

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Town Manager Approval: JK

Item presented by: Jeffery J. O'Keefe

DATE: June 8, 2010

SUBJECT: a) Approve Form of Ballot Question – One or Multiple Questions
b) Approve Language for Ballot Question(s) for Charter Revision Referendum

DEPARTMENT: Town Managers Office

RECOMMENDED ACTION

- a) Approve Form of Ballot Question – One or Multiple Questions
- b) Approve Language for Ballot Question(s)

BACKGROUND

At the last council meeting, members voted to adopt the final report of the Charter Revision Commission and to set the referendum date for the general election to be held on November 2, 2010.

The last order of business for the council is to determine if the ballot questions will take the form of one or multiple questions and to establish the exact ballot question language.

Two drafts of proposed questions are attached for consideration.

ALTERNATIVE ACTIONS

Other direction as determined by Town Council.

FISCAL IMPACT

None at this time.

EH: Clerks Office

AGENDA ITEM: 6A

Option for one question - DRAFT

Question: "Shall the Town of East Hampton approve the Charter changes as recommended by the Charter Revision Commission and as adopted by the Town Council?"

The following amendments and revisions for the East Hampton Town Charter have been recommended by the East Hampton Charter Revision Commission and adopted by the East Hampton Town Council,

Question 1: Shall amendments be approved, to section 2.1 of the Town Charter to provide for overlapping four year terms, remove the restriction of having voters only vote for five candidates for the Town Council and remove the waiting period for elected officials to serve in other capacities after the expiration of a term on the Town Council?

Question 2: Shall revisions be approved to identify who is eligible to vote at a town meeting in sec. 4.2, remove the Town Clerk and Tax Collector from sec. 6.2, and make technical and administrative changes to Secs. 4.3, 4.4, 4.5, 6.2, 6.3, 6.4, and 6.7?

Question 3: Shall amendments be approved to section 2.2 to include language in the event of a tie or close vote between candidates for Town Council and add language for the appointment of a Vice-Chair on the Town Council?

Question 4: Shall revisions be approved to section 3.1 to eliminate the residency restriction on the position of Town Manager and require the Town Council to conduct a performance evaluation of the Town Manager annually by June 30th

Question 5: Shall revisions be approved to section 4.1 to allow for the transfer of real estate for Public Works' project up to \$15,000 with Town Council approval, establish the first Tuesday in May to vote on the budget and move the section pertaining to Planning & Zoning to new section 6.5 of the Town Charter?

Question 6: Shall the Town of East Hampton amend section 6.4 to allow the Town Committees to fill vacancies by the same political party for the unexpired portion of the term?

				of property.
81 Main Street, "Old Library Building"	1,000	\$14.40	\$14,400	Town Pays 50% of oil contract and own utilities – owner will do some build out
Goff House	1,520	To be negotiated – plus approximately \$60,00 in capital improvements	tbd	Town pays all utilities and for other services, such as plowing, landscaping, etc.
Middle Haddam School		Presentation from Middle Haddam Homeowners Association		

Some of the options would require the Town looking at securing two locations and some of the options would allow the Town to host all of the displaced town functions. Some options fragment town functions even more than they are now, while other options might bring some functions closer together. Some options would require some significant build-out, where others are just about in move-in ready condition. Some options keep our current lease costs at about what they are today for the CL&P lease, where others significantly reduce our leasing expenses for the options.

As an example of various considerations, if the Town Selected the Goff House as an option it would also need to select another option as well. Not all current functions could be housed in the Goff House. To accommodate this, the Town could combine the Goff House Option with the 81 Main Street option, thus giving the Town a presence in two buildings in the Village Center. The draw back to this is that it would split some functions and possible create "isolation" between functions.

If we were to consider the Palmer Building, we would suggest moving the Planning and Zoning Department to this location and then moving the other functions into the current planning and zoning building. This has some merit in that and creates a "one stop shopping" opportunity from those requiring building permits from both the Planning and Zoning Office and the Chatham Health Department. This option still leaves open the dilemma of where the food bank and social services would go.

Some of the larger buildings offer the opportunity to house all functions in one place, but we do not realize any savings in leasing costs.

