

State Project No. 41-115
Federal-Aid Project No. 1041(105)

RESOLUTION

RESOLVED, that Michael Maniscalco, Town Manager, is hereby authorized to sign the Agreement entitled "Agreement between the State of Connecticut and the Town of East Hampton for Rights of Way Activities In Conjunction with Urban Systems Improvements Related to the Replacement of the Christopher Brook Culvert Under North Main Street"

ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF EAST HAMPTON,
CONNECTICUT THIS 11th DAY OF MARCH 2014.

Clerk: _____

Seal

Date: _____

Resolution
Town Facilities Building Committee

WHEREAS: between the years 2005-2008, the Town of East Hampton went through a major review of its Towns' Facilities, contracting with Friar Associates to lead this review;

WHEREAS: The Friar report found Town Facilities lacked space impacting the efficiency and effectiveness of the services delivered to residents;

WHEREAS: minimal work has been done since 2008 to substantially change or enhance the Towns' Facilities;

WHEREAS: Connecticut Light and Power, located immediately behind the Town Hall/ Police Department, has announced a major expansion in East Hampton;

WHEREAS: The Town of East Hampton stands to benefit from this expansion;

WHEREAS: The Town of East Hampton also has concerns about the impact on operations of increased driveway traffic and decreased parking as a result of the expansion.

NOW THEREFORE BE IT RESOLVED; the Town Council creates the Town Facilities Building Committee with seven (7) total members whose charge shall be to review, plan, design and build or renovate Town Facilities to provide an efficient work environment for Town Staff, better services for residents of East Hampton while considering the tax impact of this project and other projects in Town.

Membership shall be appointed by the Town Council with a term that will terminate at the completion of building or the failure of two referendums. The committee shall be made up of one (1) member of the Town Council, one (1) member of the Board of Finance, **one (1) member of the Planning & Zoning Commission** and **four (4) members of the public** who demonstrate knowledge of building, design, architecture, engineering or other related fields.

Ex officio members of the committee will include the Town Manager, or his designee. The Town Manager will budget for and supply staff for the committee to take notes and minutes of committee meetings.

FURTHERMORE BE IT RESOLVED, The Town Council has created the Town Facilities Building Committee with the express intent to:

1. review all Town facilities and the 2005-2008 Friar report;
2. request funds for the development of formal plans;
3. develop a plan for solving the issues of space and efficiency with the intent to increase services to residents including cost and designs;
4. report findings to the Board of Finance and Town Council;
5. provide fact about the proposed project to the public throughout the town meeting and referendum process;
6. if approved, lead the design development and build out phase of the project;
7. at the completion turn the fully built and complete facility(ies) over to the Town.

EAST HAMPTON POLICE DEPARTMENT



RULES AND REGULATIONS

Executive Summary

Executive Summary

We are very excited to report to the council that we have completed the review process of the Standard Operating Procedures. Please understand that this is a “living and breathing” document that requires constant review and at times, update due to statutory regulation. The policies and procedures that are set forth within this manual are based on statutory requirements, case law, collective bargaining agreements and long standing best practices. There are very few portions of this manual that are “unique” to the Town of East Hampton for good reason.

These policies and procedures are the first step on long road to Level One, State Accreditation. Many of the policies and procedures within this manual have been written in compliance with state accreditation requirements. That said, by pursuing an already recognized, impartial accreditation certification, we can demonstrate to the community we have sworn to protect, that we are conducting ourselves in the most professional manner possible.

We need to focus on rebuilding this police department from the inside out. Many departments face these same challenges in rebuilding the trust with the communities they serve. In a recent article written by Chief Thomas Grimaldi from the Bristol Police Department, he illustrates the path a department needs to take and the values they need to be committed to in order to rebuild that trust. The three core values Chief Grimaldi references in his correspondence are accountability, constancy and transparency. I have taken the liberty of attaching a copy of Chief Grimaldi’s article for your review. I have also attached an article from the Hartford Courant describing the importance of state accreditation.

While I know there maybe the desire to make our policies and procedures “tailor made” to East Hampton, in order to achieve an accredited status, we need to limit that manipulation. Having said that, I have highlighted the areas where, should you choose to modify the policy or procedure it may be possible to do so.

Please also understand that this process has been over three years in the making and any changes will incur additional cost.

SECTION I - ORDERS AND DISCIPLINE

- 1.1 Obedience to Laws, Ordinances and Rules
- 1.2 Familiarity with the Laws, Ordinances, Rules
- 1.3 Obedience to Orders
- 1.4 Issuance of Orders
- 1.5 Conflict of Orders
- 1.6 Insubordination

This Chapter clearly defines the expectations of the Town to the employees of the Police Department with respect to the rules, regulations, laws, ordinances and their compliance. Moreover, it clearly defines word specific language with the rules and regulations leaving very little room for misinterpretation.

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- 2.19 Loitering or Sleeping on Duty/Congregating
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DEFINITIONS

The following definitions shall apply to the use of such terms herein as well as to the use of such terms in all other Departmental contexts, unless a different definition is specifically set forth in another document.

ACTING: Serving temporarily in a position to which the employee is not ordinarily assigned, usually in a position of higher authority. All the authorities, responsibilities, and duties of the higher position become applicable to the acting employee.

ADMINISTRATIVE ORDER: Written order issued by the Chief as a guiding source of reference to procedural matters involving administration of departmental or Town policies.

APPOINTMENT: The designation of a person by the appointing authority to any position within the Police Department.

ASSIGNMENT: Any personnel placement made by established authority.

AUTHORITY: Legal or rightful power; a right to command or act.

AUTHORITATIVE INSTRUCTION: Any order, issued verbally, electronically or in written form, governing policy, procedures, rules or regulations.

CHAIN OF COMMAND: Ascending or descending order of rank.

COMMANDING OFFICER: Any employee holding a higher supervisory or command position.

CONFIDENTIAL: Secret, not to be divulged to unauthorized persons.

CONTROLLED SUBSTANCE: As defined by the State of Connecticut Health Law.

CURRENT DIRECTIVES: An authoritative instruction or order, which governs policy; procedures, rules, or regulations, whether issued verbally, electronically or in written form.

DEPARTMENT: The East Hampton Police Department.

DISMISSAL: The act of terminating the employment of an employee.

DUTY: Includes those tasks required by law, authoritative instruction, one's assignment, rank or status.

EMPLOYEE: All sworn and non-sworn personnel working for the Department.

ESTABLISHED AUTHORITY: Legal or rightful power to command or have command over; this includes supervisory and administrative authority.

FRATERNIZATION: A relationship to include, but not limited to, personal, business, social, or family, between employees of different ranks or titles which appears to compromise authority, discipline, or morale.

GENDER: The use of the masculine gender shall also include, when appropriate, the female gender, unless otherwise specified.

GENERAL ORDER: Written orders issued by the Chief of Police outlining policy or procedure on matters, which affect the entire Department. A General Order is the most authoritative current directive issued by the Department and may be used to amend, supersede, or cancel any other rule, regulation, or order. General Orders are permanent Department policy and remain in full force and effect until amended, superseded, or cancelled by the Chief of Police.

IMMEDIATELY: As soon as possible without unnecessary delay.

INACTIVE DUTY: A condition in which, for the convenience of the Department, an employee is relieved of his responsibility to report for duty or exercise police authority.

INSUBORDINATION: The willful disobedience of a lawful order issued by any commanding officer, or disrespectful, mutinous, rebellious, insolent, or abusive language or action *toward* any commanding officer.

LAWFUL ORDER: Any written or oral directive issued by any commanding officer to any subordinate or group of subordinates in the course of police duty which is not in violation of any law or ordinance or any Department rule, procedure or instruction. (An order, which may be challenged at a later date, must be obeyed at the time of issuance.)

MALFEASANCE: The doing of an unlawful act in office.

MAY: The word "may" as used herein shall mean that the action indicated is permissible.

MEMBER: Any person duly appointed to the Department as a sworn police officer, police recruits are included in this definition.

MISFEASANCE: The wrongful doing of a lawful act in office.

NEGLECT OF DUTY: Failure to give suitable attention to the performance of duty. Failure to take appropriate action on the occasion of a crime, disorder, or other act or condition requiring police attention. Failure to perform duties.

NONFEASANCE: The omission of an act which should have been done while in office.

OFF DUTY: That period of time, which excludes the assigned work period. The period of time during which an employee would not normally be required to actively engage in the performance of his assigned duties.

OFFICER IN CHARGE: The member having the highest rank. Members of the same rank shall assume charge according to the date of appointment to that rank unless otherwise ordered by the Chief of Police or designated authority.

ON DUTY: That period of time when an employee is actively engaged in the performance of his assigned duties.

ORDER: An order is a command; a directive (either oral or written) given by one in authority and directed to a subordinate.

PERSONALLY RESPONSIBLE (PERSONAL RESPONSIBILITY): A duty or responsibility that falls upon an individual himself. The responsibility cannot be conveyed or assigned to another. The failure to accomplish any required task is a failure by the principal and not any intermediary.

POLICY: Any governing principle, broad plan, or course of action, either oral or written, designed to accomplish the Department's goals.

PRIVILEGE: A condition, which is not, a basic right but which is granted at the discretion of the Department.

PROCEDURE: The official method of dealing with any given situation as prescribed by General Orders, Special Orders, Administrative Orders, procedural manuals, training communications or other directives.

REPORT: A written communication, unless otherwise specified.

RIGHT: A condition specifically outlined by law, administrative directive, or contractual agreement.

RULES AND REGULATIONS: The terms "rules and regulations" as used herein are interchangeable since both indicate basic internal departmental directives. They refer to broad precepts of authority, responsibility, or conduct. They carry the full force and effect of a direct order from the Chief of Police and stand until cancelled, amended or superseded by a direct written order of the Chief of Police.

SHALL/WILL: The words "shall" or "will" as used herein shall indicate that action specified is mandatory.

