

DRAFT

Town of East Hampton Anti-Harassment Policy

AGENDA
ITEM # 9a

I. Purpose

The Town of East Hampton (Town) is committed to providing and maintaining a work environment in which everyone is treated fairly and with respect and dignity. The Town strictly prohibits sexual harassment and harassment toward anyone, including, but not limited to, legally recognized and protected classes based on race, religion, age, sex, marital status, sexual orientation, gender identity or expression, genetic information, national origin, ancestry, military service, veteran status, or disability except in the case of, bona fide occupational qualification or business necessity. All Town officials and employees are expected to comply with this policy. The principles and complaint procedures set forth in this policy apply to sexual harassment and all other forms of harassment involving agency employees.

The Town of East Hampton will not create or tolerate a hostile work environment or harassment in any form. Management and elected officials will not use its authority to harass employees, take or fail to take personnel action as a reprisal against an employee for resisting or reporting any act of harassment, or tolerate any harassment, verbal or physical, of an employee toward another employee. Anyone who engages in such conduct will be subject to discipline up to and including immediate discharge. All supervisory staff members are responsible for regularly reminding employees of this policy, and all are responsible for seeing that our workplace is free of harassment.

A. Sexual Harassment

As the prevention of sexual harassment deserves special attention, some sections of this policy focus directly on sexual harassment. The policy establishes a zero tolerance standard for all forms of sexual harassment toward any employee or elected official.

B. Other Forms of Harassment

This policy is also applicable to the harassment of members of a legally protected class and other harassment visited upon a Town employee or elected official, as such behavior is not only unfair, but also may impede the Town's service to the public.

II. Prohibited Conduct

The Town of East Hampton will not tolerate harassment as defined in this policy by anyone, including any supervisor, co-worker, vendor, citizen, resident, client or customer, whether in the workplace, at assignments outside the workplace, at Town sponsored (social) functions or elsewhere.

III. Effective Date

This policy shall be effective immediately and shall remain in effect until revised or rescinded.

IV. **Definition**

- A. **“Sexual Harassment”** is a form of sex discrimination, prohibited by both state and federal law (see C.G.S 46a-60(a)(8) and Title VII of the Civil Rights Act of 1964). “Sexual harassment” means any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature where:
1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person’s employment;
 2. Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the person; or
 3. Such conduct interferes with a person’s work performance or creates an intimidating, hostile or offensive working environment.

The offender or the victim of harassment may be either a man or a woman. Also, harassment can involve people of the same or the opposite sex.

- B. **“Harassment”** is unwarranted and unwanted verbal or nonverbal conduct which threatens, intimidates or unduly annoys or insults another person, where such conduct has the purpose or effect of creating an offensive, intimidating, degrading or hostile environment, or interferes with or adversely affects a person’s work performance.

Harassment does not include the conduct or actions of supervisors intended to provide employee discipline, such as deficiency notices, performance evaluations, oral warnings, reprimands or other supervisory actions intended to promote positive performance and/or discourage negative behavior or performance.

V. **Examples of Harassment**

While it is not possible to list all circumstances that may constitute harassment, the following are some examples of conduct which, if unwelcome, may constitute harassment depending on the totality of the circumstances including the severity of the conduct and its pervasiveness.

A. **Sexual Harassment Examples**

- Unwanted sexual advances and explicit sexual proposals;
- Demands for sexual favors in exchange for favorable treatment or continued employment;
- Suggestive comments, sexually oriented teasing or practical jokes;
- Foul or obscene body language or gestures;
- Display of printed or visual material that is foul, obscene or offensive;
- Sending or viewing jokes, pictures or other information by email or the internet where the information is sexually explicit, or where it ridicules a person’s ethnicity, religion, sexual orientation or other unchangeable characteristics;
- Physical contact, such as touching, patting, pinching or brushing against another’s body.

B. Other Forms of Harassment Examples

- Jokes about ethnicity, religious beliefs or practices, accents or gender specific traits;
- Repeated, unscheduled demands for attention and time regarding matters of a non-urgent nature that interfere with an employee's ability to perform his or her routine job duties in a timely and effective manner;
- Any communication or action that is demeaning, rude or inflammatory or otherwise incites anger, hurt, fear or embarrassment in the receiver of the communication or action;
- Unwanted questions or comments pertaining to any aspect of an employee's person or personal life;
- Unwanted contact at an employee or elected official's home or in public especially when an employee is off duty. Examples of unwanted contact may include but are not limited to: calling an employee or elected official at their personal cell phone or land line; emailing an employee or elected official at their personal email address; and physically approaching and/or berating employees about work matters when the employee is off duty.