One of the better options that the Council should seriously consider is the old bank building at 66 Main Street. It has all the space the Town needs, brings a presence to the Town Center, is in somewhat of a move in ready condition, offers the best leasing cost of all of the proposals, and would house all current functions, including the possibility of moving the

AGENDA ITEM: _____

“friends of the library” book club there as well. This option would reduce the Towns current leasing expenses for these functions by approximately \$25,000 annually.

ALTERNATIVE ACTIONS

Other direction as determined by Town Council.

FISCAL IMPACT

None at this time.

EH: Clerks Office

AGENDA ITEM: _____

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Town Manager Approval: _____

Jok

Item presented by: _____

Jeffery J. O'Keefe

DATE: June 8, 2010

SUBJECT: Naming of Task Force Members to develop an Arts & Cultural Commission Ordinance

DEPARTMENT: Town Managers Office

RECOMMENDED ACTION

Presentation of names from Council Member Cordeiro to serve on a task force to develop a Arts & Cultural Commission Ordinance.

BACKGROUND

There has been some interest within the community and amongst some council members to discuss the possibility of forming an Arts & Cultural Commission.

There are several groups currently operating within the town that offer some sort of cultural or arts events on an ongoing basis. The Goff House holds a multitude of events; Epoch Arts is fast becoming a haven for our youth and offer programs in video production, theatre, sound recording, music, etc. The podium players and schools offer many programs as well.

There are also several local artists, some very prominent, who are constantly looking for places to display their work. In fact several of them rotate and display their art work right here at Town Hall. This commission could provide direction in coordinating and scheduling events within the community that would benefit all of our local business as well. The formation of this commission could go a long way in bringing some real organization and direction to the Arts & Cultural venues within our community.

At the last council meeting Council Member Cordeiro had agreed to bring back names for the council's consideration to serve on the task force to develop a Arts & Cultural Commission Ordinance.

ALTERNATIVE ACTIONS

Other direction as determined by Town Council.

FISCAL IMPACT

None at this time.

EH: Clerks Office

AGENDA ITEM: _____

6C

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Town Manager Approval: _____

JOK

Item presented by: _____

Jeffery J. O'Keefe

DATE: June 8, 2010

SUBJECT: Draft Social Media Policy

DEPARTMENT: Town Managers Office

RECOMMENDED ACTION

Review, discuss, amend and possibly adopt a "social media" policy.

BACKGROUND

With the emergence of new social media applications such as facebook, twitter, myspace, linkedin, etc, a policy on their use by town employees is warranted.

Council had directed the Town Manager to prepare a draft of a policy for their review and consideration.

Attached is a draft proposed policy for the Council's review and consideration.

Council was to review the policy and bring back comments to this evening's council meeting. Staff was also directed to get input from the various department heads on the policy. Those inputs have been provided.

Staff has taken the liberty to reduce the policy down to one page. The intent is not to be punitive in nature but rather to encourage the use of social media tools.

In addition attached is a policy Council Member Weintraub is recommending.

ALTERNATIVE ACTIONS

Other direction as determined by Town Council.

FISCAL IMPACT

None at this time.

EH: Clerks Office

AGENDA ITEM: _____

6D

SOCIAL MEDIA POLICY

1.0 PURPOSE:

To provide guidelines for conduct by Town Employees who use Social Media and Social Networking to interact with customers on behalf of the Town of East Hampton.

2.0 SCOPE:

All Town Employees

3.0 DEFINITIONS

- 3.1 “Social Media” are various forms of discussion- and information-sharing tools, including social networks, blogs, video sharing, podcasts, wikis, message boards and online forums. Technologies include picture and video sharing, wall postings, e-mail, instant messaging, and music sharing, to name a few. Examples of Social Media applications include, but are not limited to, Google and Yahoo Groups (reference, social networking); Wikipedia (reference); MySpace and Facebook (social networking); YouTube (social networking and video sharing); Flickr (photo sharing); Twitter (social networking and microblogging); LinkedIn (business networking); and news media comment sharing/bloggng. This policy covers all Social Media tools, both current and future.
- 3.2 “Social Networking” is the practice of expanding one’s business and/or social contacts by making connections through clubs, organizations, phone contacts, written correspondence or through web-based applications. This policy focuses on Social Networking as it relates to the Internet to promote such connections through Web-based groups established for that purpose.