SICK LEAVE: That period during which an employee is excused from duty for illness or injury under the applicable provisions of current General Orders and prevailing union contract.

SPECIAL ORDER: A written directive issued by established authority outlining instructions covering particular situations.

SUPERVISOR: Any person designated to act in a supervisory capacity, whether permanent or "acting" in a temporary appointment.

SUSPENSION: The act of temporarily denying an employee the privilege of performing his duties.

THROUGH OFFICIAL CHANNELS: In descending or ascending order of rank; Synonymous with "chain of command".

SECTION I - ORDERS AND DISCIPLINE

1.1 OBEDIENCE TO LAWS, ORDINANCES AND RULES

- a) No member or employee shall violate or attempt to violate a law of the United States of America, or of this State, or any laws, local laws, or ordinances of the Jurisdiction in which he may be present, or violate or attempt to violate any authoritative instruction, current directive, rule or regulation, policy or procedure, general or special order, or any other lawful order.
- b) Employees shall not knowingly aid, abet, or assist another person in the violation of any of the above.
- c) In order to constitute a violation of this rule, it is not necessary that a complaint be filed with the Department or with a criminal court, but only that the facts exist which would constitute such a violation.
- d) A conviction for a violation of any law or ordinance shall automatically constitute a violation of this rule.

1.2 FAMILIARITY WITH LAWS, ORDINANCES, RULES

Employees shall be held personally responsible for knowing and adhering to the Rules and Regulations, orders, current directives, procedures and policies of the Department, Town Ordinances, and State and Federal Laws affecting their duties.

- a) **Returning from Absence:** Employees returning to duty from any absence shall acquaint themselves with all directives or amendments of the Department, which have been issued in their absence.
- b) **Unfamiliarity No Defense:** Unfamiliarity with or ignorance of laws, ordinances, Rules and Regulations, current directives, procedures, policies or General Orders shall not constitute a defense.
- c) **Making Changes as Directed:** It shall be the personal responsibility of every employee to promptly make all directed changes in any manual, text, or reference book issued to them by the Department.

1.3 OBEDIENCE TO ORDERS

- a) Employees shall comply with all lawful orders. Non-compliance shall be insubordination.

NOTE: Any order, which may appear to conflict with current policy or labor agreement must be obeyed. The employee may respectfully inform the supervisor issuing the order of the conflict. If the supervisor does not alter or retract the order, it shall be obeyed.

- b) When officially assigned outside of the geographic limits of the Town of East Hampton employees shall carry out lawful orders and directives as may be given them by established authority.

1.4 ISSUANCE OF ORDERS

Orders should be in clear, understandable language, civil in tongue and issued in pursuit of Department business in accordance with all legal requirements.

1.5 CONFLICT OF ORDERS

- a) Employees who are given any instruction or order which conflicts with any previously received instruction or order shall call this fact to the attention of the person issuing the second order. If so directed, the latter order shall be obeyed. Previous orders or instructions shall be countermanded only when necessary. The supervisor issuing the countermanding instruction or order shall be held responsible for that action.
- b) Any order issued by a supervisor and conveyed by a subordinate to another subordinate shall have the same force and effect as though it was issued directly. The intermediary conveying the order shall inform the other from whom the authority came.

1.6 INSUBORDINATION

Employees shall not be insubordinate.

SECTION II – PERFORMANCE OF AND ATTENTION TO DUTY

2.1 GENERAL DUTIES

- a) Members shall protect life and property, preserve the peace, prevent violations of the law, detect and arrest violators of the law and enforce those laws of the United States, the State of Connecticut, and the local laws and ordinances of the Town over which the Department has jurisdiction.
- b) Employees shall perform their duties in a competent manner.

2.2 IDENTIFICATION

- a) Officers shall respectfully furnish their name and badge number to any person requesting that information when they are on duty or presenting themselves as police officers. Exceptions may be made for persons on special duties and assignments (e.g., undercover, vice assignments) with permission of their supervisor.
- b) Non-sworn employees shall respectfully furnish their names to any person requesting that information when they are on duty or presenting themselves as East Hampton Police Department employees.

2.3 RESPOND WHEN DIRECTED

Employees shall respond to their duties as directed by established authority.

2.4 REPORTING FOR DUTY

- a) Employees shall report for duty on:
 - 1) routine assignment;
 - 2) dispatcher notification; and
 - 3) call back.
- b) Employees shall present themselves for duty at the time and place specified by established authority and in the manner established by current directives.

2.5 ABSENCE FROM DUTY

Employees shall not be absent from duty or place of duty assignment without permission from their supervisor if in accordance with current directives.

2.6 ACTION REQUIRED REGARDLESS OF ASSIGNMENT

Members shall take prompt and responsible action in any crime or emergency situation or in any situation in which substantial and irreversible damage would result from failure to take police action, whether on or off-duty. Exceptions may be made for persons on special duties or assignments (e.g., undercover, vice assignments) with permission of their supervisor.

2.7 COOPERATION/COORDINATION

All employees are charged with the responsibility of fostering and maintaining a high degree of cooperation. Employees shall coordinate their efforts with:

- a) other employees of the department;
- b) other T o w n employees; and
- c) other public agency representatives so that teamwork may ensure maximum achievement and continuity of purpose in attaining the objectives of the Department.

2.8 SEEKING INFORMATION REGARDING DUTIES

Employees who are in doubt as to the nature or detail of their assignment shall immediately seek clarification from their supervisor.

2.9 INSPECTING AREA OF ASSIGNMENT

Employees will inspect their areas of assignment as soon as possible after beginning their tour of duty and as often as possible during their tour of duty, reporting any condition requiring police attention or the attention of any other Town department or agency.

2.10 LEAVING AREA OF ASSIGNMENT

Employees shall not leave their area of assignment unless:

- a) on assignment from dispatchers; or
- b) authorized by a supervisor; or
- c) an incident outside of their immediate area requires police attention;
- d) in close pursuit of a violator of law.

2.11 ATTITUDE AND IMPARTIALITY

Employees must exhibit and maintain an impartial attitude toward complainants, violators, witnesses, suspects, or any other person.

2.12 ASSISTANCE TO FELLOW EMPLOYEES

Employees shall, whether on or off-duty, aid, assist, and protect their fellow employees in the performance of their duties.

2.13 ASSISTANCE TO CITIZENS

Employees shall, in accordance with policies and procedures of the Department, render all possible police service to any citizen seeking information or assistance.

2.14 MEDICAL ATTENTION FOR ILL PERSONS

Employees shall ensure that any injured or ill person is given the opportunity for medical attention.

2.15 ARREST

Members shall make arrests in full compliance and conformity with all laws and Department procedures.

2.16 INVESTIGATIONS

- a) Employees shall not undertake any investigation or other official action, which is not part of their regular duties without obtaining permission from their supervisor, unless exigent circumstances require immediate action. An employee taking such action must notify his supervisor as soon as possible after the incident.
- b) Employees shall not undertake or maintain continued involvement in any investigation of any current or former family member, in-law, close personal friends, or any business in which that employee has a proprietary interest unless approved by the Commanding Officer.

2.17 SERVING WARRANTS/SUBPOENAS

Employees are to serve all criminal warrants and subpoenas immediately and in accordance with current statutes and directives. It will be the responsibility of the employee to verify the identity of the person being served said warrant or subpoena.

2.18 APPEARANCES REQUIRED

Employees shall appear when subpoenaed or directed and notify their supervisor of the subpoena or directive. They shall not absent themselves from any trial or hearing except for a good cause, in which case they shall

seek permission from either the Assistant District Attorney, the EHPD Court Liaison Officer or other persons in authority over the court, hearing board, internal investigative body or persons authorized to take testimony per current directives.

2.19 LOITERING OR SLEEPING ON DUTY/CONGREGATING

- a) Employees shall not loiter or sleep on duty.
- b) While on duty, employees shall not congregate about public places or engage in recreation or games of chance unless approved by a supervisor.
- c) Off-duty employees shall not congregate or loiter about public places while in recognizable uniform.

2.20 READING ON DUTY

Employees shall not, in public view, read newspapers, periodicals, or books while on duty. Publications and material pertaining to the police field may be read or studied as long as proper and sufficient performance of assigned duties is not impaired.

2.21 SUPERVISORS ADDRESSED BY TITLE

Employees shall address supervisors by title, unless otherwise specifically directed by the supervisor.

2.22 CONCEALMENT

Employees shall not conceal themselves while on duty except for police purpose.

2.23 PERFORMANCE OF DUTIES

- a) Employees shall not neglect their duty.
- b) Employees shall not commit an act of misfeasance.
- c) Employees shall not commit an act of malfeasance.
- d) Nonfeasance is prohibited.

SECTION III – USE OF OFFICIAL POSITION

3.1 TOWN OF EAST HAMPTON CODE OF

ETHICS: PREAMBLE

Officers and employees of the Town of East Hampton shall hold their position to serve and benefit the public, and not for personal gain or advantage. The Town Council recognizes that, in order to implement this fundamental principle there is a need for clear and reasonable standards of ethical conduct. This Code of

Ethics established such standards by defining and prohibiting acts incompatible with the public interest. The Town Council also recognizes that compliance with ethical standards rest primarily on personal integrity, and further recognizes the integrity of Town officers and employees generally.

ETHICAL STANDARDS

- a) No Town officer or employee shall have any employment, or engage in any business or commercial transaction, or engage in any professional activity, or incur any obligation, as a result of which, directly or indirectly, he would have an interest that would impair his independence of judgment or action in the performance of his official duties or that would be in conflict with the performance of his official duties.

- b) No Town officer or employee shall have or enter into any contract with any person who has or enters into a contract with the Town, unless:
 - (i) The contract between the person and the Town is awarded pursuant to the competitive bidding procedures of the General Town Law; or

 - (ii) The contract between the person and the Town is one with respect to which the Town officer or employee:
 - (a) has no interest
 - (b) has no duties or responsibilities, or, if the contract with the person is one which the Town officer or employee entered into prior to becoming a Town officer or employee, he abstains from any performance of duties or responsibilities, and
 - (c) exercises or attempts to exercise no influence.

