offset by insurance savings due to estimated cost avoidance	397,587.	331,028.	295,009
Total Net Cost as a % of salary account of previous year	3.0%	2.4%	2.1%

I hope this information is helpful. Feel free to contact me with any further questions.



**EAST HAMPTON PUBLIC SCHOOLS
ADMINISTRATIVE OFFICES**

94 Main Street
East Hampton, Connecticut 06424-1119
TELEPHONE (860) 365-4000
FAX (860) 365-4004

MARK L. WINZLER
Interim Superintendent of Schools

RODNEY L. MOSIER II
Director of Special Education
and Pupil Personnel Services

NANCY BRIERE
Interim Director of Curriculum & Instruction
October 16, 2015

KAREN HITCHCOCK ASETTA
School Business Manager

Memo to Interim Superintendent Mark Winzler

Copy: Jeff Jylkka, East Hampton Finance Director
Rodney Mosier II, Director of Special Education and Pupil Personnel Services

Re: Special Education Excess Cost/State Agency Placement Grant from the Connecticut State Department of Education

For many years, the East Hampton Board of Education's budget is prepared with tuition reduced by an anticipated excess cost amount. In other words we "over-expend" our budget in special education to the extent we anticipate the state to reimburse through the excess cost grant process. This budgeting process adheres to state statutes requiring the town to turn over the funds to the local board of education if needed for special education expenditures.

The East Hampton Board of Finance (on October 19) and Town Council (possibly October 27) will consider a request for approval of an additional appropriation to transfer this state grant to offset the expenditures made by the East Hampton Board of Education in the recently completed fiscal year ending June 30, 2015.

In the past this request was put forth to the Board of Finance and Town Council by Jeff Jylkka. Last year these transfers were approved during the October 20, 2014 Board of Finance meeting, then the October 28, 2014 Town Council Meeting.

Currently the 2014-15 Board of Education operating budget is "overspent" by \$368,618 however the excess cost reimbursement is \$481,262. Upon completion of this transfer the Board of Education then return to the town approximately \$112,644. All expenditures are still subject to a final review by the Town's outside auditors.

Sincerely,

Karen Asetta
School Business

*The East Hampton School District
Preparing and inspiring our students to be innovative, responsible, contributing members of an ever
changing global society*

Town of East Hampton
Additional Appropriation / Transfer Request Form
Fiscal Year 2014-2015

Fund: General Fund
Department: Board of Education

Additional Appropriation
Transfer

The following additional appropriation / transfer is recommended for board approval.

<u>Estimated Revenue</u>		
State Agency Placement Excess Cost	01962510-4404	\$ 481,262

<u>Appropriation</u>		
SPECIAL EDUCATION - Tuition Private	01951240-5563	\$ 40,000
SPECIAL EDUCATION - Tuition Private	01951250-5563	60,000
SPECIAL EDUCATION - Salaries (Learning Disability)	01951260-5111	136,262
SPECIAL EDUCATION - Prof. Services (Autism)	01951270-5330	160,000
SPECIAL EDUCATION - Tuition (Autism)	01951270-5563	85,000
Total		\$481,262

Explanation
The above additional appropriation is needed to cover additional costs relating to special education tuition services. The State of CT reimburses the Board of Education for these additional costs. The estimated revenue from the state as well as the related expenditures were not budgeted in the 14-15 fiscal year. The accounting/budgeting for this revenue is consistent with previous years. The BOE received a total of \$481,262 during the 14-15 fiscal year.

Source of Funds
State of Connecticut Excess Cost Agency Placement Grant.

Proposed Resolution
Resolved, that the Board of Finance recommends to the Town Council, the above additional appropriation from state grant revenue.

<u>Approved</u>	<u>Yes</u>	<u>No</u>	<u>Date</u>
Board of Finance	X		10-19-2015
Town Council			

Agenda Item:

Department	Org	Object	Description	Transfer From/To	Comment
TRANSFER FROM					
1	Employee Benefits	01110000	5250 Unemployment Compensation	\$ 10,000	No unemployment claims paid
2	Employee Benefits	01110000	5270 Unallocated Payroll	\$ 8,515	See note
3	Employee Benefits	01110000	5210 Medical Insurance	\$ 131,375	Position vacancies
4	Contingency	01120000	5990 Contingency	\$ 20,000	
5	Engineering	01520000	5330 Professional/Tech. Services	\$ 33,400	Most engineering was charged to projects
6	Motor Fuel	01540000	5627 Motor Fuel	\$ 60,000	Decrease in gas and diesel prices
				\$ 263,290	
TRANSFER TO					
7	Fire Marshal	01202023	5611 Supplies/Materials/Minor Equip	\$ 125	
8	Finance Department	01060135	5540 Newspaper Advertising	\$ 610	
9	Town Council	01020000	5540 Newspaper Advertising	\$ 800	
10	Town Council	01020000	5590 Other Purchased Services	\$ 1,020	
11	Fire Marshal	01202023	5438 Vehicle Repair/Maintenance	\$ 1,410	
12	Registrars/Elections	01080000	5120 Part Time/Seasonal Salaries	\$ 2,285	Multiple referendums
13	Police Patrol	01210212	5220 Social Security	\$ 2,555	Related to overtime in the PD
14	Police Admin.	01210211	5110 Full Time Salaries	\$ 4,410	Police chief vacation pay-out
15	Police Patrol	01210212	5690 Other Supplies/Materials	\$ 6,400	Ammo and bullet proof vests
16	Town Hall/Annex	01050000	5440 Rental/Contractual	\$ 6,700	Police Annex rent
17	Insurance	01090000	5330 Professional/Tech. Services	\$ 8,100	Insurance consultant
18	Town Hall/Annex	01050000	5420 Cleaning Services	\$ 8,200	Town Hall cleaning service
19	Building Department	01410000	5110 Full Time Salaries	\$ 8,515	Union retro pay
20	Public Works Road Materials	01550000	5690 Other Supplies/Materials	\$ 8,700	Salt
21	Legal	01040000	5331 Labor Attorney	\$ 9,800	Union negotiations and arbitration
22	Town Hall/Annex	01050000	5450 Construction Services	\$ 9,960	Police Annex fencing
23	Insurance	01090000	5260 Worker's Compensation	\$ 10,100	Original budget was underfunded
24	Town Council	01020000	5330 Professional/Tech. Services	\$ 10,500	Town Hall facility study & environmental study
25	Police Patrol	01210212	5130 Overtime Salaries	\$ 49,100	Overtime due to officer injuries and vacancies
26	Public Works Admin.	01510000	5130 Overtime Salaries	\$ 50,000	Snow storms
27	Public Works Admin.	01510000	5438 Vehicle Repair/Maintenance	\$ 64,000	Significant vehicle repairs needed
				\$ 263,290	

Note: Estimated salary increases for union contracts that are not settled are budgeted in unallocated payroll (Employee benefits). This method has historically been done in order to not disclose to the unions an amount we are willing or expecting to settle for. As a result, departments keep their budget frozen with the exception of step increases.

The above transfer is needed in order to zero out departmental deficits for the fiscal year end 2014-2015. This transfer also serves as additional communication to the Board of Finance and Town Council as to the operational areas in the budget that were over and under spent.

APPROVED:
BOARD OF FINANCE: 10-19-2015

TOWN COUNCIL: _____



TOWN OF EAST HAMPTON CT
TOWN COUNCIL BY-LAWS

As adopted by Council on XX/XX/XXXX

1. MEETING

1.1 ORGANIZATIONAL MEETING

Consistent with the Town Charter (sec 2.2) in November after the biannual election there will be an organizational meeting for the purpose of choosing one member as a Chairman. The Council can also choose a Vice Chairman to act as a substitute in the instance that the Chairman is not available.

1.2 HOW TO DEVELOP THE AGENDA

- i. The Town Manager, in consultation with the Council Chairperson, shall prepare the agenda.
- ii. Unless altered by a two-thirds vote of the Council, the regular order of business shall be as follows:

- 1. Call to Order and Pledge of Allegiance
- 2. Adoption of Agenda
- 3. Approval of Minutes
- 4. Public Remarks
- 5. Presentations
- 6. Bids & Contracts
- 7. Resolutions/Ordinances/Policies/Proclamations
- 8. Continued Business
- 9. New Business
- 10. Town Managers Report
- 11. Appointments
- 12. Tax Refunds
- 13. Public Remarks
- 14. Communications, Correspondence & Announcements
- 15. Adjournment

iii. Any two members of Council can add an item to the agenda of a regular meeting as long as the addition is done within the following guidelines:

- Recommended addition is provided to the Town Managers office 5 calendar days prior to the Council meeting.
- All associated information for the agenda item is provided 5 calendar days prior to the Council meeting.