VI. Reporting Harassment

A. Victims of Harassment

If you believe that you are being harassed, you should clearly and promptly tell the offender that you want him or her to stop the behavior. If for any reason you do not wish to confront the offender directly or if confrontation does not successfully end the harassment, you shall immediately report the harassment to any one of the following people:

- Your supervisor or manager; or
- The Town Manager

Any employee or elected official who believes that he or she has been harassed in the workplace in violation of this policy may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, Eastern Region Office, 100 Broadway, Norwich, CT 06360 (Telephone number 860-886-5703; TDD Number 860-886-5707) and/or the Equal Employment Opportunity Commission, Boston Area Office, One Congress Street, Boston, MA 02114 (Telephone number 617-565-2300; TDD Number 617-565-3204). Connecticut law requires that a formal written complaint be filed with the Commission on Human Rights and Opportunities within 180 days of the date when the alleged harassment occurred. Remedies for sexual harassment include cease and desist orders, back pay, compensatory damages, hiring, promotion or reinstatement.

B. Employees or Elected Officials Who Witness Harassment

Any employee or elected official who witnesses harassment or becomes aware that another employee or elected official has been subjected to prohibited harassment shall immediately report the conduct to one of the individuals listed above.

C. Supervisors and Manager

Any supervisor or manager who receives a complaint about harassment, retaliation or who believes that someone is engaging in conduct that may be prohibited must immediately report it to the Town Manager. Ignoring such conduct is not acceptable and may subject the supervisor or manager to disciplinary action.

VII. No Retaliation

The Town strictly forbids retaliation against employees or elected official who report harassment or who participate in internal or external investigations of harassment. The Town will not engage in any such retaliation nor will it permit employees or elected officials to do so. The Town will not tolerate retaliatory citizen behavior/actions towards employees or elected officials whom have reported harassment or participated in a harassment investigation. All employees or elected officials shall report all instances of retaliation to one of the individuals listed in section VI.A of this policy.

VIII. Investigating Complaints

The Town's policy is to take all complaints and reports of harassment seriously. All complaints and reports will be investigated promptly, impartially and discreetly. Once a complaint is received, an investigation will be undertaken immediately and all necessary steps taken to resolve the problem. Employees or elected officials have a duty and are obligated to participate in investigations when asked. Investigation of such matters will usually entail conferring with involved parties and any named or apparent witnesses. Where investigation confirms that harassment has occurred, the Town will promptly take corrective action. Discipline up to and including discharge from Town service, banning from Town facilities or property, or legal action may be implemented by the Town after the respondent to a complaint has had a chance to present his side of the case, and to rebut the claims made against him or her. In all cases, including those in which a harassment complaint is made against someone who is not a town official or employee, every effort will be made to ensure that the principles of due process of law are afforded to every respondent. In this context, depending on the circumstances, due process includes, but is not limited to, the right to sufficient notice of the claims against the respondent, the right to counsel paid for by the respondent and the opportunity to rebut the allegations of the complaint in the presence of a fair and impartial decision maker.

IX. False Reports

Disciplinary action may be imposed if the Town determines that a false complaint was made under this policy.

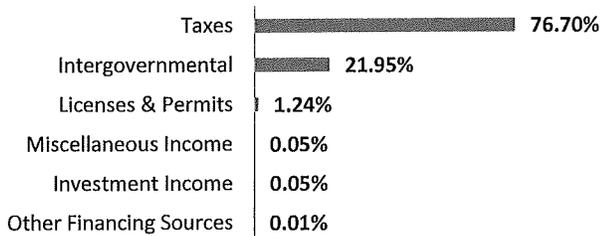
FINANCIAL SUMMARY

FISCAL YEAR ENDED JUNE 30, 2015 (unaudited)

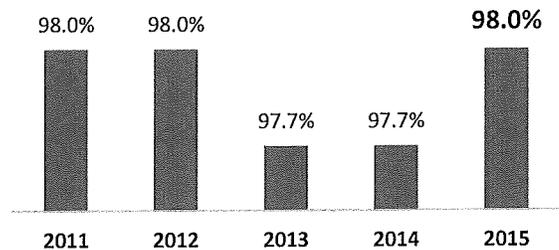
Revenues \$40,678,766

Revenues fell short of estimates by \$88,422. The primary reason was due to lower than expected state grant income. This year's tax collection rate was strong at 98% and was on target with our budgeted estimate. Historically the Town collects approximately 100% of billed taxes within three years.

