

**TOWN OF EAST HAMPTON  
AGENDA REPORT**

Town Manager Approval: \_\_\_\_\_



Item presented by: \_\_\_\_\_

Jeffery J. O'Keefe

DATE: March 9, 2010

SUBJECT: Revisiting the Plan of Conservation and Development Implementation Table

DEPARTMENT: Town Managers Office

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RECOMMENDED ACTION

Review, discuss and amend action table where warranted

BACKGROUND

The Planning and Zoning Commission has included an implementation table as a revision to the POCD (Plan of Conservation and Development). This table identifies various Boards and Commissions, and the Town Council, as having jurisdiction to influence policies and programs that might be beneficial to the community going forward. The table attached contains items ascribed to the Town Council. It must be noted that many of the issues found here are not necessarily new ideas and perhaps not even good ideas at the present. The items that are noted also must be considered as needing to be integrated with tasks and initiatives spearheaded by the other boards and commissions. The full table is available in the Planning and Zoning office as well as on the Towns web site.

The Plan of Conservation and Development, in its entirety, is a set of guiding principles meant to help forward and improve the quality of life we have come to enjoy and expect. The Council's support of these guiding principals is what makes any implementation plan possible.

ALTERNATIVE ACTIONS

Other direction as determined by Town Council.

None requested at this time

FISCAL IMPACT

None at this time.

EH: Clerks Office

AGENDA ITEM: \_\_\_\_\_



## 2006 East Hampton Plan of Conservation and Development

### IMPLEMENTATION PLAN TABLES

#### Protect Water Quality

Item	Policy/Task	Timeframe	Description	Who	Others	
9	Task	2	Adopt a residential underground storable tank ordinance to prohibit the installation of new tanks, require the licensing and monitoring of existing tanks, and establish a schedule for removal of older and undocumented tanks.	TC		

#### Preserve Open Space

Item	Policy/Task	Timeframe	Description	Who	Other	
6	Task	0	Create an open space acquisition fund and building it by annual contributions in the budget, gifts from residents or others, and bonding when necessary.	TC	CC BOF	
7	Task	0	Pursue state and federal open space grants.	TC	CC	
8	Task	1	Convert open space or perceived open space into preserved open space by acquiring land or easements.	TC	CC P&Z	

#### Preserve and Protect Natural Resources

Item	Policy/Task	Timeframe	Description	Who	Other	
2	Policy	0	Minimize wildlife habitat loss through the preservation of open space and natural resource areas.	TC	P&Z CC	

#### Preserve Historic Resources

Item	Policy/Task	Timeframe	Description	Who	Other	
1	Policy	0	Encourage "sensitive stewardship" and pride of ownership as the most effective means of preserving historic resources.	TC	MHHDC	
2	Policy	0	Continue to identify and recognize important historical resources through national and state recognition programs.	TC	MHHDC	
3	Task	2	Complete a town wide historic resources survey.	TC	MHHDC	
4	Task	2	Consider establishing a local register of historic places.	TC	MHHDC	
5	Task	2	Pursue Certified Local Government designation.	TC		
6	Task	0	Provide economic incentives, such as tax abatements for restoration of historic resources.	TC	EDC	
8	Task	1	Adopt a demolition delay ordinance that requires a minimum of 90 days waiting period before historic buildings can be demolished. Require review by East Hampton Historical Society.	TC	BDS	
9	Policy	0	Continue to provide educational programs and technical assistance about historic preservation to historic property owners.	TC	MHHDC	

#### Protect Scenic Resources

Item	Policy/Task	Timeframe	Description	Who	Others	
3	Policy	0	Take full advantage of all three PA 490 programs to delay development of land as long as possible.	TC	P&Z CC	
4	Task	0	Work with utility companies to preserve scenic streetscapes.	TC	PWD	

#### Improve the Appearance of Business Development

Item	Policy/Task	Timeframe	Description	Who	Other	
1	Task	2	Create a Design Review Committee to adopt and administer development guidelines to help improve the appearance of commercial/industrial development outside of the village.	TC	EDC	
2	Task	3	Create a tax abatement/incentive program to encourage exterior improvement to commercial/industrial buildings.	TC	EDC	
3	Task	2	Investigate the need for a blight ordinance and adopt one if necessary.	TC	EDC	