4.0 RESPONSIBILITY

- 4.1 It is the responsibility of the Town Managers Office (or his/her designee) to act as the Town’s official spokesperson and maintain the Town’s official Web presence via Social Media/Networking and the Internet.
- 4.2 It is the responsibility of all Town Departments and employees who want to engage in Social Media/Networking in an official capacity for their Department or division to coordinate this activity with the Town Managers Office.

5.0 POLICIES

- 5.1 Town employees wanting to create and maintain Department-specific social media applications separate from the Town's applications must obtain approval from the Department Director and the Town Manager. Departments must provide specific reasons for maintaining separate social media applications. If approved, the Department Director and Town Manager will periodically review each application. Those that do not meet the Town's intended goals and objectives may be removed at any time.
- 5.2 All Town of East Hampton social media sites must adhere to all applicable federal, state and local laws, regulations and policies.
- 5.3 The Town reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable laws. Social Networking content or comments containing any of the following will not be allowed for posting:
- a. Comments or material not topically related to the site or article being commented upon;
 - b. Profane language or obscene content;
 - c. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation;
 - d. Personal attacks, insults or threatening language;
 - e. Plagiarized material; private, personal material published without consent; or potentially libelous material;
 - f. Conduct or encouragement of illegal activity;
 - g. Information that may tend to compromise the safety or security of the public or public systems;
 - h. Commercial promotions or spam;
 - i. Organized political activity.

7.0 APPENDICES:

Social Media Networking Agreement Form

SOCIAL MEDIA NETWORKING APPROVAL/AGREEMENT FORM

Name: _____

Position/Title: _____

Department: _____

Division: _____

Social Media Site Being Suggested:

Goals of Proposed Site:

Approved by Department Manager: _____
(Manager Signature) (Date)

Approved by Town Manager: _____
(Town Manager Signature) (Date)

I agree to use Town -approved Social Media Sites for Town business as appropriate. I understand that I must have approval from my Department Manager and the Town Manager to create a Social Media Site on behalf of the Town.

I acknowledge that all Town -approved Social Media Sites are considered to be Town property and will be monitored by officials of the Town.

Printed Name Signature Date

City of Hampton Information Technology Policy	Policy No.: 09-002
Subject: Social Media Policy	Page 1 of 5

APPROVED BY: IT Governance Board

EFFECTIVE DATE: 08/01/2009

REVISION DATE: N/A

PURPOSE

City of Hampton departments may utilize social media and social network sites to further enhance communications with various stakeholder organizations in support of City goals and objectives. City officials and City organizations have the ability to publish articles, facilitate discussions and communicate information through various media related to conducting City business. Social media facilitates further discussion of City issues, operations and services by providing members of the public the opportunity to participate in many ways using the Internet.

POLICY

1. All City of Hampton social media sites shall be (1) approved by the Director of Information Technology and the requesting Department Head; (2) published using approved City social networking platform and tools; and (3) administered by the Department of Information Technology Web Team or their designee. Designees can be any department employee or volunteer designated by the requesting Department Head that has a complete understanding of this policy and has appropriate content and technical experience.
2. All City of Hampton social networking sites shall adhere to applicable state, federal and local laws, regulations and policies including all Information Technology and Records Management City policies and other applicable City policies.
3. Freedom of Information Act and e-discovery laws and policies apply to social media content and therefore content must be able to be managed, stored and retrieved to comply with these laws.
4. City of Hampton social networking sites are subject to Library of Virginia's (LVA) public records laws. Relevant City of Hampton and (LVA) records retention schedules apply to social networking content. Records required to be maintained pursuant to a relevant records retention schedule shall be maintained for the required retention period in a format that preserves the integrity of the original record and is easily accessible using the approved City platforms and tools.
5. All social network sites and entries shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure.
6. Content submitted for posting that is deemed not suitable for posting by a City of Hampton social networking moderator because it is not topically related to the particular social networking site objective being commented upon, or is deemed prohibited content based on the criteria in Policy –Item 9. of this policy, shall be retained pursuant to the records retention schedule along with a description of the reason the specific content is deemed not suitable for posting.
7. The City reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law.