- c) No Town officer or employee shall discuss, vote on, decide or take part in, formally or informally, any matter proposed or pending before any agency or other Town officer or employee in which he has an interest. This provision shall not apply to any Town officer or employee whose interest in the proposed or pending matter is minimal, provided that these procedures are followed strictly:
 - (i) The Town officer or employee shall identify his interest, that is, the benefit or advantage that would be gained or lost if the Town acts on the matter in various ways, and the underlying basis of it, such as ownership, an investment, a contract or claim, employment, or a relationship, if any.

 - (ii) The Town officer or employee shall completely and specifically describe and disclose his interest and its underlying basis, if any, in writing to his immediate superior and the chairperson of the Board of Ethics, in advance of his participation in the matter.

 - (iii) If either the Town officer or employee, or his immediate superior, or the chairperson of the Board of Ethics thinks that the disclosure

reasonably raises a question whether the interest is minimal, the question shall be submitted to the Board of Ethics for an opinion, prior to which the officer or employee shall not participate in the matter. Failure to disclose properly, or abide by the opinion of the Board of Ethics, shall make any participation of the officer or employee in the matter null and void.

- d) No Town officer or employee, acting in the performance of his official duties, shall treat, whether by action or omission to act, any person more favorably than it is the custom and practice to treat the general public.
- e) No Town officer or employee shall use or permit the use of Town owned vehicles, equipment, materials or property for the convenience or profit of himself or any other person.
- f) No Town officer or employee shall solicit any gift, nor shall any Town officer or employee accept or receive any gift having a value of \$25.00 or more, regardless of the form of the gift, from any person who has an interest in any matter proposed or pending before any Town agency. The provisions of this subsection shall not apply to contributions solicited or received in accordance with the Election Law of the State of Connecticut.
- g) No Town officer or employee shall disclose without proper authorization nonpublic information or records concerning any aspect of the government of the Town, nor shall he use such information to the advantage or benefit of himself or any other person.
- j) No Town officer or employee compensated by the Town for his service shall represent any person in any action or proceeding, whether judicial or administrative, to which the Town is a party, or before any Town agency or other Town officer or employee. This provision shall not apply to the Corporation Counsel when representing persons with the scope of his official duties.
- k) No Town officer or employee who serves the Town without compensation shall represent any person before the agency he serves, or before any other Town officer or employee who regularly serves the agency he serves, or before any other agency on matters directly involving the agency he serves.
- l) No former Town officer or employee shall at any time after he leaves the agency he served represent a person before any agency on a specific matter with which he was directly involved or of which he has special knowledge, if the representation would be adverse to the position of the Town on the matter. The Corporation Counsel may seek an injunction to enforce the provisions of this subsection.

3.2 CONDUCTING PRIVATE BUSINESS OR ASSOCIATION ON DUTY

Employees shall not utilize their on-duty time to the pursuit of any private business, private enterprise, or personal association.

3.3 USE OF BADGE OR POSITION FOR PERSONAL GAIN

Employees shall not use or attempt to use their official position, badge, or credentials for any personal gain.

3.4 PREFERMENT

Employees shall not seek or accept the influence or intervention of any person outside of the Department for the purpose of personal preferment or assignment. This shall not preclude the submission of written requests for assignments in accordance with current directives.

3.5 SALE TICKETS OR DONATIONS

Employees shall not engage or authorize any others to engage in, on their behalf, in the sale of any tickets nor in the solicitation of any form of donation or contribution in a manner that indicates or implies any connection with the Department without the written permission of the Chief of Police. (This rule shall not apply to activity that is performed strictly among department employees). When such written permission is granted, employees shall not sell nor solicit in a manner, which implies that special treatment will be received from the Police Department.

3.6 GIFTS, GRATUITIES, REWARDS

- a) Employees shall not, under any circumstances, solicit or accept gifts, gratuities, loans, or fees when there is any direct or indirect connection between the solicitations or acceptance and their Departmental employment, or when such connection would reasonably be inferred.
- b) Employees shall not accept any reward offered as a result of any services rendered in the line of duty without first obtaining the permission of the Chief of Police.
- c) Employees shall report in writing to the Chief of Police any offer or attempt to offer a gift, loan, fee or gratuity in violation of this Section.

3.7 RECOMMENDING ATTORNEYS

Employees shall not solicit, suggest, recommend, advise, or counsel the engagement or retention of any specific attorney, legal firm, bail bondsman, company, or of another person or firm for any person as a result of police business. This prohibition shall not apply to employees making such recommendations to their relatives.

3.8 GIVING SURETY FOR PERSONS IN CUSTODY (BAIL)

Employees shall not offer or give surety for any person in custody except with the permission of the Chief of Police. This prohibition shall not apply to employees giving surety for their relatives.

3.9 WITHDRAWING CHARGES

Employees shall not, except as provided by the Criminal Procedure Law and current directives:

- a) withdraw arrest charges once filed or solicit their withdrawal without approval of the Chief of Police, or
- b) void traffic charges unless approved by their division Commanding Officer; whether the arrest or charges were made on or off duty.

3.10 COMMUNICATING INFORMATION TO AID EVASION

Employees shall not communicate any information, which may enable persons to evade arrest and punishment or enable them to dispose of or secrete any evidence or contraband.

3.11 CIVIL CASES

Employees shall not use the powers of their office to render assistance in the pursuit of matters which are strictly private or civil in nature except in those matters where they are required by law to so exercise their powers or where a breach of the peace has occurred or is imminent.

SECTION IV - GENERAL CONDUCT

4.1 CONDUCT

- a) Employees shall so conduct themselves in both their private and professional lives as to avoid bringing discredit upon the Department.
- b) Employees shall not engage in conduct on or off-duty, which adversely affects the efficiency of the Department, or engage in conduct on or off-duty which has a tendency to impair public respect for the employee and/or the Department and/or impair confidence in the operation of the Department.

4.2 COURTESY

- a) Employees shall be courteous, civil and tactful in the performance of their duties.

- b) Employees shall not express or otherwise manifest any prejudice concerning age, marital status, handicap, disability, race, creed, color, religion, national or ethnic origin, sex, sexual preference, or other personal characteristics.
- c) Employees shall not use harsh, profane, insolent, or intentionally insulting language toward any other employee or other person.

4.3 NO CONNECTION WITH LIQUOR ESTABLISHMENT

No member shall be either directly or indirectly interested in the manufacture or sale of alcoholic beverages, or offer for sale, or recommend to any A.B.C. licensee any alcoholic beverages.

4.4 PERSONAL ASSOCIATIONS

- a) Employees shall not consort or knowingly associate with persons generally known to have a reputation of criminal conduct or association or frequent places where they are known to congregate, except in the performance of their assigned duties and in accordance with current directives. The Chief will resolve employee questions relative to associations.
- b) Employees shall not knowingly associate with any person or organization which advocates hatred, prejudice, or oppression of any racial, ethnic or religious group, or which disseminates defamatory material.

4.5 FREQUENTING UNLAWFUL ESTABLISHMENTS

Employees shall not knowingly enter or remain in any premise wherein the laws of the United States, the State, or other local jurisdiction are violated.

4.6 TRUTHFULNESS

Employees are required to be truthful in speech and writing at all times whether or not under oath.

4.7 MALICIOUS RUMORS

Employees shall not initiate or repeat malicious rumors.

4.8 DISCUSSING EVIDENCE

- a) Employees shall not discuss the evidence arising out of a criminal investigation or civil proceeding with the media, or any other person outside of the East Hampton Police Department (except members of an allied law enforcement agency, the State's Attorney, Corporation

Counsel or to other prosecution authority) without the knowledge and permission of their supervisor or established authority or unless otherwise mandated by law.

- b) Employees shall not discuss the evidence arising out of a confidential investigation or any sort with anyone whatsoever, (except the State's Attorney, Corporation Counsel or other prosecution authority) without the knowledge and permission of their supervisor or established authority or unless otherwise mandated by law.

4.9 DIVULGING POLICE INFORMATION

Employees shall not divulge police information to which they have access or which may come to their attention, nor shall they make available any information contained in police records, radio communications, photographs, computers, teletypes or other files or information in any form whatsoever to anyone except as provided by law of established authority.

For purpose of this Section, all department information is to be considered confidential unless otherwise provided by current directives or directed by a supervisor. This section does not apply to orders that are of such a nature that they must be communicated to others.

4.10 SPEECHES, STATEMENTS, ETC.

- a) Employees shall not, in matters relative to the Department, address public gatherings, appear on radio or television, prepare any articles for publication, lecture on police related subjects or act as correspondents to a newspaper or a periodical, except as authorized by current directives or the Chief of Police.
- b) Employees shall not publicly criticize or ridicule the Department, its policies, or other employees by speech, writing, or other expressions which are defamatory, false, obscene, unlawful, or which undermine the effectiveness of the department or interfere with the maintenance of discipline.

4.11 MEMBERSHIP AND ORGANIZATIONS

- a) Employees shall not join or be a member of any organization or society whose object or purpose, either directly or indirectly, would adversely affect the discipline or conduct of the employee.
- b) Employees shall not knowingly be connected with or be a member of any subversive organization except in the line of duty and with the knowledge and consent of the Chief of Police.

4.12 POLITICAL ACTIVITY

Members shall not:

- a) use or threaten or attempt to use their power or authority in any manner, directly or indirectly, in aid of or against any political party, organization, association, or society or control, affect, influence, reward or punish, the political adherence, affiliation, action, expression or opinion of any citizen.
- b) appoint, promote, transfer, retire or punish an officer or member of a police force, or ask for or aid in the promotion, transfer, retirement or punishment of an officer or member of a police force because of the party adherence or affiliation of such officer or member, or for or on the request, direct or indirect, of any political party, organization, association or society, or of any officer, member of a committee or representative official or otherwise of any political party, organization, association or society.
- c) solicit, collect or receive any money for any political fund, club, association, society, or committee.
- d) contribute any money to any political fund, club, association, society, or committee.