#### Mill Redevelopment

Item	Policy/Task	Timeframe	Description	Who	Other	
2	Task	1	Complete a Village Center property revitalization and redevelopment plan using available EPA grant funds.	TC	EDC	

### Village Reinforcement

Item	Policy/Task	Timeframe	Description	Who	Other
3	Task	3	If necessary, consider relocating Town Hall and other community wide facilities to the Village Center.	TC	P&Z EDC
5	Task	2	Consider creating trail head for access to the Airline Trail.	TC	EDC
6	Task	2	Seek grant funding to bury utilities as part of a streetscape improvement program in the village center and portions of Rt. 66.	TC	EDC

### Community Facilities and Services

Item	Policy/Task	Timeframe	Description	Who	Other
1	Task	1	Consider relocating a consolidated Town Hall to the Village Center and offsetting the cost through the sale of current site for appropriate commercial development.	TC	P&Z EDC FM
2	Task	2	Plan for the enhancement or enlargement the Library.	TC	FM
3	Task	O	Monitor the growing senior population to anticipate staff and space needed at the Senior Center.	TC	
4	Task	O	Monitor staff and space needs at the Police Station.	TC	PD
5	Policy	O	Encourage and support emergency service volunteers.	TC	FC EMS
8	Task	O	Maintain highway maintenance funding and staffing at levels necessary to perform adequate maintenance and avoid future costly repairs.	TC	PWD FC
9	Task	O	Conduct a study of future recreation needs and acquire additional land if necessary, adjacent to existing facilities if feasible.	PRAB	TC PW
10	Task	1	Conduct a long-term school growth study to determine space and land needs, and acquire necessary land as soon as possible.	BOE	TC

### Vehicular Transportation Needs

Item	Policy/Task	Timeframe	Description	Who	Other
6	Task	O	Continue to schedule transportation improvement projects into the Town's Capital Improvement Program.	TC	EDC
7	Task	2	Implement the access management recommendations of the Route 66 corridor, both within the corridor and in other appropriate locations.	TC	P&Z

### Alternative Transportation

Item	Policy/Task	Timeframe	Description	Who	Other
3	Task	1	Adopt a sidewalk ordinance that assigns responsibility for maintenance of sidewalks.	TC	PWD
4	Task	O	Enhance and protect the existing trail system throughout town.	TC	PRAB CC
6	Task	O	Peruse bicycle accommodations with the Middletown Transit District (MTD).	TC	PRAB
7	Task	O	Work with the MTD and Rideshare Company to promote mass transit and ridesharing options to relieve congestion on Route 66.	TC	
8	Task	O	Monitor the dial-a-ride services to anticipate future demand for driver and equipment.	TC	TS

### Other Utility Services

Item	Policy/Task	Timeframe	Description	Who	Other
1	Task	1	Continue to peruse the development and construction of a municipal water system per the Initial Water Supply Plan approved by the State under the authority of the Town's WPCA.	TC	WPCA
3	Task	2	Study the demand for natural gas service and pursue extension from Portland, if warranted.	TC	WPCA EDC
4	Task	2	Plan for additional growth in wireless communications by identifying desirable tower and antenna locations and working with the Connecticut Siting Council to minimize their impact on the community.	TC	P&Z

### Housing Need

Item	Policy/Task	Timeframe	Description	Who	Other
1	Task	1	Continue elderly tax relief programs.	TC	BOF

### Future Land Use

A major strategy of this Plan is to revitalize the Village Center. Provide additional economic growth, primarily in the light industrial sector along the east side of Route 66 from Lakeview Street to the Marlborough Town Line. And, to provide maximum protection

of community character, environmental quality, and water quality consistent with the growth management goals of the State Plan of

**Revitalize and redevelop the Town Center  
Promote other economic development activities.**

Item	Policy/Task	Timeframe	Description	Who	Other	
5	Policy	O	Support efforts to bring sewer and water services to the Village Center area to support denser development.	TC	EDC WPCA	

**Conserve the environmental and historical resources.**

Item	Policy/Task	Timeframe	Description	Who	Other	
1	Policy	O	Develop partnerships with appropriate regulatory agencies, such as the Connecticut Department of Environmental Development; private entities such as Connecticut Light and Power; and public interest organizations such as, the Nature Conservancy, the Middlesex Land Trust, and the National Pesticide Stewardship Alliance, dedicated to conversation and restoration of important environmental, cultural, and historic resources.	TC	CC	
2	Task	O	Collaborate and communicate with appropriate partners to identify and acquire funding sources available for acquisition and management of lands that conserve and restore natural environmental functions; protect cultural and historic resources; and preserve rural lands.	TC	CC	
10	Task	O	Work with CL&P to connect the Airline Trail in East Hampton with an anticipated trail on the old railroad right-of-way in Portland.	TC	P&Z CC PRAB	