2014-2015 Revenues % of Total



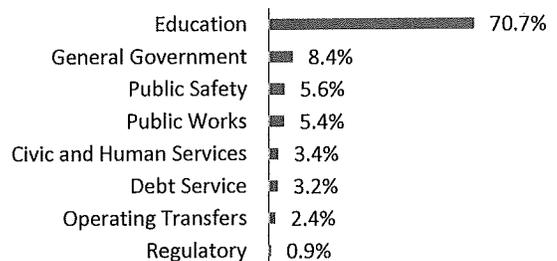
Tax Collection %



Expenditures \$40,486,975

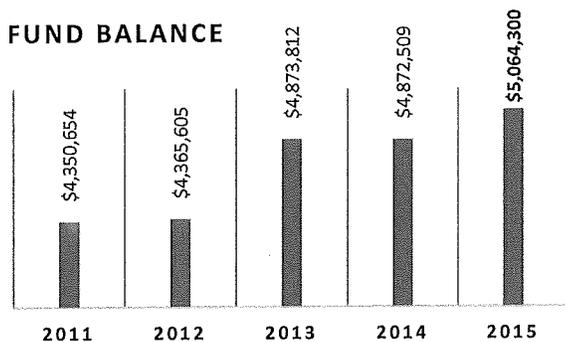
Expenditures ended the year with a positive variance of \$280,212. Town operations returned \$113,643 and the Board of Education returned \$166,569. The following is an allocation of general fund spending.

2014-2015 Expenditures % of Total



Fund Balance \$5,064,300

The general fund ended with **net income of \$191,791**. Since 2005 fund balance has increased by over **\$1.7M**. Fund balance represents **12.2%** of 2016 budgeted expenditures.



FINANCIAL SUMMARY

FISCAL YEAR ENDED JUNE 30, 2015 (unaudited)

Debt Outstanding \$7,210,000

The Town's total debt decreased by **\$1.040M** during the current fiscal year. The decrease was due to scheduled debt payments. Debt payment as a percent of expenditures were relatively low at **3.2%**. The Town maintains a "AA+" bond rating from Standard & Poor's Rating Services. A schedule of current debt and estimated future debt is presented below. On December 9th the Town is selling \$21,225,000 of bonds and \$5,000,000 of notes to finance the High School project and the 2012 Road Improvement program. The final amount of bonds to be issued by the Town for the High School project will be determined after the State of Connecticut conducts their audit.

Debt Per Capita

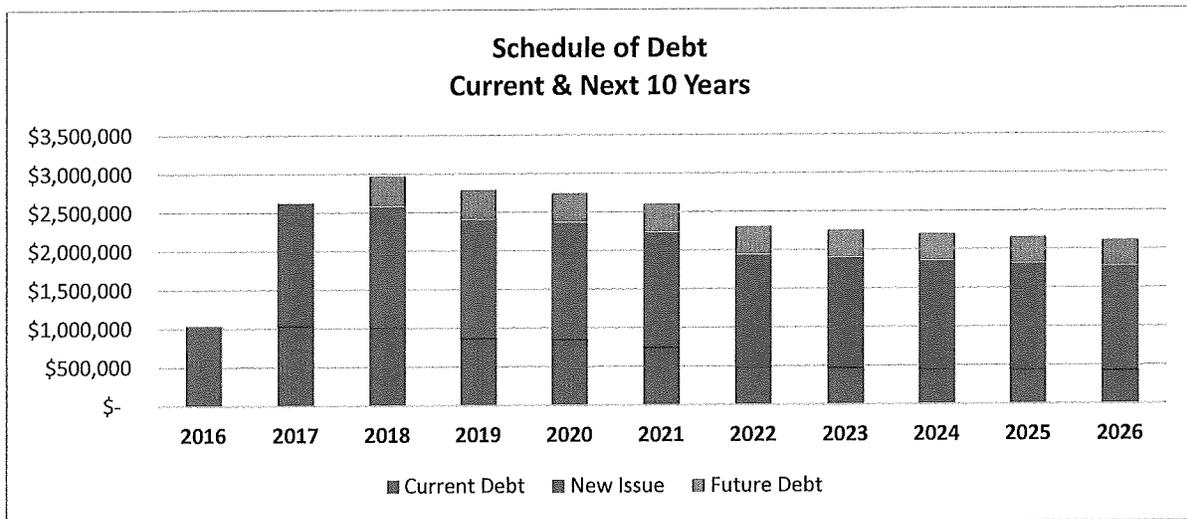
June 30, 2015	\$557	December 18, 2015	\$2,171
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S&P considers \$2-5K to be moderate

Ratio of Debt to Net Taxable Grant List

June 30, 2015	0.63%	December 18, 2015	2.47%
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S&P considers amounts below 3% to be low