City of Hampton Information Technology Policy	Policy No.: 09-002
Subject: Social Media Policy	Page 2 of 5

8. Each City of Hampton social networking site shall include an introductory statement which clearly specifies the purpose and topical scope of the blog and social network site. Where possible, social networking sites should link back to the official City of Hampton Internet site for forms, documents and other information.
9. City of Hampton social networking content and comments containing any of the following forms of content shall not be allowed for posting:
 - a. Comments not topically related to the particular site or blog article being commented upon;
 - b. Profane language or content;
 - c. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
 - d. Sexual content or links to sexual content;
 - e. Solicitations of commerce;
 - f. Conduct or encouragement of illegal activity;
 - g. Information that may tend to compromise the safety or security of the public or public systems; or
 - h. Content that violates a legal ownership interest of any other party
10. All City social networking moderators shall be trained regarding the terms of this City of Hampton policy, including their responsibilities to review content submitted for posting to ensure compliance with the policy.
11. All social networking sites shall clearly indicate they are maintained by the City of Hampton and shall have City of Hampton contact information prominently displayed.
12. Where appropriate, City IT security policies shall apply to all social networking sites and articles.
13. Employees representing the City government via social media outlets must conduct themselves at all times as a representative of the City and in accordance with all human resource policies. See Attachment C–Employee Guidance for Participating in Social Networking.
14. Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

City of Hampton Information Technology Policy	Policy No.: 09-002
Subject: Social Media Policy	Page 3 of 5

ATTACHMENT A. Definitions

For the purpose of this City of Hampton Social Media Policy, the following terms are defined as provided below:

1. **Social Media:** Social media is content created by individuals using accessible and scalable technologies through the Internet. Examples of social media include Facebook, blogs, MySpace, RSS, UTube, Second Life, Twitter, LinkedIn, Delicious, Flickr, etc.
2. **Blog:** (an abridgment of the term web log) is a City of Hampton website with regular entries of commentary, descriptions of events, or other material such as graphics or video.
3. **City of Hampton author:** An authorized City of Hampton official that creates and is responsible for posted articles and information on social media sites (see article below).
4. **Article:** An original posting of content to a City of Hampton social media site by a City of Hampton author.
5. **Commenter:** A City of Hampton official or member of the public who submits a comment for posting in response to the content of a particular City of Hampton article or social media content.
6. **Comment:** A response to a City of Hampton article or social media content submitted by a commenter.
7. **City of Hampton moderator:** An authorized City of Hampton official, who reviews, authorizes and allows content submitted by City of Hampton authors and public commentators to be posted to a City of Hampton social media sites.

City of Hampton Information Technology Policy	Policy No.: 09-002
Subject: Social Media Policy	Page 4 of 5

ATTACHMENT B. Blog Standards

Comments submitted by members of the public must be directly related to the content of the articles. Submission of comments by members of the public constitutes participation in a limited public forum. City of Hampton blog moderators shall allow comments that are topically related to the particular article being commented and thus within the purpose of the limited public forum, with the exception of the prohibited content listed in Policy - General - Section 9 above.

Author and Commenter Identification

1. All City of Hampton blog authors and public commentators shall be clearly identified. Anonymous blog postings shall not be allowed.
2. Enrollment of public commentators shall be accompanied by valid contact information, including a name, address, and email address.

Ownership and Moderation

1. The content of each City of Hampton blog shall be owned by and the sole responsibility of the department producing and using the blog.
2. Documents and articles submitted to a City of Hampton blog shall be moderated by an authorized and trained blog moderator.

Blog Comments & Responses

1. All blog articles and comments shall be reviewed and approved by an authorized blog moderator before posting on a City of Hampton blog.
2. All blog articles and comments submitted for posting with attached content shall be scanned using antivirus technology prior to posting.
3. The linked content of embedded hyperlinks within any City of Hampton blog articles or blog comments submitted for posting shall be evaluated prior to posting. Any posted hyperlinks shall be accompanied by a disclaimer stating that the City of Hampton guarantees neither the authenticity, accuracy, appropriateness nor security of the link, web site or content linked thereto.

City of Hampton Information Technology Policy	Policy No.: 09-002
Subject: Social Media Policy	Page 5 of 5

ATTACHMENT C. Employee Guidance for Participating in Social Networking

The City of Hampton understands that social networking and Internet services have become a common form of communication in the workplace and among stakeholders and citizens. Social networks are online communities of people or organizations that share interests and/or activities and use a wide variety of Internet technology to make the interaction a rich and robust experience. Employees that choose to participate in social networks as a City employee should adhere to the following guidelines.