**Protect public health and safety.**

Item	Policy/Task	Timeframe	Description	Who	Other	
1	Task	O	Control the use of fertilizers, herbicides, and pesticides with programs designed at promoting the safe storage, use, and waste management of these potentially toxic materials.	TC	CC	
5	Policy	2	Preserve and protect notable and significant trees by enacting a tree protection ordinance and/or a tree replacement ordinance.	TC	CC	

**Protect public health and safety.  
continued**

Item	Policy/Task	Timeframe	Description	Who	Other	
6	Task	1	Improve the Emergency Services Capacity by reviewing the NFPA standards and guidelines and making any necessary revisions to ensure effective emergency response capabilities.	TC	FC PD EMS	
12	task	1	Fund efforts to comply with the federally mandated Storm water MS4 General Permit Program.	TC	BOF	

## 2006 East Hampton Plan of Conservation and Development

### Implementation Plan

The tables on the following pages are intended to guide implementation of the Plan of Conservation and Development for East Hampton. Although all the recommendations are considered important, they are not listed in the order of priority. While some recommendations can be carried out in a relatively short period of time, others may only be realized in a longer time period. Further, since some recommendations may involve additional study or a commitment of fiscal resources, their implication may take place over several or occur in stages.

The tables that follow will summarize the recommendations of this plan. The recommendations have been categorized as either a Task or Policy. A Task is an assignment to be acted upon to accomplish a goal. A Policy is a statement of the way Town business is conducted on a continual basis.

The column labeled "Timeframe" estimates the time required to implement the task described.

1: Immediate to 1 year    2: 2 to 5 years    3: 5 to 10 years    O: Ongoing

The column labeled "Who" designates the primary agency, board, or person responsible for the action required to implement the indicated Task or Policy.

The column labeled "Other" designates other boards, agencies, or persons that will assist in implementing the indicated Task or Policy.

#### Legend of abbreviations in the Who and Other columns

BDS	Building Department Staff
BOE	Board of Education
BOF	Board of Finance
CC	Conservation Commission
CI	Capital Improvement
EDC	Economic Development Commission
EMS	Emergency Medical Services
FC	Fire Commission
HA	Housing Authority
CHD	Chatham Health District
IWWA	Inland/Wetland-Watercourse Agency
LPC	Lake Pocotopaug Commission
MHHDC	Middle Haddam Historic District Commission
MRPA	Midstate Regional Planning Agency
PD	Police Department
PRAB	Park & Recreation Advisory Board
P&Z	Planning & Zoning Commission
PWD	Public Works Department
TC	Town Council
TM	Town Manager
TS	Town Staff
WPCA	Water Pollution Control Authority



**TOWN OF EAST HAMPTON  
AGENDA REPORT**

Town Manager Approval: JVK

Item presented by: Jeffery J. O'Keefe

DATE: March 9, 2010

SUBJECT: Review, discuss and possibly adopt proposed sidewalk ordinance

DEPARTMENT: Town Managers Office

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RECOMMENDED ACTION

After input from the public hearing; review, discuss and possibly adopt proposed sidewalk ordinance, as amended.

BACKGROUND

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

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

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

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

East Hampton currently has no ordinance to shift liability to abutters and as such is entirely liable for any injuries and responsible for snow and ice removal on all 10.31 miles of public sidewalks.