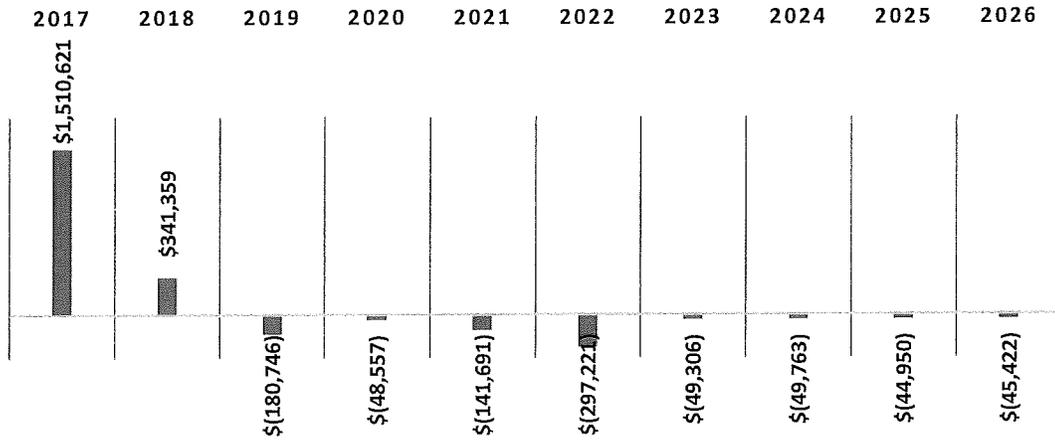


The Town has **\$1.35M** set aside in the capital reserve fund to help offset future debt increases.

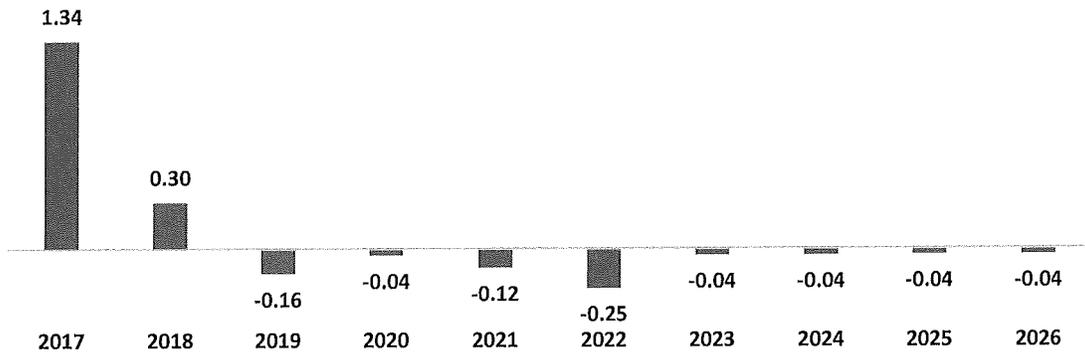
FINANCIAL SUMMARY

FISCAL YEAR ENDED JUNE 30, 2015 (unaudited)

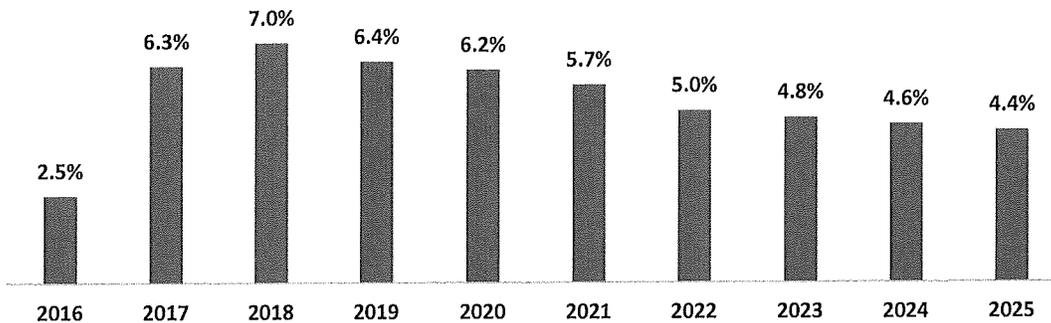
CHANGE IN DEBT (NEXT 10 YEARS)



**Est. Mill Rate Change
Next 10 Years**



Debt Service as a % of Budget
8% or below is considered low by S&P.



RESOLUTION

AGENDA
ITEM # 10c

Commence Action to Amend the Town Charter of the Town of East Hampton

WHEREAS, pursuant to Section 7-188(a) of the Connecticut General Statutes, the East Hampton Town Council desires to take an action to amend the Town Charter of the Town of East Hampton; and

WHEREAS, pursuant to Section 7-188(b) of the Connecticut General Statutes, such action to amend the Town Charter of the Town of East Hampton requires a 2/3 vote of the entire membership of the Appointing Authority, which is the East Hampton Town Council.