1. City policies, rules, regulations and standards of conduct apply to employees that engage in social networking activities while conducting City business. Use of your City e-mail address and communicating in your official capacity will constitute conducting City business.
2. City employees shall notify their supervisor and the IT department if they intend to create a social networking site or service to conduct City business.
3. Departments have the option of allowing employees to participate in existing social networking sites as part of their job duties. Department Heads may allow or disallow employee participation in any social networking activities in their departments.
4. Protect your privacy, the privacy of citizens, and the information the City holds. Follow all privacy protection laws , i.e., HIPPA, and protect sensitive and confidential City information.
5. Follow all copyright laws, public records laws, retention laws, fair use and financial disclosure laws and any others laws that might apply to the City or your functional area.
6. Do not cite vendors, suppliers, clients, citizens, co-workers or other stakeholders without their approval.
7. Make it clear that you are speaking for yourself and not on behalf of the City of Hampton. If you publish content on any website outside of the City of Hampton and it has something to do with the work you do or subjects associated with the City, use a disclaimer such as this: "The postings on this site are my own and don't necessarily represent the City's positions or opinions."
8. Do not use ethnic slurs, profanity, personal insults, or engage in any conduct that would not be acceptable in the City's workplace. Avoid comments or topics that may be considered objectionable or inflammatory.
9. If you identify yourself as a City employee, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, citizens and other stakeholders.
10. Correct your mistakes, and don't alter previous posts without indicating that you have done so. Frame any comments or opposing views in a positive manner.
11. Add value to the City of Hampton through your interaction. Provide worthwhile information and perspective.

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Town Manager Approval: JOK

Item to be presented by: James Carey

DATE: June 3, 2010

SUBJECT: Amendment to Planning & Zoning fees

DEPARTMENT: Building/Planning/Zoning/

RECOMMENDED ACTION

Amend fee schedule to include all multi-family developments on a per unit basis. It is recommended that the relevant section of the schedule read as follows; "Application for multi-family, Active Adult and HOD _____ \$1000.00 plus the sum of \$100.00/Unit. (attached is the present fee schedule.)"

BACKGROUND The Town Council per Ordinance 8-29 has the authority to amend the fees charged by the Planning & Zoning Commission. When last amended, multi-family and HOD (Housing opportunity Developments) were not allowed. The existing fee schedule states, "Application for Active Adult, etc. " We have relied on the etc. to cover HOD applications in the past, but we were recently challenged that the fee did not apply because HOD is not specifically referenced. The proposed amendment provides the clarification.

Fee schedule.

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[Amended 8-29-1986

Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).

I]
A schedule of fees for land use applications of the Town of East Hampton shall be set from time to time by the Town Council for the following:

- A.
Applications to the Inland/Wetland Agency.
- B.
Applications to the Zoning Board of Appeals.
- C.
Applications seeking site plan approval or the granting of a special permit.
- D.
Applications seeking a special permit for an apartment complex.
- E.

AGENDA ITEM: 7A

Applications seeking approval of a subdivision plan.

F.

Other applications to the Planning and Zoning Commission.

G.

Applications to the Middle Haddam Historic District Commission.

ALTERNATIVE ACTIONS

Other direction as determined by Town Council.

None available at this time

FISCAL IMPACT

None

EH: Clerks Office

AGENDA ITEM: _____

PLANNING AND ZONING FEE SCHEDULE

Note: Each application requires an additional \$30 fee to be submitted to the State (effective 7/04)

\$30.00

SUBDIVISION APPLICATION & CONSERVATION SUBDIVISION

No. of lots _____		
A fee of \$500 plus the sum of _____	\$ 150/ lot	_____
1-5 lots _____	\$ 150/ lot	_____

Plus a developer's fee of 3% of the bond filed for subdivisions requiring public improvements to be paid at the time bonds are filed with the Town and prior to any construction

SITE PLAN REVIEW

Residential/Commercial _____	\$ 150	_____
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Commercial, Industrial, Designed Development: Calculated by total sq ft of impervious surface

New Construction		
Square Feet _____		
Less than 3000 Sq Ft _____	\$ 150	_____
3001 to 5,000 Sq Ft _____	\$ 250	_____
5001 to 10,000 Sq ft _____	\$ 600	_____
10,001 to 15,000 Sq ft _____	\$ 1100	_____
For every additional 5000 Sq Ft _____	\$ 500	_____