4.13 SEEKING/ ACCEPTING COMPENSATION FOR DAMAGES

Employees shall not seek, claim, litigate, or solicit, nor shall they accept from any person or agency any money or other compensation for damages or expenses incurred by them in the line of duty without prior written notification to the Chief of Police and the Corporation Counsel.

4.14 DEBTS

Employees shall pay all just debts and satisfy legal liabilities incurred by them.

4.15 EXPENDITURES OF DEPARTMENT FUNDS

Employees shall not spend any monies or incur any financial obligations in the name of the Department without prior knowledge and permission of the Chief of Police.

4.16 CORRESPONDENCE/ LETTERHEADS

- a) All correspondence leaving the Department shall be issued only with the signature of the Chief of Police or as authorized by the Chief of Police.
- b) The official letterhead shall not be used for unofficial correspondence.

4.17 PERSONAL CARDS

Employees shall not possess or use business cards bearing Departmental affiliation and/or rank, except as authorized by the Chief of Police and then only in the furtherance of official business.

4.18 DEPARTMENT PROPERTY AND EQUIPMENT

Employees shall be held responsible for the proper care and use of property and equipment assigned to or used by them. When obtaining any equipment and again upon its return it is the employee's responsibility to inspect the equipment.

Upon discovery, employees shall immediately report in writing all damage to vehicles and equipment. Such report shall contain all known facts surrounding the cause and nature of the damage.

4.19 DEPARTMENTAL FACILITIES AND PROPERTY

- a) Employees may be assigned departmentally owned or controlled facilities or property (including, but not limited to, offices, vehicles, lockers, desks, cabinets, equipment and cases) for the mutual convenience of both the Department and employees. Such facilities or property and the contents therein (including any personally owned property) shall be subject to inspection without notice for reasonable work-related purposes, even if an employee has placed a personal lock on the facilities or property.
- b) The retention of personal items such as briefcases, purses, etc. in such facilities or property shall be at the risk of the employee and the Department shall not be liable for any losses.

4.20 USE OF ALCOHOLIC BEVERAGES

- a) Employees will not operate Department vehicles, either on or off-duty, if employees have consumed any alcoholic beverage, except in the performance of their official duty.
- b) Employees will not drink or purchase any alcoholic beverage while on duty, except in the performance of their official duty.
- c) Employees who are off duty in uniform or in any recognizable part of their uniform shall not drink alcoholic beverages in public view. This section includes wearing anything that identifies the employee as a police officer, including, but not limited to a badge, gun, hat, jacket, tee-shirt, or any other article of clothing identifying the individual as a police officer.
- d) Employees, while on or off duty, shall not drink any alcoholic beverages to the extent which renders them unfit to perform or report

for duty or which results in the commission of an act which might tend to discredit the Department.

- e) Employees shall not appear for duty or be on duty, while under the influence of intoxicants or with the odor of intoxicants on their breath.

4.21 GAMBLING

Employees shall not engage or participate in any form of illegal gambling except in the performance of duty and acting under proper and specific orders.

4.22 USE OF TOBACCO

Employees shall not chew or smoke tobacco in such a manner as to adversely affect the professional image of the Department. They shall not use tobacco while in direct contact with the public, while engaged in traffic direction or where use of tobacco is in violation of the law.

4.23 CONTROLLED SUBSTANCES

- a) Employees shall not possess or use any non-prescribed controlled substance, except for that possession occurring in the line of official duty.
- b) Employees who are using prescribed controlled substances, under the direction of a physician shall not abuse said controlled substances. The employee is responsible to discuss his job duties with the physician as prescribing the medication to determine if it will affect his work performance. If it may effect, the employee shall report the use of the drug to his supervisor and bring a physician's letter if the physician recommends restrictions. The supervisor may consult with the police physician if necessary to determine restrictions.
- c) No member of the Department shall initiate any investigation on or off-duty relative to trafficking in controlled substances without prior permission of his supervisor or the Chief of Police

4.24 APPLICATION FOR PISTOL PERMITS

Members shall not endorse applications for pistol permits as character references, except that members may act as character references for other members of this or other law enforcement agencies, if they so choose.

4.25 HARASSMENT

Harassment due to age, marital status, handicap, disability, race, creed, color, religion, national or ethnic origin, sex, sexual preference or other personal characteristics is prohibited.

4.26 NOTICES-POSTING/CIRCULATION/DESTRUCTION/DEFACING

- a) Employees shall not destroy or deface any official written notice relating to police business.
- b) The posting or circulation of any notices on East Hampton Police Department property without prior approval from the Chief or his designee is prohibited.

4.27 COOPERATION WITH INTERNAL INVESTIGATIONS

Employees shall answer questions, respond to lawful orders and render material and relevant statements in an internal investigation when such orders, questions and statements are related to the performance of official duties or fitness for office.

4.28 RESPONSIBILITIES OF EMPLOYEES WHILE SUSPENDED FROM DUTY

Employees who are under an order of suspension shall contact the Supervisor weekly, either by telephone or in person, or as directed by the Chief of Police or his designee.

4.29 FRATERNIZATION

It is not the intent of the East Hampton Police Department to regulate the social interactions or relationships freely entered into by employees. However, employees of different ranks or titles will not fraternize with subordinates if the relationship between the employees will:

- a) Compromise authority, chain of command, discipline, morale and mission accomplishment, or
- b) Create a sense of partiality or unfairness, or
- c) Involve the improper use of rank or title for personal gain.

SECTION V - REPORTS

5.1 ALTERING, DELAYING, OR FALSIFYING REPORTS

- a) Employees shall not steal, alter, falsify, tamper with, withdraw or request that any other person do the same to any report, letter, request, or other communication that is being forwarded through the chain of command. The removal of any record, card, report, letter, document, or other official file from the Department or the permitting of inspection of same, except by process of law or as directed by the Chief of Police or a superior, is prohibited. Additionally, the obtaining/duplicating or attempted obtaining or duplicating of any information from Department files, sources or reports other than that to which one is properly entitled in accordance with one's duties/assignments is prohibited. This shall not apply to the correction of errors.
- b) Employees shall not dissuade any other employee from originating and submitting any lawful or proper report, whether on criminal or disciplinary matters.
- c) Employees shall not falsely make or submit any type of official report or knowingly enter or cause to be entered any inaccurate, false, or improper information on the records of the Department.

5.2 REPORTING VIOLATIONS

Employees shall report, in accordance with current directives, all violations of the law, Rules and Regulations, General Orders and current directives of the Department. All such violations shall be reported in writing to a supervisor in the Department.

5.3 REPORTING ILLEGAL ACTIVITIES

- a) Employees shall report to their supervisors all suspected places of illegal activity discovered or coming to their attention while on or off duty.
- b) Members shall report all suspicious persons, vehicles, and incidents in accordance with current directives.

5.4 TESTIMONY FOR DEFENSE

- a) Employees who are requested or subpoenaed to testify or give evidence or who intend to testify or give evidence on behalf of the defense in any criminal action shall immediately notify their supervisor and

the prosecuting attorney of such request, subpoena, or intention to testify prior to testifying.

- b) Employees who are requested or subpoenaed to testify or give evidence against the Department or the Town in any civil action shall immediately notify their supervisor of such request or subpoena. The Professional Standards Section will in turn notify the Town Managers Office.

5.5 INFORMATION REGARDING CRIME

Employees, whether on or off duty, shall communicate promptly to their supervisors in accordance with current directives, all information on crimes, criminal activity or important events which may involve the Department or its employees of which they have knowledge.

5.6 ACTIONS AGAINST EMPLOYEES

- a) Employees shall be personally responsible for reporting immediately, to their supervisors any arrests, including traffic violations or court actions instituted against them with the exception of divorce proceedings or child support. However, any contempt of court arising from divorce or support proceedings must be immediately reported as required above.
- b) Employees, upon receipt of a notice of claim or lawsuit, arising out of their employment, shall note on the document(s) served the time, date, location and how or by whom served and shall immediately forward the original to Chief of Police. Failure to forward immediately may result in their own liability for the action.

5.7 ADDRESS AND TELEPHONE NUMBER

All employees must:

- a) have an operative telephone at their residence; and
- b) shall report their current residence address and the telephone number at that residence in accordance with current directives.

SECTION VI - RESPONSIBILITIES OF COMMANDING OFFICERS AND SUPERVISORS

6.1 COMMAND

- a) Supervisors shall insure that employees under their command perform their full duty. Supervisors shall provide efficient, effective and meaningful direction to subordinates.
- b) Supervisors or temporarily assigned supervisors must provide a good example in both conduct and appearance, have a thorough understanding of the rules and procedures of the Department, and shall assist and instruct subordinates in the proper performance of their duties.

6.2 SUBORDINATE INCOMPETENCY OR MISCONDUCT

Supervisors who overlook, condone, or fail to take action on incompetence or misconduct on the part of their subordinates shall be guilty of neglect of duty.

6.3 COURTESY

Supervisors shall treat employees with courtesy and establish an atmosphere of mutual respect.

Article IV - Snow and Ice on Sidewalks

273.8 Definitions

As used in this article, a sidewalk is defined as any gravel, brick, cement, asphalt, or other material constructed or paved as a path or walkway for the use, convenience and safety of the general public and which adjoins public streets.

273.9 Standards Adopted

The provisions of C.G.S. Sec. 7-163a are hereby adopted effective May 6, 2010.