NOW, THEREFORE, be it resolved by the East Hampton Town Council that the Town of East Hampton commence action providing for the proposal of amendments to the Town Charter of the Town of East Hampton and that a Charter Revision Commission consisting of five (5) members shall be established to accomplish same in accordance with law.

Adopted: _____

Item #: _____



RESOLUTION

Defining the Charge of the Charter Revision Commission and Appointing Members to said Commission

WHEREAS, pursuant to Section 7-190(a) of the Connecticut General Statutes, the Council of the Town of East Hampton, wishes to appoint five members to the Charter Revision Commission all of whom shall be electors of the Town of East Hampton; and

WHEREAS, the names of those members hereby appointed to the Charter Revision Commission are: **[enter names here]**; and

WHEREAS, pursuant to Section 7-190(b) of the Connecticut General Statutes, the Town Council of the Town of East Hampton, desires to make recommendations to the Charter Revision Commission; and

WHEREAS, pursuant to Section 7-190(b) of the Connecticut General Statutes, the Town Council of the Town of East Hampton must establish when said Commission shall submit its draft report to the Town Clerk of East Hampton for transmittal to the Town Council.

NOW, THEREFORE, be it resolved by the Town Council of East Hampton that the following five electors are hereby appointed to the Charter Revision Commission: **[enter names here]**.

NOW THEREFORE, be it resolved by the Town Council of East Hampton that the following recommendations be directed to the Charter Revision Commission forthwith:

1. Review the method of the election of Town Council members (Section 2.1) of the Town Charter to consider changing to four (4) year overlapping staggered terms.
2. Review (Section 2.2) to consider that the "organizational meeting" may be conducted at the next regularly scheduled Town Council meeting rather than the next day after the election. Consider adding a provision for a Vice-Chairman.
3. Review (Section 3.1) to consider adding language that not only the Town Manager, but the Public Works Director, The Chief of Police and the Town's Emergency Management Director must live in Town or within some acceptable radius of the Town. Review State Statutes to insure language regarding appointment of Town Manager conforms to State Statutes.
4. Review the provisions of the Town Charter regarding the adoption of the annual budget. A) Revise language to the State Statute requirement that budget must go to a referendum. B) Consider adding a threshold amount for public easements that would not require a town meeting and C) consider adding language that after two (2) failed budget referendums the Town Council shall adopt the budget. Combine zoning commission and town plan commission into Planning & Zoning Commission.
5. Review the Provisions (Section 4.3) of the Town Charter regarding Petition for Enactment of Ordinances. Can the language be written in a fashion that is easier to understand?

6. Review the provisions of the Town Charter (Section 5.2 – General Powers and Duties of the Board of Finance) to clarify the section that indicates the Board of Finance shall review and make recommendations regarding all requests for additional appropriations to be submitted to the Council. Additionally, consider allowing the Town Council the power to set the Town Meeting date or Referendum for the budget at a regularly scheduled Council Meeting rather than at a “Special Meeting”.
7. Review and eliminate (Section 6.2) from the Town of East Hampton’s Town Charter as it is no longer needed.
8. Review the provisions (Section 6.4 – Vacancies in Effective Offices) to consider adding language that the position being vacated must fill from the same elected party in which it was vacated.
9. Modify (Section 6.7 – Effective Date) to conform to the new Charter Amended Effective dates.

The review by the Charter Revision Commission is not restricted to the areas identified above.

BE IT FURTHER RESOLVED by the Town Council of the Town of East Hampton that the Charter Revision Commission submits to the Clerk of the Town of East Hampton its draft report no later than **[enter date]**.

Adopted: _____
Item #: _____



**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.
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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.

East Hampton Town Council
2016 Meeting Dates

(Second and Fourth Tuesday)

January 12

January 26

February 9

February 23

March 8

March 22

April 12

April 26

May 10

May 24

June 14

June 28

July 12

July 26

August 9

Summer Recess (no meeting Aug. 23)

September 13

September 27

October 11

October 25

November 8

November 22

December 13

Winter Recess (no meeting December 27)

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

AGENDA
ITEM # 11b

Fund: General Fund
Department: Town Hall Annex & Public Library

Additional Appropriation
Transfer

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

Transfer From
Public Library – Communications 01680681-5530 \$ 391

Transfer To
Town Hall Annex - Communications 01050000-5530 \$ 391

Explanation
As a result of an audit adjustment the Town Hall Annex budget is in a deficit.