SPECIAL PERMIT

Special Permit _____	\$ 150	_____
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Commercial, Industrial, Designed Development: Calculated by total sq ft of impervious surface

New Construction		
Square Feet _____		
Less than 3000 Sq Ft _____	\$ 150	_____
Less than 5000Sq Ft _____	\$ 300	_____
5001 to 10,000 Sq Ft _____	\$ 600	_____
10,001 to 15,000Sq Ft _____	\$ 1100	_____
For every additional 5000 Sq FT _____	\$ 500	_____
For Special Permits involving Commercial Properties fees increase by \$50		

SITE PLAN MODIFICATION

Minor Amendment _____	\$ 50	_____
Major Amendment _____	\$ 100	_____

ZONING OR SUBDIVISION REGULATION TEXT CHANGE _____	\$ 300	_____
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CHANGE IN ZONING MAP _____	\$ 500	_____
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LAKE POCOTOPAUG PROTECTION AREA _____	\$ 75	_____
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APPLICATION FOR ACTIVE ADULT ETC _____	\$ 1000	_____
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Number of unit's _____		
Plus the sum of _____	\$100/unit	_____

Total _____

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Town Manager Approval: _____

JOK

Item presented by: _____

Jeffery J. O'Keefe

DATE: June 8, 2010

SUBJECT: Employee Handbook

DEPARTMENT: Town Managers Office

RECOMMENDED ACTION

Update on the development of an "Employee Handbook" for Town Employees

BACKGROUND

The update of the Town's Employee Handbook began in October 2006. In 2008 the Town had contracted with the Law Firm of Sullivan, Schoen, Campane & Connon, LLC to work with the Town's Human Resource Department to formulate, review and ultimately present to council for adoption the various, rules, regulations and human resource policies that are needed in today's contemporary organizations.

When things got a little crazy a couple of years ago, it was put on the back burner. Since, there have been changes to the policies, procedures and Federal & State laws, human resources has been incorporating these changes into the handbook. We try to mirror it to the union contract benefits as well. And there have been changes there too. The current handbook is 99.9% finished. The Law Firm of Sullivan, Schoen, Campane & Connon, LLC will be working directly with the Human Resource Manager to review the final document and make any necessary changes and/or additional inclusions that may need or be warranted.

It is anticipated that the "employee handbook" will be ready for the council's consideration and potential adoption at one of its July Council meetings.

In addition, Human Resources have recently purchased a CD titled "The Complete Policy Handbook", and has been customizing some of those policies for our use as well. It also comes with a subscription for updates to the latest developments and techniques for writing handbook policies. It is more comprehensive than our current handbook. It addresses such issues as hiring, gifts, entertainment, costumer relations, inclement weather, religious discrimination, violence, voting, whistle blowing in addition to the standard policies. We have probably 10 or 15 more policies to customize.

An employee handbook is the most important communication tool for employees. We believe a well-written handbook sets forth expectations for employees as well as describes what they can

AGENDA ITEM: _____

7B

expect from the Town and being that our handbook is so dated, we want be sure that all areas are covered.

ALTERNATIVE ACTIONS

Other direction as determined by Town Council.

FISCAL IMPACT

None at this time.

EH: Clerks Office

AGENDA ITEM:_____

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Town Manager Approval: JOZ

Item to be presented by: Jeffery O'Keefe

DATE: June 8, 2010

SUBJECT: Adoption of Certified Resolutions for Memorial School Roof and Oil Tank Replacement

DEPARTMENT: Town Manager's Office

RECOMMENDED ACTION

That Council adopt the certified resolutions for the Memorial School Roof and Oil Tank Replacement.

BACKGROUND

The certified resolutions will allow the Board of Education to file applications for School Construction Grants.

ALTERNATIVE ACTIONS

Other direction as determined by Town Council.

FISCAL IMPACT

None

EH: Clerks Office

AGENDA ITEM: 9A

CERTIFIED RESOLUTION

I, _____ do hereby certify that I am Town Clerk of the Town of East Hampton, a municipal corporation organized and existing under the laws of the State of Connecticut and having its principal place of business at 20 East High Street, East Hampton, Connecticut, and I have custody of the seal of the Town of East Hampton.

I do hereby certify that the following is a true and correct copy of resolutions adopted at a meeting of the Town Council of the Town of East Hampton, duly held on the _____ 2010.