273.10 Liability of Town

Notwithstanding the provisions of C.G.S. 13a-149 or any other general statute or special act, the Town of East Hampton shall not be liable for personal injury or property damage caused by the presence of ice or snow on a public sidewalk unless the Town of East Hampton is the owner or person in possession and control of land abutting such sidewalk. Nothing in this Section shall insulate the Town of East Hampton from liability for its affirmative acts with respect to public sidewalks.

273.11 List of sidewalks which the Town will maintain:

- North Maple Street, beginning at West High Street (Route 66) and ending at High School;
- Hills Avenue, beginning at North Maple Street and ending at North Main Street;
- North Main Street, beginning at 11 North Main Street (Theater Square) and ending at Hills Avenue;
- North Main Street, beginning at East High Street (Route 66) and ending at Lake Drive;
- Lake Drive, beginning at North Main Street and ending at Mott Hill Road;
- East High Street, beginning at North Main Street and ending at Carrier Road;
- East High Street, beginning at Main Street and ending at Lake View Street (Route 196);
- Lake View Street (Route 196), beginning at East High Street (Route 66) and ending at Summit Street (Route 196);
- Summit Street (Route 196), beginning at Lake View Street (Route 196) and ending at Sign Post in walk at 25 Summit Street;
- Summit Street (Route 196), beginning at 23 Summit Street (Route 196) and ending at Main Street;
- Bevin Boulevard, beginning at Summit Street (Route 196) and ending at Rear School Entrance;
- Summit Street (Route 196), beginning at 4 Summit Street (Route 196) and ending at Main Street;
- Walnut Avenue, beginning at Main Street and ending at 25 Walnut Avenue;
- South Main Street, beginning 27 South Main Street and ending at Colchester Avenue (Route 16);
- Main Street, beginning at Colchester Avenue (Route 16) and ending at 56 Main Street;

Main Street, beginning at 105 Main Street (Senior Center/Library) and ending at 97 Main Street;
Main Street, beginning at 93 Main Street and ending at East High Street (Route 66);
Barton Hill Road, beginning at Main Street and ending at West property line of 26 Barton Hill Road;
Barton Hill Road, beginning at East property line of 42 Barton Hill Road and ending at Maple Street;
Maple Street, beginning at Barton Hill Road and ending at West High Street;
West High Street, beginning at Maple Street and ending at Main Street;
Governor Bill O'Neill Drive, beginning at West High Street (Route 66) and ending at Driveway loop;
Edgerton Street, beginning at Main Street and ending at Smith Street;
Chatham Fields Road, beginning at Edgerton Street and ending at cul-de-sac;
Smith Street, beginning at Edgerton Street and ending at Walnut Avenue;
Viola Drive, beginning at Smith Street and ending at Viola Drive (loop);
Valli Drive, beginning at Viola Drive and ending at cul-de-sac; and
Skinner Street (Route 196), beginning at 25 Skinner Street (Route 196) and ending at Main Street.

273.12 Duty and liabilities of adjacent property owners

The owner or person in possession and control of land abutting a public sidewalk shall have the same duty of care with respect to the presence of ice or snow on such sidewalk toward the portion of the sidewalk abutting his property as the municipality had prior to the effective date of this article adopted pursuant to the provisions of C.G.S. 7-163a and shall be liable for personal injury or property damage caused by a breach of said duty.

273.13 Limitation on actions

No action to recover damages for injury to the person or to property caused by the presence of ice or snow on a public sidewalk against a person who owns or is in possession and control of land abutting a public sidewalk shall be brought but within two years from the date when the injury is first sustained.

Article V - Snow Removal from Sidewalks

273.14 Removal of snow from sidewalks required

A.

All owners, entities, or persons in possession and control of property that adjoins any public sidewalk shall remove the snow and ice accumulated on it within 24 hours after the cessation of a snow or ice storm. Ice that has formed on a public sidewalk due to refreezing of standing water or moisture shall be removed or the slippery condition abated within 24 hours of such refreezing of water or moisture.

B.

The Public Works Department shall ensure that snow and ice is removed from all sidewalks abutting Town-owned property, except for such sidewalks as are the responsibility of the Board of Education of the Town of East Hampton. Where the property owner, entity, or person in control of property abutting a public sidewalk has failed to remove snow and/or ice within twenty-four hours after the cessation of a snow or ice storm, the Director of Public Works may cause to have such snow and/or ice removed from said sidewalks, with the cost of such removal being charged to the property owner, person, or entity in possession and control of property abutting said public sidewalk. The cost of such removal to be charged to the property owner, person, or entity in possession and control may include the cost of department manpower and equipment and/or the cost of private contractors hired by the Town to facilitate the removal of snow and ice as aforesaid.

Adopted by Town Council: April 13, 2010

Published: April 16, 2010

Effective: May 6, 2010

Approval of Minutes:

A motion was made by Mr. Goff, seconded by Ms. Weintraub, to approve the minutes of the Town Council Regular Meeting of March 23, 2010. Voted (4-0-1). Ms. Moore abstained as she was not present at that meeting.

New Business:

Adoption of Fair Housing Resolution, Policy Statement and Title VI Equal Opportunity Statement:

Each year the town adopts the Fair Housing Resolution, the Fair Housing Policy Statement and the Title VI Equal Opportunity Statement.

A motion was made by Mr. Cordeiro, seconded by Ms. Moore, to adopt the Fair Housing Resolution, the Fair Housing Policy statement and the Title VI Equal Opportunity Statement. Voted (5-0).

Ms. Weintraub questioned an ordinance related to a Housing Partnership (Chapter 66) and why it is not in force. Mr. O'Keefe will research the history of that ordinance.

Approve Capital Improvement Charge for Village Center Water System:

The improvements to the Village Center Water System treatment process, under the 2008 Consent Order, has resulted in an increase in safe yield to the system. The WPCA has developed a fee structure for future customers that could be served by this additional water. The current connection fee of \$1,250.00 would be increased by \$2,675.00 per EMU for a total charge of \$3,925.00/EMU. The Council discussed the possibility of a payment plan for this cost to new users.

A motion was made by Mr. Goff, seconded by Ms. Moore, to authorize the WPCA to include an additional charge of a Capital Improvement fee of \$2,675.00/EMU (Equivalent Meter Units) to future customers of the Village Center Water System with an amendment allowing an option of 4 payments over 2 years in 6 month increments with no interest charged. Voted (5-0).

Authorize Improvements to Royal Oaks Water Treatment Plant:

Beginning in late February, 2010, the WPCA began receiving a large amount of dirty water calls from customers of the Royal Oaks Water System. Vin Susco reviewed the issue and the costs involved. He noted the comparison of a customer being on a water system as opposed to a private well, noting that an owner with a private well would be responsible for the costs. The full cost to complete the project to correct the water issue will be a \$10.00 per month per EMU water infrastructure surcharge for 39 months. There was discussion regarding the lack of communications with the residents on the system.

A motion was made by Mr. Goff, seconded by Mr. Cordeiro, to authorize the WPCA to proceed with improvements to the Royal Oaks Water System treatment plan as outlined by the April 6, 2010 engineering report of GeoInsight, Inc. (amended April 8, 2010 as requested by the WPCA) and recommended by the WPCA at its regularly scheduled meeting of April 6, 2010. Voted (5-0)

The Council would like an update on the situation in six weeks and also an update on a communications plan with the residents on the system.

The Council would also like an update on the Barton Hill sewage issue at the April 27th meeting.

Old Business:

John Tuttle joined the meeting by phone.

Review, Discuss and Possibly Adopt Proposed Sidewalk Ordinance as Amended and Consider the Formation of a Special Services District for Same:

The original vote on the sidewalk ordinance was not passed. The sidewalk ordinance is able to be brought back to the Council by a dissenting voter on the original motion.

A motion was made by Mr. Cordeiro, seconded by Mr. Goff, to adopt the sidewalk ordinance as drafted by the Town Attorney. Voted (4-2) Ms. Engel and Ms. Weintraub against.

Prior to the vote, Ms. Weintraub noted her concerns regarding continuing the sidewalk clearing. Mr. O'Keefe provided an overview of the special services district.

Approve Memorial School Roof & Oil Tank Building Committees:

The Town Council approved the resolution establishing the make up of the Building Committees for the Memorial School Roof and Oil Tank Replacement projects at their February 23, 2010 meeting. The named individuals now need to be approved.

A motion was made by Mr. Cordeiro, seconded by Ms. Moore, to approve the resolution naming the members of the Building Committee for the Memorial School Roof Project. Voted (6-0).

A motion was made by Ms Moore, seconded by Mr. Cordeiro, to approve the resolution naming the members of the Building Committee for the Memorial School Oil Tank Replacement Project. Voted (6-0).

Approve and Adopt the 2010-2011 Budget, Set Town Meeting Date and Set Budget Referendum Date:

The Council provided their comments on the budget submitted by the Board of Finance.

Ms. Moore commented in favor of the proposed budget and would like it put to referendum without further cuts. She feels the Town Manager thoroughly reviewed the budget.

Ms. Weintraub commented that the budget is too high. She feels there should be a 0% increase. She would like to have heard a budget presentation explaining the items in the book and she wanted to hear more scrutiny.

Mr. Tuttle commented that the budget can't be cut year after year. He feels it needs to be put to the voters with no cuts at this point.

Mr. Goff also feels that the budget needs to be put to the voters without more cuts.

Mr. Cordeiro wants to put the budget to voters as is. He thanked the teachers for renegotiating their contract.

Ms. Engel noted that Mr. Devine feels the budget is too high.

Ms. Engel also feels the budget is too high. She commented on the engineer position and the EDC consultant. She feels the Board of Education concessions are good but more cuts are needed.

Mr. O'Keefe noted that the only change that needs to be made to the proposed budget is a transfer from the Town Clerk's budget to the Senior Center budget for the upgrade of the Senior Center's one quarter time employee to a half time employee.