Proposed Resolution
Resolved, that the Board of Finance recommends to the Town Council, the above transfer be approved and that the Finance Director be authorized to make any additional transfers that may be needed in order to close out the books for the 2014-2015 fiscal year. Further resolved that the Finance Director shall report back to the Board of Finance and the Town Council of any additional budget transfers.
(not to exceed \$5,000)

<u>Approved</u>	<u>Yes</u>	<u>No</u>	<u>Date</u>
Board of Finance	✓		10-16-15
Town Council			

LEGAL NOTICE

INVITATION FOR REQUEST FOR EXPRESSION OF INTEREST
THE TOWN OF EAST HAMPTON WATER DEVELOPMENT TASK
FORCE IS ACCEPTING REQUESTS FOR EXPRESSION OF INTEREST
FOR A TOWN WATER SYSTEM.

Request for Expression of Interest (RFEI) shall be submitted in the manner specified to the Town of East Hampton Water Development Task Force, "EHWDTF", at the office of the Water Pollution Control Facilities, 20 Gildersleeve Drive, East Hampton, CT. until 10:00 AM on Friday, September 21, 2015.

The "EHWDTF" has been authorized by the Town of East Hampton Town Council to solicit and accept RFEI's, which are to be submitted in six (6) complete sets, together with general information on the Respondent, the Respondent's brochure, the most recent Respondent financial report, and the Respondent's proposed technical and business approach for implementing a Town Water System. Resumes of key personnel who will be responsible for the daily activities in the various fields of expertise required to accomplish the project and examples of similar projects implements by the respondents shall also be provided.

The Town is desirous of obtaining the services of qualified firm or firms to form a public private partnership that will immediately satisfy water needs for our business centers with the end goal being a centralized water system serving the majority of our residents and businesses. The purpose of this Request of Expression of Interest RFEI) is to identify third parties interested in pursuing a transaction that could take the form of an operating and management agreement, a public-private partnership or transfer of ownership of the Town's water systems to facilitate a build out of the water system to serve the citizens of East Hampton, or any other idea's that the Respondents may have on how to complete the water system. Prospective Responders have an opportunity to submit qualifications and a nonbinding indication of interest ("Offer"). In evaluating the responses, the Town will take into account, among other things, the nature of the Offer, the contemplated transaction structure, the Responder's experience and capacity to implement the Transaction, and the Responder's ability to close a Transaction.

A Fact Sheet on the Town's water assets is available upon request. Respondents may also schedule appointments with the Public Utilities Administrator to review available water system reports and information.

The information received in response to this RFEI will be reviewed by the "EHWDTF" and be used by the Town to decide how best to maximize the market opportunities that may be available by partnering with the private sector to implement, select projects and to perhaps engage in formal procurement(s) including the issue of Requests for Qualifications and/or Requests for Proposals in the future. Upon completion of this review the "EHWDTF" will make recommendations to the Town Council.

Request for Expressions of Interest Terms and Conditions:

The Respondent certifies at the time of submittal that the information and materials provided are truthful and accurate to the best of its knowledge.

The Respondent also agrees as the result of submittal to participate with reasonable follow-up questions or discussions to enable Town to fully understand the response submitted.

All such activities and efforts are understood to be VOLUNTARY on the part of the Respondent, and such participation is provided by the Respondent or Respondent's company at no cost or further obligation whatsoever by Town.

Town may utilize the data submitted in any reasonable manner unless otherwise expressly limited in Respondent's submittal.

Please note that this is an RFEI, not a Request for Proposal ("RFP"), Request for Qualifications ("RFQ"), nor an offer, invitation or advertisement for bids. Responses to this RFEI will not lead directly to a contractual relationship between a Respondent and the Town.

The Town reserves the right to use, adopt or incorporate any recommendations presented in the responses to this RFEI in the development of a strategy in support of potential future project opportunities and the potential future issuance of a RFQ or RFP. Neither the Town nor the Respondent has any obligation under this RFEI. A Respondent to this RFEI is not guaranteed in any way that it will secure any future contract or agreement with the Town with regard to any project.

The information contained within this RFEI is preliminary, is subject to modification and is in no way binding on the Town.

By order of the Town of East Hampton Water Development Task Force.

Tim Smith.
Public Utilities Administrator



AGENDA
ITEM # 14

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

**Nancy Hasselman, CCMC
Collector of Revenue
Town of East Hampton**

Nov 20, 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 \$715.41.

Thank you for your assistance.