AGENDA ITEM: 6B

Other factors to consider:

- 1) The majority of towns surveyed do not clear sidewalks.
- 2) Most towns have an ordinance shifting liability and responsibility to the abutter.
- 3) The Town will continue to repair broken and heaved sidewalks.
- 4) It costs the Town approximately \$11,000/year in labor and equipment costs.
- 5) The Royal Oaks and Skyline developments will add additional sidewalks in the near future.
- 6) The “Trackless” machine used to clear the sidewalks can be equipped with either a 5’ wide plow or snow blower. The Trackless has a 105 HP engine and is powerful enough to clear deep drifts and snow banks.
- 7) Our Trackless is 14 years old and has a replacement cost of \$105,000. Less expensive tractors narrow enough to fit on a sidewalk are typically only 24 HP and not powerful or durable enough to withstand the rigors of snow operations.
- 8) As currently written, the Town will be bound by ordinance to clear 8.92 miles of sidewalks and as a result will have to maintain a vehicle capable of performing this work. Less expensive equipment options could be considered if the Town was only responsible for clearing adjacent to Town owned properties.
- 9) In the event of a breakdown the Town will have to purchase or lease equipment or contract out to clear the sidewalks specified in the ordinance. Currently, the Town does not have any equipment suitable for use as a backup.
- 10) The cost per capita of clearing the sidewalks is approximately \$0.87 based on a 2008 population of 12685 as determined by the Chatham Health District.
- 11) This equates to a cost per property tax payer of \$1.80.
- 12) Approximately 293 properties have sidewalks. This equates to a benefit of \$37.54 per property.

ALTERNATIVE ACTIONS

Other direction as determined by Town Council.

FISCAL IMPACT

It costs the Town approximately \$11,000/year in labor and equipment costs to clear sidewalks.

	Quantity	Non-overtime Labor Rate/Hr.	FEMA Equip. Rate/Hr.	Hours*	# of Storms**	Total
Maintainer II	2	\$21.36		5.5	16.2	\$3,806.35
Trackless w/plow	1		\$45.00	5.5	16.2	\$4,009.50
Pickup	1		\$35.00	5.5	16.2	\$3,118.50
* Varies between 3-8 hours depending on storm - 5.5 hours average.						\$10,934.35

\*\* 10 year average of 16.2 storms per year.

Note: The above labor rate is a non-overtime rate. More often than not the sidewalks are cleared on overtime to be ready for school the next day. The overtime labor rate is 1.5 times the non-overtime rate.

EH: Clerks Office

**AGENDA ITEM:** \_\_\_\_\_

## **Article IV - Snow and Ice on Sidewalks**

### **273.8 Definitions**

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

### **273.9 Standards Adopted**

The provisions of C.G.S. Sec. 7-163a are hereby adopted effective \_\_\_\_\_.

### **273.10 Liability of Town**

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

### **273.11 List of sidewalks which the Town will maintain:**

North Maple Street, beginning at West High Street (Route 66) and ending at High School;  
Hills Avenue, beginning at North Maple Street and ending at North Main Street;  
North Main Street, beginning at 11 North Main Street (Theater Square) and ending at Hills Avenue;  
North Main Street, beginning at East High Street (Route 66) and ending at Lake Drive;  
Lake Drive, beginning at North Main Street and ending at Mott Hill Road;  
East High Street, beginning at North Main Street and ending at Carrier Road;  
East High Street, beginning at Main Street and ending at Lake View Street (Route 196);  
Lake View Street (Route 196), beginning at East High Street (Route 66) and ending at Summit Street (Route 196);  
Summit Street (Route 196), beginning at Lake View Street (Route 196) and ending at Sign Post in walk at 25 Summit Street;  
Summit Street (Route 196), beginning at 23 Summit Street (Route 196) and ending at Main Street;  
Starr Place, beginning at Summit Street (Route 196) and ending at 3 Starr Place;  
Bevin Boulevard, beginning at Summit Street (Route 196) and ending at Rear School Entrance;  
Summit Street (Route 196), beginning at 4 Summit Street (Route 196) and ending at Main Street;  
Walnut Avenue, beginning at Main Street and ending at 25 Walnut Avenue;  
South Main Street, beginning 27 South Main Street and ending at Colchester Avenue (Route 16);

Main Street, beginning at Colchester Avenue (Route 16) and ending at 56 Main Street;  
Main Street, beginning at 105 Main Street (Senior Center/Library) and ending at 97 Main Street;  
Main Street, beginning at 93 Main Street and ending at East High Street (Route 66);  
Barton Hill Road, beginning at Main Street and ending at West property line of 26 Barton Hill Road;  
Barton Hill Road, beginning at East property line of 42 Barton Hill Road and ending at Maple Street;  
Maple Street, beginning at Barton Hill Road and ending at West High Street;  
West High Street, beginning at Maple Street and ending at Main Street;  
Governor Bill O'Neill Drive, beginning at West High Street (Route 66) and ending at Driveway loop;  
Edgerton Street, beginning at Main Street and ending at Smith Street;  
Chatham Fields Road, beginning at Edgerton Street and ending at cul-de-sac;  
Smith Street, beginning at Edgerton Street and ending at Walnut Avenue;  
Viola Drive, beginning at Smith Street and ending at Viola Drive (loop);  
Valli Drive, beginning at Viola Drive and ending at cul-de-sac; and  
Skinner Street (Route 196), beginning at 25 Skinner Street (Route 196) and ending at Main Street.