A motion was made by Mr. Goff, seconded by Ms. Moore, to adopt the 2010-2011 budget with an adjustment moving \$6,480 from the Town Clerk's budget to the Senior Center budget for the upgrade of the Senior Center's quarter time employee to a half time employee. Voted (4-2). Ms. Engel and Ms. Weintraub voted against.

A motion was made by Mr. Goff, seconded by Mr. Cordeiro, to set the Town Meeting date of April 26, 2010 for the budget. Voted (6-0).

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Town Manager Approval: Joh

Item presented by: Jeffery J. O'Keefe

DATE: April 13, 2010

SUBJECT: Review, discuss and possibly adopt proposed sidewalk ordinance and/or consider the formation of a special services district for same.

DEPARTMENT: Town Managers Office

RECOMMENDED ACTION

Review, discuss and possibly adopt proposed sidewalk ordinance, as amended and consider the formation of a special services district for same.

BACKGROUND

At the March 9th council meeting, because of a lack of four affirmative votes, the motion to adopt the sidewalk ordinance failed by a margin of 3 to 2. Two council members were absent from this meeting.

Staff was directed to bring the item back for consideration but to add to this consideration the concept of creating a special services district in which those who would directly benefit from the proposed ordinance would share in paying for the cost of the services within the special district.

Connecticut General Statutes do allow for the formation of these special services districts. I have attached the C.G.S. Chapter 105a which outlines the basis for which a special services district may be created. Only those who would directly benefit from the services of a special services district would be entitled to vote on the matter.

Based on the concept of the formation of a special services district, council should provide direction to staff and re-consider the matter.

Time Line of Events

January 12, 2010 – Public Works recommends the adoption of an ordinance as allowed by CGS Sec. 7-163A shifting the liability for any injuries and property damage to the adjacent property owners. The owner of the adjacent property would have the same duty of care with respect to the presence of snow and ice removal as the Town currently has. The Town would continue to be liable for and responsible for clearing sidewalks adjacent to Town and State owned property.

AGENDA ITEM: LoA

February 9, 2010 - Town Council directed the Director of Public Works to amend the proposed sidewalk ordinance to include a listing of all sidewalks in Town. The Town Council indicated they would review the list and determine which sidewalks the Town would continue to be liable for and would be cleared of snow and ice. This list would be included in an ordinance to that effect.

February 23, 2010 – Town Council reviewed the list of 10.31 miles of existing sidewalks and eliminated 1.39 miles of sidewalks along 6 roads from the list that the Town will be liable for and responsible for snow and ice removal. The sidewalks removed are in the Spice Hill and Royal Oaks developments.

The draft ordinance as written includes a listing of the remaining 8.92 miles of sidewalks in Town that the Town will be liable for and will be plowed by the Town. The liability and responsibility for snow and ice removal for the six eliminated sidewalks and any new sidewalks would fall on the adjacent property owner.

March 9, 2010 – Public Hearing on proposed ordinance was conducted. Town council, with two members absent, voted down the motion by a margin of 3 to 2 and directed staff to bring the matter back for consideration at their March 23rd meeting, but with the idea of creating a special services district.

AGENDA ITEM: _____

Budget Calendar Fiscal Year 2014-2015

Date	Description
January 30, 2014 (Thur.)	Submit budget requests to Finance Department
February 06, 2014 (Thur.)	Submit budget narratives to Finance Department
February 25, 2014 (Tues.)	Press Release on Budget workshop
March 04, 2014 (Tues.)	Press Release on Budget deliberations
March 14, 2014 (Fri.)	1:00 PM to 4:00 PM - Budget workshop
March 17, 2014 (Mon.)	Board of Finance regular meeting – With invitation to Town Council and Board of Education (Review deliberations and gather input from public and other boards) Time: 7:00 Location: High School Library
March 24, 2014 (Mon.)	Board of Education budget workshop – 5:00 PM Middle School Library Board of Finance special meeting – Budget deliberations 7:00 PM Middle School Library
March 31, 2014 (Mon.)	Board of Finance public hearing (High School Library - 7:00PM)
April 02, 2014 (Wed.)	Board of Finance Special Meeting 7:00 P.M. (Middle School Library)
April 08, 2014 (Tues.)	Submit Board of Finance budget to members of Town Council
t/b/d	Town Council Special Meeting 6:30 P.M. – Adoption of Annual Budget
April 28, 2014 (Mon.)	Town meeting (<i>Town Hall</i> – 7:00 P.M.)
April/May 2014	Rivereast advertisement on budget
May 6, 2014 (Tues.)	Town VOTE (High School)
June 2014	Set mill rate

Note: All meetings to be held in the Town Hall meeting room except as noted above.
For more information call 860-267-4468.

PRIORITIES & OBJECTIVES 2013 - 2014

Project Name	Measures	Estimated Start Date	Completion Date	Percent Complete	Notes
FINANCE & ADMINISTRATIVE MANAGEMENT					
Capital Policy - A policy to provide direction to staff and elected officials regarding capital expenditures, when capital expenditures are made and the process for approval of capital expenditures. (J. Jylkka)	Fully develop and present the policy to the Board of Finance and Town Council for approval	7/1/2013	Est. 12/31/2013	100%	Draft given to BOF and comments received. A workshop scheduled October 12th with possible adoption October 21st by BOF. Document would then go to Council. Draft given to new BOF members. Council reviewed the policy and has given it back to the BOF for revisions.
Purchasing Ordinance Revision - Revised the purchasing ordinance to bring it up to 21st century standards while allowing flexibility for future changes. (J. Jylkka)	In coordination with the Board of Finance develop revisions for the purchasing ordinance. Propose a purchasing ordinance to the Town Council for acceptance and approval.	7/1/2013	3/1/2014	50%	Letter to be prepared for Board of Finance for comments. 2 month comment period. To Board of Finance in February with comments by March. Draft given to Board of Finance.
Long term & Short term capital plan - Create a short term (5yr) capital plan to include all foreseen expenses and justification as to why they will be expenses. Identify a long term (10yr) capital plan to include long term capital expenses and justifications. (J. Jylkka)	Develop plans through a coordinated effort of department heads Present the developed plans to the Capital Committee, Board of Finance, Board of Education and Town Council	7/1/2013	Est. 12/31/2013	35%	Short term will coincide with Capital Policy. Short term almost complete. Long term in progress.
Fines & Fees town wide review - Conduct a formal department by department review of fines and fees. Evaluate those fines and fees in comparison to administrative and service delivery costs and make recommendations. (J. Jylkka/T. Shulman)	Survey of all department fines and fees. Evaluation of associated administrative costs. Review of regional fines and fees Recommendation for possible adjustments by Town Council.	7/1/2013	6/30/2014	25%	Reviewing past worksheets. Determine State statute on some items. Goal is compliance. Information provided to other departments for updates. To Board of Finance in March. Fire Marshal/Building/Transfer Station. Currently reviewing information from other towns.

PRIORITIES & OBJECTIVES 2013 - 2014

Project Name	Measures	Estimated Start Date	Completion Date	Percent Complete	Notes
PUBLIC WORKS & FACILITIES					
Facility evaluation & infrastructure improvement plan - Conduct an internal evaluation of the facilities through the surveying of staff. Use the accumulated data to develop an improvement plan for facilities. (M. Maniscalco)	<p>Comprehensive survey of all Town staff.</p> <p>Comprehensive basic facility review including: productivity, efficiency and potential consolidation, , age, HVAC review, safety. Combine results into an improvement plan.</p>	7/1/2013	6/30/2014	70%	CIRMA survey and staff survey in process. 38 responses to the survey were received. Draft report prepared.
Development & Implementation of maintenance plan for Village center - Work with Public Works to define the maintenance responsibilities within the village center and develop a seasonal maintenance plan to ensure the village center remains clean and well maintained. (P. Sissick)	<p>Review of Town owned property in the village center.</p> <p>Documentation of seasonal upkeep required for Town owned spaces through a formal maintenance plan. Implement the plan.</p>	9/1/2013	6/30/2014	100%	Look at POCD to identify Village Center. Maintenance plan drafted. Map completed.
Coordinated Fleet maintenance - Work with the Town mechanic to develop an interdepartmental plan for fleet maintenance to ensure the longevity and efficiency of equipment. (S. Cox/P. Sissick)	<p>Town wide audit of town owned vehicles including age, mileage and condition.</p> <p>Development of a standard maintenance plan for all vehicles. RFQ for outsourced automotive repair services.</p>	9/1/2013	6/30/2014	50%	Inventory of licence plates/vehicles prepared. RFQ to papers 1/17. Truck - no RFP. New document re: maintenance. Draft documents for replacement plan & inspection/maintenance plan prepared.

PRIORITIES & OBJECTIVES 2013 - 2014

Project Name	Measures	Estimated Start Date	Completion Date	Percent Complete	Notes
HUMAN RESOURCES					
Organizational evaluation - Conduct a department by department staffing study and identify overlapping duties and places for efficiencies. (M. Maniscalco)	<p>Comprehensive workload study.</p> <p>Evaluation of exempt and non- exempt staff.</p> <p>Presentation of findings to the Town Council.</p>	8/1/2013	6/30/2014	90%	Consultant hired and information provided to him. Presentations were held with staff and surveys were distributed. Surveys are due October 21st. Meetings scheduled for November 20th and 21st for department heads and supervisors. Additional meetings will be held on December 11th. January presentation. Don Jacobs to present to group in January then to Council. January 28 meeting with management group. Meetings to be held February 25th with staff and Council.
Long term staffing plan - Develop a long term plan for future staffing and attrition. (M. Maniscalco/L. Seymour)	<p>Use data from the Organizational Evaluation regarding workload, productivity and efficiencies.</p> <p>Identify the most cost effective and appropriate methods for right sizing staff to meet the needs of the community.</p> <p>Formally present findings to the Town Council.</p>		6/30/2014		Will follow organizational evaluation.
Develop a comprehensive staff professional development strategy - Based on each staff members skills and abilities create an individualized professional development plans. (L. Seymour)	<p>Create an annual review for professional development program.</p> <p>Implement program for all staff within the Town.</p>	8/1/2013	6/30/2014	100%	Survey being developed for staff. There will be a follow up after the organizational evaluation. Document sent out to department heads.