Melanie Jump CCMC

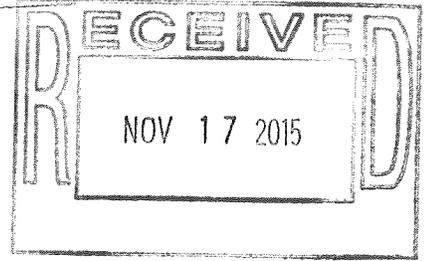
**Melanie Jump, CCMC
Assistant Collector of Revenue**

000	0.00 *
	185.02 +
	109.87 +
	20.00 +
	69.18 +
	168.77 +
	38.97 +
	2.42 +
	121.18 +
008	715.41 *



AGENDA

ITEM # 16



**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

KAREN HITCHCOCK ASETTA
School Business Manager

November 17, 2015

Patience Anderson
Town Council Chairperson
Town of East Hampton
20 East High Street
East Hampton, CT 06424

Re: Vacancy filled on the Board of Education

Dear Ms. Anderson:

As you are aware, Jeff Carlson was appointed to the Board of Education at a special meeting on November 14, 2015. He will serve the unexpired portion of Mr. Piteo's term. This appointment was done in accordance with the Town Charter, Conn. Gen. Stat. § 10-219 and Board By-laws. Please be advised that Mr. Carlson was administered the oath of office this afternoon before a Justice of the Peace in accordance with the requirements of Conn. Gen. Stat. § 10-218a. He is therefore prepared to commence his official duties as a member of the Board of Education. There is no longer any vacancy on the Board.

Sincerely,

Chris Goff
Secretary of the Board of Education

cc: Mark Winzler, Interim Superintendent
Duncan Forsyth, Esq.

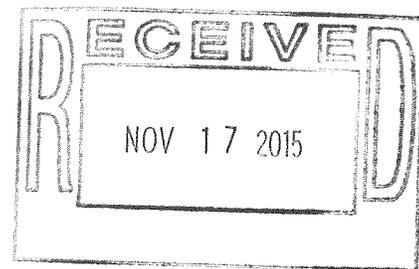
Attachment

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

Please be advised that Mr. Jeff Carlson, of East Hampton, CT, was administered the oath of office as a member of the East Hampton Board of Education on the afternoon of November 17, 2015, before a Justice of the Peace in accordance with the requirements of Conn. Gen. Stat. § 10-218a.

David B. Erwin

David B. Erwin
Justice of the Peace
64 East Ridge Drive
Middlebury, CT 06762





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Interim Director of Curriculum & Instruction

KAREN HITCHCOCK ASETTA
School Business Manager

November 16, 2015

Patience Anderson
Town Council Chairperson
Town of East Hampton
20 East High Street
East Hampton, CT 06424

Re: Filling Vacancies on the Board of Education

Dear Ms. Anderson:

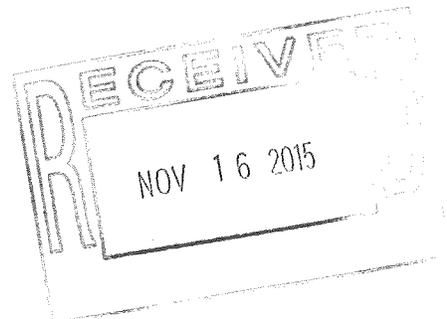
Please find attached minutes of a special Board meeting held on Saturday, November 14, 2015 at which the Board voted to appoint Mr. Jeff Carlson to serve on the Board of Education effective immediately. Mr. Carlson is replacing Mr. Josh Piteo who is now a member of Town Council.

Sincerely,

Chris Goff
Secretary of the Board of Education

cc: Mark Winzler, Interim Superintendent
Duncan Forsyth, Esq.

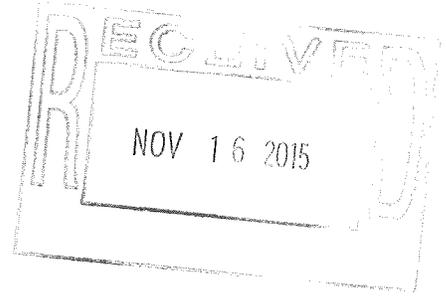
Attachment



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

DRAFT

**East Hampton
Board of Education
East Hampton, CT 06424**



MINUTES: November 14, 2015

1. The special meeting was called to order by the Acting Chairperson, Mr. Minnick, at 10:00 a.m. in the Central Office Conference Room.

Members present: Mr. Barber (phone), Mr. Goff, Mr. Minnick, Ms. Devin, Ms. Barmasse (10:02), Ms. Williams, Ms. Sones (10:08) and Mr. Carlson (10:10)

Others present: Attorney Susan Scott

2. Discussion of written communication protected by the attorney-client privilege regarding filling the vacancy on the Board. (executive session anticipated)
 - 2.1 Motion by Mr. Goff, seconded by Ms. Williams, to enter Executive Session to discuss written communication protected by the attorney-client privilege regarding filling the vacancy on the Board. Voted unanimously.

Left Executive Session at 10:36 a.m.