RESOLVED: That the East Hampton Town Council hereby authorizes the East Hampton Board of Education to file an application for the following construction project:
Memorial Elementary School Roof Replacement

RESOLVED: That a building committee be established by the East Hampton Town Council for this school project.

RESOLVED: That the East Hampton Council hereby authorizes the preparation of schematic drawings and outline specifications for the following project:
Memorial Elementary School Roof Replacement

AND I DO FURTHER CERTIFY that the above resolutions have not been in any way altered, amended or repealed, and are now in full force and effect.

Dated at East Hampton, Connecticut, this ___ day of _____ 2010

(Seal)

Town Clerk

CERTIFIED RESOLUTION

I, _____ do hereby certify that I am Town Clerk of the Town of East Hampton, a municipal corporation organized and existing under the laws of the State of Connecticut and having its principal place of business at 20 East High Street, East Hampton, Connecticut, and I have custody of the seal of the Town of East Hampton.

I do hereby certify that the following is a true and correct copy of resolutions adopted at a meeting of the Town Council of the Town of East Hampton, duly held on the _____ 2010.

RESOLVED: That the East Hampton Town Council hereby authorizes the East Hampton Board of Education to file an application for the following construction project:
Memorial Elementary School Oil Tank Replacement

RESOLVED: That a building committee be established by the East Hampton Town Council for this school project.

RESOLVED: That the East Hampton Council hereby authorizes the preparation of schematic drawings and outline specifications for the following project:
Memorial Elementary School Oil Tank Replacement

AND I DO FURTHER CERTIFY that the above resolutions have not been in any way altered, amended or repealed, and are now in full force and effect.

Dated at East Hampton, Connecticut, this ___ day of _____ 2010

(Seal)

Town Clerk

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Town Manager Approval: _____

Jok

Item to be presented by: _____

Jeff Jylkka

DATE: June 8, 2010

SUBJECT: Authorization of Board of Education Computers Lease-Purchase

DEPARTMENT: Finance

RECOMMENDED ACTION

Staff recommends that Town Council approve the attached resolution.

BACKGROUND

This is the second wave of the Board of Education computer lease project. Funding was approved as part of the Town's capital improvement program during 2010-2011. This lease will provide funding for 170 desktop computers and 30 laptop computers. Because this lease will be structured as tax exempt Town Council approval is required.

ALTERNATIVE ACTIONS

Do not approve as tax exempt.

FISCAL IMPACT

\$25,916.55 per year for six years.

TOTAL: \$155,499.30

9B

RESOLUTION OF THE TOWN COUNCIL
OF THE TOWN OF EAST HAMPTON
June 8, 2010

Authorization of Board of Education Computers Lease-Purchase

WHEREAS, the Board of Education (the "Board of Education") of the Town of East Hampton (the "Town") has solicited and received a proposal for the acquisition of Hewlett-Packard and Lenovo computers and related items for use by the Board of Education (such acquisition, the "Project"); and

WHEREAS, it is proposed that the Town, on behalf of the Board of Education, enter into a lease-purchase agreement (the "Agreement") with Hewlett-Packard Financial Services Company (the "Lessor") in the principal amount of \$140,613.90, to finance the costs of the Project; and

WHEREAS, it is contemplated that the interest portion of lease payments under the Agreement shall be exempt from Federal income taxation; and

WHEREAS, it is contemplated that payments due under the Agreement in future fiscal years will be funded as part of the Town's capital program;

NOW, THEREFORE, BE IT RESOLVED, the Town Council of the Town of East Hampton hereby approves the entrance into the Agreement on behalf of the Board of Education to finance the Project. The costs of the Project to be financed under the Agreement shall not **exceed**: ONE HUNDRED FORTY THOUSAND SIX HUNDRED THIRTEEN DOLLARS and NINETY CENTS (\$140,613.90). The Town Manager, on behalf of the Town, is authorized to accept and determine the amount, date, interest rate, term and other details of the financing under the Agreement; to execute and deliver the Agreement and any addenda, schedules, notes, UCC financing statements, trust agreement or indenture or other instruments issued pursuant or related to the Agreement, the assignment of the Agreement, or the issuance of certificates of participation in the Agreement, and any other instrument or document which may be necessary or expedient in connection with the fulfillment of the provisions of the Agreement, the assignment of the Agreement or the issuance of certificates of participation therein; and to grant, or to delegate to other Town officials the power to grant, all consents, approvals and other determinations necessary to implement the provisions of the Agreement and any related documents.