**273.12 Duty and liabilities of adjacent property owners**

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

**273.13 Limitation on actions**

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

Article V - Snow Removal from Sidewalks

**273.14 Removal of snow from sidewalks required**

**A.**

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

**B.**

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

**TOWN OF EAST HAMPTON  
AGENDA REPORT**

Town Manager Approval: \_\_\_\_\_

*JJK*

Item presented by:

Jeffery J. O'Keefe

DATE: March 9, 2010

SUBJECT: Receipt of Executive Summary of Town Managers proposed budget submitted to the Board of Finance (BOF)

DEPARTMENT: Town Managers Office

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RECOMMENDED ACTION

None at this time

BACKGROUND

Attached is the Town Managers budget submittal letter that was submitted with the full budget book to the Board of Finance. Each council member will be getting a full budget book as well.

The attached provides an executive summary of all of the major changes in this years proposed budget.

The budget is now in the hands of the Board of Finance for review and to make any changes they deem appropriate. Upon completion of their work they will transmit the budget to the Town Council for further consideration. They must submit their budget to Town council by April 13<sup>th</sup>.

Town staff will be having its budget workshop with the Board of Finance on Friday March 12, 2010 beginning at 1:00pm in the Town meeting room.

ALTERNATIVE ACTIONS

None at this time

FISCAL IMPACT

None at this time.

EH: Clerks Office

AGENDA ITEM: \_\_\_\_\_

*7A*

**Office of the Town Manager**  
*Town of East Hampton*  
*Connecticut 06424*

Jeffery J. O'Keefe  
Town Manager

March 5, 2010

Dear Members of the Town Council and Board of Finance:

Presenting a budget in these continuing uncertain economic times is quite difficult. The unemployment rate in East Hampton continues to hover around 8%. Though lower than the States rate of 8.9% and the national rate of 9.7%, it still indicates that economic recovery is slow in the making. A day doesn't go by where we don't hear about someone losing their job or how difficult it is for those out of work to find a job. Seniors living on fixed incomes saw no increase in social security benefits this year.

A recent Gallop poll released on Tuesday February 23<sup>rd</sup> indicates that nearly 20 percent of the U.S. workforce lacked adequate employment in January 2010 and struggled to make ends meet with reduced resources and bleak job prospects. In findings that appear to paint a darker employment picture than official U.S. data, Gallup estimated that about 30 million Americans are underemployed, meaning either jobless or able to find only part-time work. Underemployed people spent 36 percent less on household purchases than their fully employed neighbors in January, while six out of 10 were not hopeful about their chances of finding adequate work in the coming month, the poll said.

Initial department submittals, including the adopted BOE budget, came in with a proposed 6.2% property tax increase. **BOE adopted a budget with a 3.88% (\$973,245) increase and Town departments proposed a 4.40% (\$402,834) increase.** When we add in transfers to other funds and debt service the total expenditure increase was 3.63%. Although there was some sentiment to leave these proposed increases alone and let the voters decide if they were too high, I could not in good conscience support these numbers for our community. If it is the desire of the Board of Finance to restore these initial budget submittals you have the prerogative to do so.

Keeping these continued uncertain economic times in mind I am *proposing a total budget increase of 2.07%. An increase of 3.08% (\$773,245) for the BOE and an increase of 3.57% (\$327,015) for Town operations.*

Balancing the ongoing services the Town needs, while at the same time recognizing the economic hardships that has befallen many of us is no easy task. This Budget document attempts to do that very thing. It allows us to continue providing the exemplary service the Town has come to be known for; and introduces some new programs for the Town as well. All while encouraging constraint during these tough economic times. This budget document reflects some of the long term goals of the community by funding and putting into place a framework for the future to build upon in subsequent fiscal years. This would include optimizing the viability and efficiency of agencies through adequate resources and capital financing.