1.3 SPECIAL MEETINGS

1.3a SPECIAL MEETINGS

- i. Special meetings may be called by the Council Chairperson with appropriate notice provided to the Town Clerk and postings made consistent with the Freedom of Information Act sec XX-XXX
- ii. Special meetings may be called by any two members of the Council as long as proper notice is made in writing to the Town Managers office and the Town Clerks office consistent with Freedom of Information ACT sec XX-XXX

1.3b EMERGENCY SPECIAL MEETINGS

Emergency Special meetings may be called by the Council Chairperson or the Town Manager in case of an emergency with at least two hours' notice given to the Council members, without complying with the posting of notice requirements, but a copy of the minutes of every such Emergency Special Meeting shall be filed with the Town Clerk not later than 72 hours following the holding of such meeting in accordance with the Freedom of Information Act, sec. 1-225 (d).

1.4a PUBLIC REMARKS

The Council recognizes the importance of the Public to have an opportunity to address their local government. As a result all regular meetings will have a public comment section that will allow any public the opportunity to speak.

In an effort to maintain order and provide everyone with an opportunity to speak the following rules will be followed:

- The public should hold their comments until they are recognized by the Council Chairperson.
- Comments shall be directed toward the Chairperson.
- Comments shall be made consistent with Decorum section 1.4b.
- Comments shall be limited to 3 minutes.

1.4b DECORUM

All meeting participants including Councilors, citizens and staff should confine their remarks to the substance of the issue at hand. Participants should avoid discussing personalities and not impugn the motive, character or integrity of any individual. The Town Council supports the right of a resident to criticize its local government, but this should be done appropriately and responsibly, with civility and discretion. All participants should address their remarks to the Council Chairperson and maintain a civil tone. The rules of conduct shall apply to all written correspondence.

Disorderly and disruptive conduct will be handled in accordance with Freedom of Information ACT, C.G.S. Section 1-232

1.3c RULES OF DEBATE

- i. During discussion or debate, no Councilor shall speak unless recognized by the Council Chairperson.
- ii. Councilors shall confine their remarks in debate to the pending question.
- iii. Any Councilor who knows in advance of a meeting that he/she wishes to obtain certain data or have a question answered, or wishes specific figures or expenditures, or the like, should, insofar as possible, inform the Town Manager in writing of the nature and details of the inquiry, so that the Town Manager will have the opportunity to have the answer available at such meeting.
- iiii. Any member who realizes or anticipates that he/she has or will have a conflict of interest with respect to a matter before the Council for consideration should announce his or her intention to abstain from voting on the matter as soon as the conflict becomes apparent, and should thereafter refrain from further discussion of or involvement in the matter.

2. SUBCOMMITTEES

2.1 STANDING SUBCOMMITTEES

There shall be the following standing committees:

- Appointments Committee
- Personnel Committee

2.2 HOW TO DEVELOP A SPECIAL SUBCOMMITTEE

- i. The Council may create or dissolve committees of the Council by resolution.

ii. The Council Chairperson shall appoint members of the Council to such committees and shall designate the chair of each. The Council Chairperson may announce any adjustments in membership or chairmanship at a regular Council meeting with such changes to be effective at the next regular committee meeting.

iii. The Council Chair shall have a representative of a minority party on all subcommittees. In the instance that this may not be feasible or the Council Chair deems it appropriate the Chair can request a minority representation waiver from the Council of the whole.

iiii. All Councilors shall be ex-officio members of the committees to which they are not assigned, but do not have the authority to make motions or to vote.

3. NEW BUSINESS

In accordance with the Town Council Second Reading Policy all new business will not be identified as an action item but will strictly be for presentation purposes unless otherwise identified by the Town Manager and approved by a majority vote of the Town Council. Action will be taken on all new business items when they are moved to continued business.

4. BYLAWS ANNUAL REVIEW

Annually, by the end of November of each year, the Council will review the Town Council Bylaws and make amendments and additions by a simple majority vote.

5. COMMUNICATION WITH ATTORNEY

Consistent with the Town Council policy to consult with the contracted Town Attorney Council members must contact the Town Manager or the Chairperson via writing with a request for the Town Attorney. The response from the Attorney will be shared with all Council members.

DRAFT

ADDENDUM

All approved Council Policies attached.

SURVEY POLICY

Town of East Hampton

Approved by the Town Council: January 29, 2015

Purpose: The responsibility for oversight of the use of taxpayer dollars rests with the Town Council. Furthermore, it is the job of the Town Council to set policy and direction for the Town of East Hampton. The Town Council would like to ensure all actions and efforts of the Town are consistent and focused in moving the Town in a consistent direction.

Policy: All surveys developed by Boards, Commissions, Agencies and Town Staff must be reviewed and approved by the Town Council to ensure that they conform with the Town Council's Goals and Objectives. Furthermore, the method for dissemination must also be approved by the Town Council in order to ensure fairness, impartiality and cost effectiveness.