PRIORITIES & OBJECTIVES 2013 - 2014

Project Name	Measures	Estimated Start Date	Completion Date	Percent Complete	Notes
PUBLIC SAFETY					
Implementation of SOP - Work collaboratively with Town Council and Police Union to accept and implement new Police Department Standard Operating Procedures. (S. Cox)	Acceptance and operation under new SOP	7/1/2013	2/28/2014	75%	Review of Chapters 9 & 10 to be scheduled. Changes will be reviewed with the attorney week of December 9th. Written response by Wednesday. Executive Summary to be prepared for Council for March 11th meeting.
Development of long range plan for development of the PD - Long range phased plan with clear objectives that will bring the Police Department up to speed with 21 st century standards. (S. Cox)	<p>Conduct a formal needs assessment of the department.</p> <p>Prioritize needs and develop phased plan.</p> <p>Presentation of plan to Board of Finance and Town Council</p>	7/1/2013	6/30/2014	70%	Community survey has been distributed. Review Draft. MV efforts. Plan is being finalized.
Inter-departmental public safety coordination - A plan to implement and develop interdepartmental coordination in an effort to bring a more holistic approach to complex public safety issues. (M. Maniscalco/S. Cox)	Conduct quarterly meetings with representatives of all first responder agencies to promote and implement coordination.	TBD - Oct ?	6/30/2014	50%	Hurricane drill held on November 2nd. Emergency management meeting held October 3rd. Hurricane drill set for June 21st. Emergency management meeting scheduled for March 4th.

PRIORITIES & OBJECTIVES 2013 - 2014

Project Name	Measures	Estimated Start Date	Completion Date	Percent Complete	Notes
LEISURE					
Expand outreach - Through the use of social media, surveys and a new website reach out to new audiences to increase participation and interest in recreational activities throughout town. (R. Checko)	<p>Development and maintenance of a Facebook and twitter page.</p> <p>2% increase in overall participation of programs</p>	10/30/2013	6/30/2014	100%	Facebook is launched. There was an increase in program participation.
Develop new recreational programing - Identify new and creative programing that will entice new audiences and retain old audiences. (R. Checko)	<p>Coordinated through all Leisure activity departments survey current participants for new desired programming.</p> <p>Implement no cost and low cost proposed programming.</p> <p>Develop staffing and funding plans for other potential programming and present those plans to the Town Manager and Council for implementation.</p>	8/1/2013	6/30/2014	100%	<p>Fall & Spring/Summer brochure. Recreational programming survey underway.</p> <p>Ongoing</p>
Recreation space report - Using the Town owned property report review and identify additional recreational property needs. (R. Checko)	<p>Review current Town owned land report for gaps in service availability.</p> <p>Develop a needs report and present it to the Town Manager and Town Council.</p>	9/1/2013	6/30/2014	10%	Started

Executive Summary

In May of 2013, the Town Council developed and entered into a Memorandum of Understanding (MOU) with the Town Manager. The MOU outlined Priorities and Goals for the Executive level staff to complete over the upcoming year. As a part of those Priorities and Goals it was identified to do a Facility Evaluation. As a part of that evaluation, all staff was surveyed as to their feelings about their workspace. Furthermore, a review was done of a 2008 Feasibility Study conducted by Friar Associates. Findings from both the survey and the Feasibility Study were corroborated to determine recommendations.

Feasibility Study Report Review

From 2005-2008 the Town contracted with Friar Associates to conduct a comprehensive Facilities Study. The study encompassed all Town facilities including schools and made recommendations for new facility setups in the form of schemes. This report will focus on the Town operational facilities only.

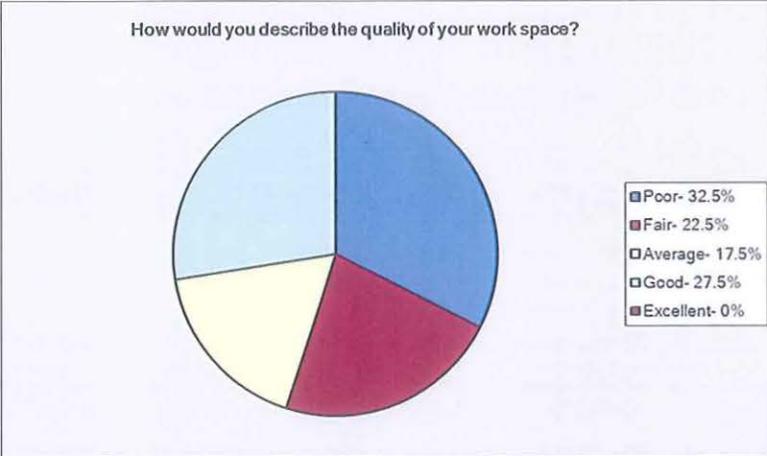
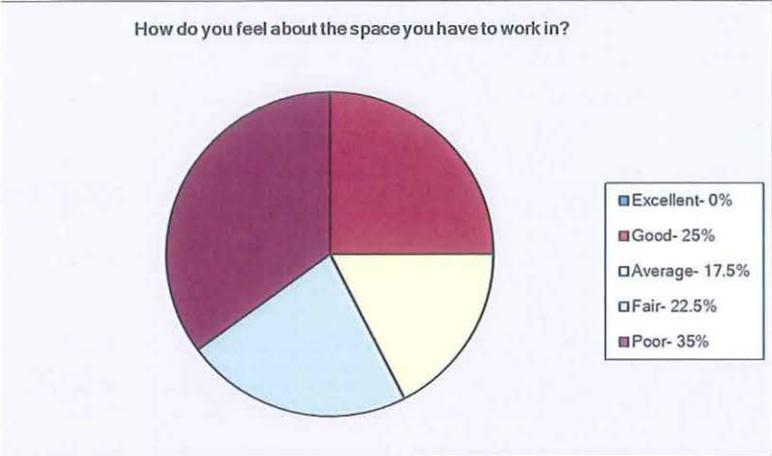
The Friar report makes it very clear that the Town consistently is in need of space across all departments and facilities. For example the Town Hall is currently approximately 10,000 square feet. After a review of the functional relationships and the space requirements it was determined that the Town Hall really should be 20,662 square feet (See Appendix B for space requirements). With document retention requirements and the increased demand of services from the general public, space issues only seem to increase. It is clearly identified across all departments and facilities that the Town of East Hampton has significantly out grown all of its facilities.

In an effort to relieve these space issues, numerous schemes were presented. Ideas were explored from buying property in the Village Center to create a municipal complex to renovating Center School for municipal services and building a new school and/or purchasing a new piece of land on Route 66. In the end, the report recommends that wherever and whatever the Town decides to do with its facilities it will need approximately 3 acres and close to 50,000 square feet to meet department needs and position the community for the future.

Staff Survey

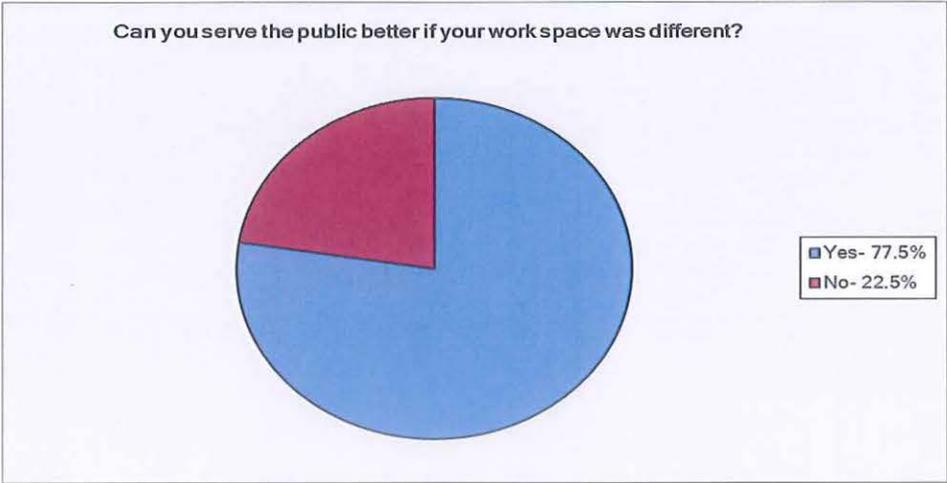
The results of the Staff Survey reconfirm and lend voice to the Friar 2005-2008 report. The survey was a total of 8 questions and had 40 respondents from every facility owned or leased by the Town (See Appendix A for Survey questions).

When employees were asked about their opinion of their work space, a majority of employees responded overwhelmingly poor to fair. The following two charts show that employee opinion is poor to fair. When taken together one can see poor to fair is consistent across both questions corroborating the employee opinion of their work space.



As one can imagine, sentiments toward work space can have detrimental effects in relation to productivity, work product and customer service. When asked open ended questions like “How can your work space operate better?”, the consistent answer is “better organization” or “more space”. When one goes through the survey results and classifies them, overwhelmingly 50.47% respond that more space would improve their work area. This was quickly followed by comments relating to the quality of their work environment (24.76%) and equipment (16.19%).

Finally when asked if they could serve the public better if their space was different the result was clear. Staff firmly believes that with a different facility they could do more and provide better service to the citizens of East Hampton.



Findings

Facilities do impact the way we work and how productive we can be. The Staff survey does reconfirm the findings of the Friar 2005-2008 study. The Town of East Hampton is woefully short of square footage and organization. As a result, staff feels that they are inhibited from doing their job to the best of their ability. Furthermore, the lack of facility space and organization is resulting in low morale and less productivity.