FURTHER RESOLVED, that the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that Project costs may be paid from temporary advances of available funds and that the Town reasonably expects to reimburse any such advances from the proceeds of the Agreement in an aggregate amount not in excess of the amount authorized above for the Project. The Town Manager is authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as the Town Manager deems necessary or advisable in order to maintain the

continued exemption from federal income taxation of the interest portion of lease payments under the Agreement, if the Project is financed on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

FURTHER RESOLVED, that the Town Manager is authorized to make representations and enter into written agreements for the benefit of the Lessor, of any trustee to whom the Agreement is assigned or of the holders of certificates of participation or other interests in the Agreement to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of interests in the Agreement.

FURTHER RESOLVED, that the Town Manager and other proper officers and officials of the Town are authorized to take all other action and to enter into any other agreements on behalf of the Town which are necessary or desirable to complete the Project and to finance the Project through the Agreement.

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Town Manager Approval: JOK

Item to be presented by: Jeff O'Keefe

DATE: June 8, 2010
SUBJECT: Way Finding Signs
DEPARTMENT: Town Manager

RECOMMENDED ACTION

It is recommended that the contract be awarded to the lowest qualified bidder, W.S. Sign Design Corporation. The low bid for the Way Finding Signs to be installed is in the amount of \$28,479.70.

BACKGROUND

The invitation to bid for the project was posted on the State of Connecticut DAS website. The Town received five sealed bids. The bids were opened on June 1, 2010.

Public Works reviewed the bids and has recommended that the contract be awarded to W.S. Sign Design Corporation. (Copy attached.)

ALTERNATIVE ACTIONS

Not award the bid and re-advertise the project.

FISCAL IMPACT

Sufficient funds remain in the original capital improvement project to cover the \$28,479.70 construction costs.

EH: Clerks Office

AGENDA ITEM: 10A



TOWN OF EAST HAMPTON

**Public Works Department
20 East High Street
East Hampton, Connecticut 06424
(860) 267-4747**

Date: June 3, 2010

To: Jeff O'Keefe, Town Manager
From: Keith Hayden, Director of Public Works

Subject: Bid analysis Way Finding Signs

I have reviewed the bids received for the Way Finding Signs that were opened on June 1, 2010. Five bids were received. Of the five bids received only two supplied a full size proof as was specified by the bid documents. The bids are tabulated below:

Way Finding Sign Bid Analysis

Description	Qty	WS Sign Design		Signs Etc.	
46" x 51", 1S, 1P	1	\$1,140.00	\$1,140.00	\$1,101.03	\$1,101.03
46" x 44", 1S, 1P	5	\$1,095.00	\$5,475.00	\$1,018.94	\$5,094.70
46" x 44", 2S, 1P	1	\$1,660.00	\$1,660.00	\$1,598.57	\$1,598.57
46" x 37", 2S, 2P	2	\$1,840.00	\$3,680.00	\$1,663.72	\$3,327.44
46" x 37", 2S, 1P	7	\$1,445.00	\$10,115.00	\$1,434.40	\$10,040.80
46" x 30", 2S, 1P	2	\$1,265.00	\$2,530.00	\$1,315.17	\$2,630.34
White Blue Blank 46" x 7"	18	\$45.00	\$810.00	\$92.48	\$1,664.64
White Blue Blank 46" x 14"	18	\$90.00	\$1,620.00	\$172.83	\$3,110.94
Replacement Pole (44)	1	\$741.37	\$741.37	\$743.94	\$743.94
Replacement Pole (37)	1	\$708.33	\$708.33	\$661.86	\$661.86
			\$28,479.70		\$29,974.26

It is my recommendation that the bid be awarded to W.S. Sign Design Corporation. This company has successfully performed similar work for the City of Hartford.

**Town of East Hampton
20 East High Street
East Hampton, CT 06424**

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

June 4, 2010

To: The East Hampton Town Council

**Please find copies of tax refunds for your review. The total
refund equals \$49.42.**

Thank you for your assistance.

Nancy Hasselman, CCMC

**Nancy Hasselman, CCMC
Collector of Revenue**

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