Procedure:

1. All surveys developed by any department, committee, commission, agency, board or department must be forwarded in their final form to the Town Manager's office with a written request for council review. Satisfaction and comment surveys are excluded.
2. The Town Manager's office will ensure that the survey will be placed on the next Council agenda and provide copies of the survey to the Council.
3. At the Council meeting, the Council will review the survey to ensure consistency with Council goals and objectives and where applicable, send feedback and recommendations for changes to the originating entity.
4. When the Council is comfortable with the content of the survey they will make a motion to approve, amend or disapprove and vote. The vote will be recorded in the meeting minutes of the Council.
5. If approved, the Council will then make a motion with a recommendation for method of dissemination. The recommendation for method of dissemination will direct the originating entity whom the target audience should be, how they are to disseminate to that target audience and recommend a funding source, if necessary.

6. Once both actions above have been taken by the Council, they will be communicated back to the originating entity by the Town Manager's office and the originating entity will administer the survey consistent with those actions.

Definitions:

Survey- Any tool used to collect target audience input on a project, idea, goal or other issue.

Method for dissemination- to include but not limited to newspaper, internet and mailers. Also includes active dissemination where there is assurance that every individual in the target audience received a copy or passive dissemination where a copy is offered but is not directly provided to each individual in the target audience.

Originating entity- refers to the Board, Commission, Agency, Department and/or committee that is responsible for the authorship of the survey.

Target audience- a group of people identified for the administration of the survey. Could include the entire Town or a group of participants in a program.

East Hampton Town Council

East Hampton Alert Notification System

Purpose The Town of East Hampton Emergency Alert System "Ever Bridge" has the capability of calling East Hampton residents that have signed up for services or are listed in the white pages. This policy has been developed in an effort to direct staff in the use of this system.

Scope This Policy applies to all Town Staff, Officials and First Responders when the white pages are being used to alert the community.

Policy The East Hampton Alerts Notification System shall be implemented to notify the public whenever an emergency is declared, status of a declared emergency, the location of essential resources and how they may be obtained.

All residents who have registered on the town emergency alert system, through the town website (easthamptonct.org), and/or who are in the white page telephone listings shall be notified provided they have completed all available contact information.

Definitions

Ever Bridge- The Emergency Alert system at the disposal of the Town of East Hampton. This system allows the Town to disseminate information through phone numbers provided by residents and the white pages.

Emergency Situation- The following circumstances shall be considered an "emergency" for the purpose of implementing the Alerts Notification System:

- Tornado warnings;
- Hurricanes;
- Winter storms where essential services and utilities may be effected
- Emergency evacuations;
- Road closures for a period of two (2) hours or more during the day that will affect rush hour traffic;
- Other emergency situations identified by the Chief of the Fire Department or Chief of Police and approved by the Director of Emergency Management Services and/or Town Manager. (When the Town Manager or Emergency Management Director is unavailable the Council Chair may authorize the use of the Emergency Alert system).

Procedure

- A. To use the Emergency Alert System, first, determine if the situation falls within the Emergency Situation Categories.
- B. Contact the Emergency Management Director or Town Manager and provide the appropriate information including:
 - i. Reason for emergency;
 - ii. Requests for any actions or precautionary measures;
 - iii. Where and how to seek help;
 - iv. How individuals with special needs may seek assistance
- C. The Emergency Management Director or Town Manager will authorize the activation of the Emergency Alert System, if appropriate.
- D. After the use of the Emergency Alert System the Emergency Management Director must provide a report identifying:
 - i. The incident the system was used for;
 - ii. The information provided;

East Hampton Town Council

East Hampton Alert Notification System

Procedure
continued...

- iii. The number of residents called;
- iv. The number of residents reached.

EAST HAMPTON TOWN COUNCIL

2nd Reading Policy

Page 1 of 1

Purpose In an effort to ensure the Town Council members of the Town of East Hampton have ample time to review New Business and discuss it with their constituents, the Town Council of East Hampton, Connecticut adopts a 2nd Reading Policy. The Town Council also recognizes that some New Business may have an immediate nature and would allow waiver of this policy for those occurrences in accordance with the procedures of the policy.

Scope This Policy applies to all citizens, staff, organizations and entities who bring business before the Town Council of East Hampton, Connecticut.

Policy Action should be taken on items of New Business at the first meeting when it is introduced only if it is of immediate nature and if the Town Council has had sufficient materials and review time to feel comfortable in rendering a decision. All other New Business items will be discussed and then appear for decision at a subsequent Town Council meeting depending on priority assigned to it. Items in the normal course of business tax refunds, appointments, proclamations, approval of minutes, adjournment, executive session and adoption of agenda are exempt from a second reading.