As a service industry, local government is highly dependent upon human resources to achieve community goals. A growing community requires the necessary resources to meet the

objectives set by the municipal leaders to realize the common goal of maintaining and improving the quality of life its residents expect and deserve.

Last year, while keeping taxes relatively flat, the Town made tremendous progress. Through its hard working and dedicated staff, the Town:

- Enjoyed a double bump in its bond rating going from A+ to a AA
- Completed the Main Street Bridge Project
- The old water tower was demolished and the pump house was renovated
- Secured \$50,000 to look at creating an “affordable housing incentive zone”
- Secured \$750,000 to expand our senior center and another \$200,000 to create a “pocket park” to memorialize Governor Bill O’Neill
- Lead the nation in solving a string of burglaries
- Secured a water source for the town; capable of producing upwards of a million gallons of fresh water every day
- Secured a 10 acre site to build a municipal water plant
- Made significant headway on understanding our Lake Pocotopaug issues, and;
- A host of several other major accomplishments (see 2008/09 annual report)

**Building upon last year’s success, this year’s budget includes:**

- *A 3.08% (\$773,245) increase in funding to sustain and support our local schools*
- A bonding initiative to fund a new roof for Memorial School and a Lake aeration system
- Funding for the development of a community “master plan”
- Funding to continue to rebuild and rehabilitate our roads
- A wireless infrastructure program for the High school and Middle School
- A \$100,000 increase for capital infrastructure improvements for the schools

Unfortunately, however, this budget does not come without some cuts and possibly some proposed increases in fees for services.

On the Town side I reduced the operations and debt proposed budgets by \$163,319. These reductions were distributed across several departments. In order to accomplish these reductions I am proposing the re-allocation of staff resources by replacing two full time employees in the Tax and Town Clerk’s office with part time employees. This measure will ultimately better serve the taxpayers and realize savings of approximately \$56,000. I also reduced the proposed capital funding request by \$276,000.

Fortunately, the Towns unionized Public Works and Town Hall employees all stepped up to the plate as well. Working without a contract for the past six months, the Public Works and Town Hall employees agreed to just a 1% pay increase for this upcoming budget. We also avoided a potentially costly arbitration process. The cost of the arbitration would have been equivalent or even more than the wage increases these unionized groups agreed to. I thank them for recognizing these difficult economic times and commend them for working with us to ratify these nominal wage increases.

Revenues continue to dwindle and are down (-\$474,619). And there appears to be little relief in sight. In fact the State is looking at further ways to reduce municipal aide to Towns and I would expect soon we will be facing even more cuts.

We now look to the Board of Finance and the Town Council to reconcile these continued economic challenges. I do encourage each of you to make certain you have your pulse on our national economy and recognize that we are not climbing out of the recession as quickly as we

would like, or as quickly as some economists would lead us to believe. Placing more tax burden on our residents, than what is absolutely warranted won't help.

I forward my recommended 2010-2011 FY Town Operating, Debt and Transfer Budget for your consideration. This recommended budget follows the Town Council's Budget Policy Statement and focuses on the resources needed to address our growing community in a fiscally responsible manner.

The combined Town, Education, Transfers and Debt budget are summarized as follows:

	Amended Budget 09-10	Proposed Budget 10-11	% Change	\$ Change
EDUCATION	\$ 25,106,062	\$ 25,879,307	3.08%	\$ 773,245
TOWN OPERATIONS	\$ 9,161,402	\$ 9,488,417	3.57%	\$ 327,015
TRANSFERS TO OTHER FUNDS	\$ 989,552	\$ 970,500	-1.93%	\$ (19,052)
DEBT SERVICE	\$ 1,973,546	\$ 1,661,970	-15.79%	\$ (311,576)
<b>TOTAL</b>	<b>\$ 37,230,562</b>	<b>\$ 38,000,194</b>	<b>2.07%</b>	<b>\$ 769,632</b>

## Overview

### **Appropriation**

The combined Town, Education, and Transfer Budget increase totals approximately \$769,632 or 2.07%.

### **Revenue**

The October 1, 2009 Net Grand List totals \$1,147,986,373 as compared to \$1,141,624,539 effective October 2008 is a .56% increase. This is the lowest increase since 1991. Grand List growth will generate approximately \$150,000 in new tax revenues.