Citations

Solywoda, Brian; *Feasibility Study East Hampton CT*; Friar Associates, 2005-2008

Leblebici, Demet; *Impact of Workplace Quality on Employee's Productivity: Case Study of A Bank in Turkey*; Journal of Business, Economics & Finance, Vol.1 Issue1; 2012

Vogel, John; *Is the Corner Office Worth It? Everything We Think We Know About Workspaces May be Wrong.*; Economic Intelligence USNews; Apr. 19, 2013

Appendix A

Survey Results

Q1: Please identify the location you work in:

Town Hall	14 responses
Police Department	7 responses
Dept. of Public Works	6 responses
Town Hall Annex	9 responses
Library/ Senior Center	4 responses

Q2:

How do you feel about the space you have to work in?

Answer Options	Response Percent	Response Count
Excellent	0.0%	0
Good	25.0%	10
Average	17.5%	7
Fair	22.5%	9
Poor	35.0%	14

Q3:

How would you describe the quality of your work space?

Answer Options	Response Percent	Response Count
Poor	32.5%	13
Fair	22.5%	9
Average	17.5%	7
Good	27.5%	11
Excellent	0.0%	0

Q4: What are the top 3 things you would do to improve your work space?

Category	Percentage Response
Space	50.47%
Equipment	16.19%
Renovation	8.5%
Quality	24.76%

Q5: What are the 3 things you like about your work space?

Response #1 Number	#2	#3
1 desk size	windows	***
2 Window	***	***
3 nothing-hard to work in	no room	***
4 b/c no potable water I get as much poland springs water as i want	***	***
5 Already getting more organized	Work can be better assigned	better accountability
6 Work on road dont have a work space	***	***
7 ***	***	***
8 the people	being away in our own area of town	easy in/out
9 type of work	***	***
10 clean	access to food bank for clients	social services done in our office
11 Location	Safety	Quiet
12 Quiet	Safe	Private
13 clean	private	organized
14 quiet	private	safe
15 easy accessible	safe and private	quiet
16 location	access to other services	building itself is great
17 Size	Layout	Privacy
18 location	full view of patrons coming in	***
19 cubicle area	downstairs	carpeting
20 not in view of public	quiet	can't think of another thing
21 Small	Convenient	Lots of local history
22 The one think I do like is when people walk in they see me right away. I think there should be someone in front all the time.	n/a	n/a
23 water cooler	my office	Leaving it
24 The People	The layout	.
25 Proximity to the circulation desk	Proximity to the public meeting rooms	Useful phone system
26 windows/fresh air	location	personalized items
27 can open windows	proximity	accessability
28 The location is convenient (being on East High St.)	*****	*****
29 open area	accessibility	nothing else
30 Nothing, the facility is embarssing	Nothing	Nothing
31 The central location in town.	It is convenient to be near the Human Resource Dept.	I have no other positive comment.
32 Window	Desk space	Lightin
33 The atmosphere is generally friendly and easy to work in	my new chair has improved my posture making it much easier to sit and do my work	Not sure
34 Updated computer	Newer desk (would be better if drawers stayed closed and locked)	
35 I have a window to the outside world	I have a 20" monitor	hmmmm...I have a heater?
36 plenty of outside light	water supply close by	I have all the the equipment I need at my workspace
37 Sunlight	Access to Road	Elevation
38 near a window	back of office	sunshine
39 The Staff	The Customers	The potential for improvement
40 Well planned	bright	functional

Q6:

What is your opinion of your colleagues work space?

Answer Options	Response Percent	Response Count
Excellent	5.0%	2
Good	5.0%	2
Average	30.0%	12
Fair	20.0%	8
Poor	40.0%	16

Q7:

Answer Options	Response Percent	Response Count
Yes	77.5%	31
No	22.5%	9

Q8: Other Comments

Number	Response Date	Response Text
1	Nov 21, 2013 9:15 PM	way to small
2	Nov 21, 2013 9:14 PM	Dirty carpets never cleaned
3	Nov 21, 2013 9:12 PM	The PD has 0 pride in this building or this department
4	Nov 21, 2013 8:55 PM	overall good but small
5	Nov 21, 2013 8:52 PM	The space is great if only the rooms were private CLEANING CLEANING CLEANING. Common areas open to the public and back workspaces need to be cleaned on a regular basis. (Shelves, computers, tables, etc) Whether this is an employee rotation or a cleaning company there needs to be a routine/plan. It's flu season, enough said. The children's department looks shabby and sorely needs updating/attention.
6	Nov 4, 2013 3:12 PM	updating/attention.
7	Oct 31, 2013 7:30 AM	Get a new building
8	Oct 30, 2013 7:35 PM	Survey clearly has an agenda/is addressing office space. Over 85% of all library work space doubles as direct public service space. Our department and the equipment we currently have is lacking compared to modern day standards. The security of our "secure area" is getting better, but the area is just not adequate. On another note...during a snow storm this past winter out parking lot did not even get plowed! It is very difficult to respond to emergencies when there is 3
9	Oct 30, 2013 9:32 AM	feet of snow in the parking lot and out SUVs can not even make it out. The East Hampton Police Department is old and outdated. It appears to be the dumping grounds for old and unwanted equipment. The floor is peeling up and there are holes in the walls. There is no handicapped access. Because of the size and age of the facility, prisoner processing and detention is done
10	Oct 30, 2013 9:08 AM	in and unsafe and hazardous condition.
11	Oct 28, 2013 7:21 PM	It's cold all the time Need a more private and safe window in the lobby area. Walls need to be washed and painted, the office is always filthy - and its embarrassing when people come in. There is not enough room for anything.
12	Oct 28, 2013 7:07 PM	All furniture is old and my desk locks don't even work.
13	Oct 28, 2013 7:04 PM	An exercise space with a treadmill would be lovely.
14	Oct 28, 2013 6:08 PM	hasn't been cleaned
15	Oct 28, 2013 5:34 PM	It is dirty, cluttered, lacks technology and is inefficient.



**EAST HAMPTON
VILLAGE CENTER MAINTENANCE MAP**

Village Center Maintenance

Purpose: To recommend a Village Center maintenance plan, schedule and resources to; provide a village center that is clean, well maintained and attractive year round.

Spring cleanup (April/May)

1. Remove accumulated winter debris from roads, sidewalks, parking lots, lawns, planting beds and Town owned, leased or occupied spaces.
2. Remove dead or dying shrubs/trees/perennials
3. Mechanically sweep parking lots and streets in the Village Center zone to remove accumulated sand, gravel leaves and other debris accumulated over the winter.
4. Mechanically sweep or blow accumulated debris from sidewalk.
5. Remove branches leaves and other debris from lawn areas
6. Rake lawns as needed
7. Reseed lawn areas as required
8. Reset pavers
9. Prepare beds by removing weeds, turning mulch, pruning dead and irregular growth from shrubs and small trees. Perform perennial maintenance as dictated by species maintenance requirements. Beds shall be edged at lawn areas and at edge of paving to accommodate installation of mulch.
10. Prune back groundcover to keep in bounds and remove winter damage
11. Apply cedar or spruce/hemlock mulch to beds at level not to exceed two inch depth overall.
12. String trim all curbs and cracks along road, sidewalk and parking areas. Apply Post/pre-emergent herbicide to curbs and cracks (sidewalk/roadways)
13. Repair sidewalks/curbs
14. Repair paved areas
15. Repaint parking lines and crosswalks
16. Reset pavers in walks
17. Replacement of winter damaged plants
18. Annual planting

Spring Maintenance (April/May)

1. Mow all areas including lawns and other vegetated areas
 - a. Fine turf shall be mowed once per week
 - b. Low mow grass areas to be mowed once per month
 - c. Brush hog mowing of parking area once if needed

Summer maintenance (June-September)

1. Pruning
 - a. Prune shrubs as dictated by plant type and maintenance intent
2. Weeding
 - a. Weed beds
 - b. Apply pre-post herbicide to bed areas
3. Mowing
 - a. Fine turf shall be mowed once per week
 - b. Low mow grass areas to be mowed once per month
 - c. Brush hog mowing of parking area once if needed
4. Catch basin cleaning
5. Road Sweeping
6. Brush cutting(parking lot at extension to Airline trail)
7. Annual plant maintenance
8. String trim all curbs and cracks along road, sidewalk and parking areas.
9. Apply Post/pre-emergent herbicide to curbs and cracks (sidewalk/roadways)
10. Remove litter from roads, walks beds, perimeter areas
11. Empty trash cans

Fall Maintenance (October-December)

1. Leaf removal
2. Remove litter from roads, walks beds, perimeter areas
3. Empty trash cans
4. Cutting back perennials'
5. Bulb planting
6. Mowing
 - a. Fine turf shall be mowed once per week
 - b. Low mow grass areas to be mowed once per month
 - c. Brush hog mowing of parking area once if needed

Winter Maintenance(December-April)

1. Remove snow and treat ice to maintain access to village center during storm
 - a. Remove and/or truck snow from municipal lots and town buildings to maximize ability to park in center

b. Remove snow pile from road edge and sidewalks to maintain clear access to center

2. Remove brush and growth from perimeter areas as weather allows to remove unwanted or invasive species
3. Remove leaves from roads, parking areas and sidewalks
4. Remove litter from roads, walks beds, perimeter areas
5. Maintain drainage areas (ie; senior center library)
6. Empty trash cans
7. Selectively remove unwanted vegetation from stream upper area of stream between library and parking lot
8. Dormant prune



AGENDA
ITEM # 13

Office of the COLLECTOR OF REVENUE
NANCY HASSELMAN, CCMC
nhasselmann@easthamptonct.org

March 7, 2014

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 \$941.13.

Thank you for your assistance.

Nancy Hasselman, CCMC

Nancy Hasselman, CCMC
Collector of Revenue

0 • C

0 • C

218 • 09 +
471 • 62 +
5 • 54 +
3 • 68 +
4 • 65 +
237 • 55 +
941 • 13 *

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