Definitions New Business - all matters brought before the Town Council for the first time in an effort to gain a form of action through a vote of the Town Council.

Immediate Nature- requires a decision from the Town Council prior to their next regularly scheduled meeting.

Procedure

1. All business requiring a decision by the Town Council will be brought to the Town Manager's office 3 full business days prior to the meeting.
2. Business being reviewed by Town Council for the first time will be placed in the New Business section of the agenda. All previously reviewed but not voted on items will be placed in Continued Business.
3. During a normal Town Council meeting all items within the New Business section will be discussed and reviewed.
 - a. If an item is seen to be of an immediate nature a motion is made to exempt the item from the 2nd Reading Policy. The passage of the motion by a majority would allow Town Council to make a decision on New Business during the first reading.
 - b. If no immediate nature is present, then the item is carried forward to the next meeting where it is placed in Continued Business.
 - c. All Continued Business is discussed for the second time at which point it is now eligible for a deciding vote.

EAST HAMPTON TOWN COUNCIL

Involvement In Personnel Issues

Page 1 of 1

Personnel Issues

The Town Manager, as described in the Town Manager Job Description shall have primary responsibility for supervising and evaluating employees and shall meet with approved labor union representatives to resolve personnel grievances and/or complaints as necessary.

The Town Manager shall also directly negotiate with labor unions to propose contracts which must be approved by the Town Council.

No Town Council member, shall attend or in any way be engaged in meetings involving Town personnel matters.

Keeping the Council Informed

The Town Manager shall, in Executive Session, keep the Town Council informed of any personnel issue that may result in:

- Termination of an employee and/or
- Litigation.

In addition, the Town Manager must seek approval from the Town Council for any proposed new or revised labor contract.

EAST HAMPTON TOWN COUNCIL

Requests to Consult with a Contracted Town Attorney

Page 1 of 1

Town Council To obtain legal information from Town Attorneys, a Town Council member must put in writing what legal questions or opinions they are requesting and submit it to the Town Manager.

If the Town Manager determines this is not a time-sensitive issue, there will be an opportunity for all Town Council members to review the written request and include their questions as well. The Town Manager will indicate a deadline when all requests must be received by his/her office. The Town Manager will contact the Town Attorney and the response will be emailed to all Town Council members as soon as it is available.

The Town Manager may also recommend that an Executive Session, if allowable, be scheduled to discuss the legal matter in question. This request should be made to the Town Council Chair to call a meeting.

If the legal question regards the Town Manager, the Chair will call an Executive Session, if allowable, and the Town Council will determine how to proceed. If it is determined that attorney input is required, the Town Council Chair will contact the attorney and schedule an Executive Session, if allowable, with the entire Town Council.



AGENDA
ITEM # 12

Office of the COLLECTOR OF REVENUE
NANCY HASSELMAN, CCMC
nhasselman@easthamptonct.gov

November 6, 2015

To: The East Hampton Town Council

Documentation of the below listed tax refunds are available in the Tax Office for your review if you so desire. The refunds total \$598.55.

Thank you for your assistance.

Nancy Hasselman, CCMC

Nancy Hasselman, CCMC
Collector of Revenue

310.14	+
28.67	+
11.59	+
37.45	+
21.31	+
20.77	+
168.62	+
598.55	*
0.0	

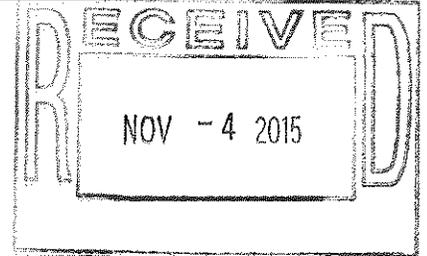


NESCI ENTERPRISES, INC.

12 Summit St / P.O. Box 119

East Hampton, Ct 06424

Phone- (860) 267-2588, Fax (860) 267-2589, E-Mail Ralph@Nescienterprises.com



October 30, 2015

Town Manager, Michael Maniscalco
20 East High St
East Hampton, CT 06424

Hello Mr. Maniscalco:

I was just looking at the article in the River East Newspaper, and noticed an article about the STEAP grant.

I would like to propose the possibility of installing a turbine to generate electricity on the sewer line that empties into the Ct River. I have talked with Tim Smith about it and it looks like we could generate enough electricity to run the plant. Our electricity cost now is about \$50,000 per year, I believe we could expect a payback in about two years.

Please advise if this can be considered for a STEAP Grant, as I believe it would be a benefit to the town's finance burden.

Sincerely

Ralph V. Nesci