3. Discussion and possible legal or similar action regarding Town Council's attempt to fill the vacancy on the Board. (executive session anticipated for discussion)
 - 3.1 Motion by Mr. Goff, seconded by Ms. Sones, to authorize legal council to persue all appropriate legal actions including a demand upon the Town Council to officially recognize the Board of Education's authorities under law to fill its own vacancies and to take any necessary formal legal actions to preserve the Board of Education's authority.

Vote Yes – Mr. Minnick, Mr. Goff, Mr. Barber, Ms. Williams, Ms. Barmasse, Mr. Carlson and Ms. Sones

Abstain – Ms. Devin

Motion carried.

4. Discussion and possible action regarding the Board's appointment of an individual to fill the vacancy on the Board.
 - 4.1 Motion by Mr. Barber, seconded by Ms. Williams, to appoint Mr. Jeff Carlson to serve on the Board of Education effective immediately.

After the motion was made and before it was seconded, Mr. Carlson recused himself and left the meeting. He returned to the meeting after the vote was taken.

Vote Yes – Mr. Barber, Mr. Minnick, Mr. Goff, Ms. Barmasse, Ms. Sones and Ms. Williams

Vote No – Ms. Devin

Not present – Mr. Carlson

Motion carried.

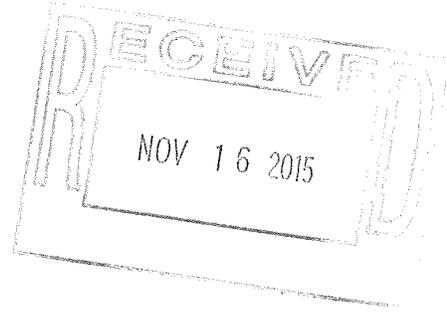
5. Adjournment

5.1 Motion by Mr. Goff, seconded by Ms. Williams, to adjourn the meeting at 10:45 a.m. Voted unanimously.

Respectfully submitted,

Chris Goff
Secretary

CG:MW:rs



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ADMINISTRATIVE OFFICES**

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

November 16, 2015

Patience Anderson
Town Council Chairperson
Town of East Hampton
20 East High Street
East Hampton, CT 06424

Re: Filling Vacancies on the Board of Education

Dear Ms. Anderson:

I am writing on behalf of the East Hampton Board of Education in regard to the Town Council's position on filling vacancies on the Board of Education. Last week, the Council attempted to appoint Michael Rose to fill a current vacancy on the Board of Education. Historically, the Board has filled its own vacancies and the situation that arose last week was unprecedented. It is our understanding that Mr. Rose has declined such appointment and the Town Council has taken no further action on the matter.

Unfortunately, there remains great uncertainty as to what the Town Council may do in the event of future vacancies. Therefore, in order to resolve this untenable situation, the Board of Education insists that the Town Council formally recognize the Board's authority to fill its own vacancies. The following resolution, if adopted by the Council by motions duly made at a properly noticed meeting, would satisfy the Board's concerns:

Be it resolved that the Town Council acknowledges that Section 6.4 of the Town Charter authorizes the Board of Education to fill its own vacancies within thirty days after a written notice of resignation has been submitted to the town clerk by a member of the Board of Education, after which time the Town Council has the authority to fill the vacancy.

Please be aware that if the Town Council fails to act in accordance with this demand by November 30, 2015, the Board will be forced to take legal action in order to preserve its authority under the law.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Minnick", with a long horizontal flourish extending to the right.

Scott Minnick
Acting Board Chair

cc: Mark Winzler, Interim Superintendent
Duncan Forsyth, Esq.

RECEIVED FOR RECORD
TOWN CLERK'S OFFICE

2015 NOV 12 PM 3 23

SANDRA M. WIELEBA, TC
EAST HAMPTON, CT 06424



**EAST HAMPTON PUBLIC SCHOOLS
ADMINISTRATIVE OFFICES**

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

November 12, 2015

Patience Anderson
Town Council Chairperson
Town of East Hampton
20 East High Street
East Hampton, CT 06424

Re: Board of Education Vacancy

Dear Ms. Anderson:

The Board of Education is aware of the Town Council's attempt to appoint Michael Rose to fill the current vacancy on the Board at its meeting on Tuesday, November 10, 2015. It is our view that this action was an illegal usurpation of the Board of Education's authority as established by both state law and the Town Charter. Please be aware that the Board will take all appropriate legal measures to protect its well-established authority to select an individual to fill this vacancy. We hope that the Town Council will recognize its mistake and rectify the situation.

Sincerely,

A handwritten signature in black ink, appearing to read "Kenneth Barber".

Kenneth Barber
Board Chair

cc: Mark Winzler, Interim Superintendent of Schools
Michael Maniscalco, Town Manager
Michael Rose, Esq.