Combined non-tax revenues are forecasted to decrease by \$474,619 compared to 2009-2010.

### **Mill rate**

With the appropriation increases described herein, Grand List growth of .56%, a \$474,619 decrease in non-tax revenue, and a 98.2% collection rate assumption, the 2010-2011 budget requires a .97 mill increase or 4.04% over current year.

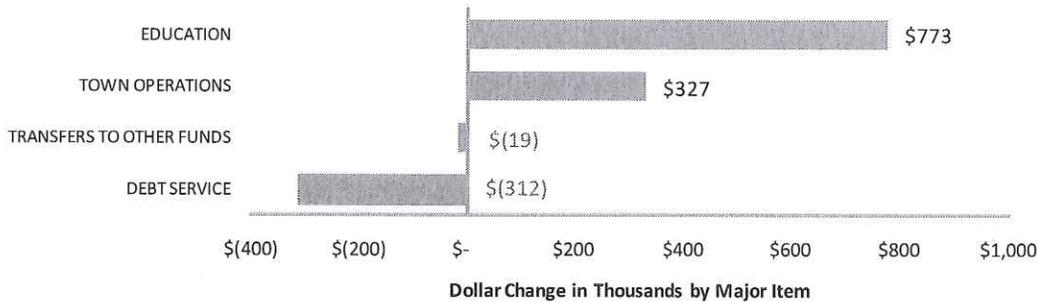
An overall summary is depicted below.

	Amended Budget 2009-2010	Proposed Budget 2010-2011
GRAND LIST	\$ 1.142 billion	\$ 1.147 billion
MILL RATE	24.01	24.98
TAX COLLECTION RATE	98.2%	98.2%

The \$769,632 combined budget increase is graphically depicted below.

### 2010-2011 Proposed Budget Allocation of Total Increase

Increase: \$769,632 = 2.07%

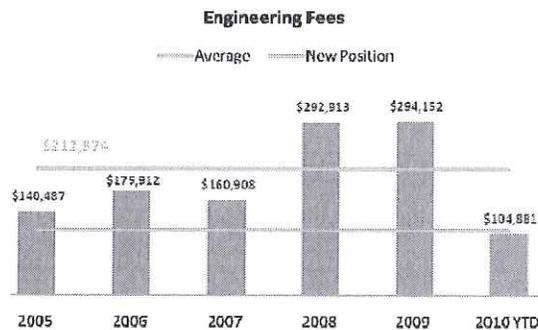


### General Government Operations

As in prior years, the spending plan for Town operations is shaped by a number of factors that include but are not limited to inflation, new initiatives, and growth in demand for services.

### New Positions

I am requesting one new full time engineering position in the Public Works Department. The cost for the position including benefits is \$109,363. This position will allow the Town to move a substantial portion of our contracted engineering services in-house. Over the past 5 years engineering services have cost the Town in excess of \$1,000,000. Shifting from outsourcing to in-house should net the Town savings in excess of \$100,000 per year. Below is history of engineering fees.



**Utilities and Fuel**

As of today the Town is still negotiating with fuel vendors on fixed and differential pricing models. We have budgeted for a 10% across the board increase in the price per gallon. With the volatility of heating and fuel costs the Town will most likely lock in at a fixed price per gallon for this budget. We have budgeted \$2.60 per gallon for number 2 heating oil; \$2.75 per gallon for diesel; and \$2.27 per gallon for gasoline. We anticipate our final pricing to be done by mid to late March.

In September 2009 we re-bid our electric rates through the CCM Energy Program to get the best prices that the market could provide. This resulted in a base rate of 9.615 cents per kwh on the generation services charge for both the Town and Board of Education. The rate is locked in until December 2014 and represents an annual savings of \$15,000 continuing through December 2014.

It is estimated that the 2010-2011 utility charge will be 18% less than CL&P's current rate. While CL&P's rates have historically increased year over year, the Town will not be subject to those increases for the duration of the contract. Participating in the program has saved taxpayers over \$386,000.

**Insurance and Pension**

We are estimating an increase in our property liability insurance budget of approximately \$28,000. Pension costs are estimated to increase by \$29,000. Health insurance costs for general government are projected to increase by \$118,010 or 10%. Roughly 20% of this increase is due to the addition of a Town Engineer. We will continue to promote our wellness programs for town employees in the next fiscal year in an effort to mitigate future health care costs.

**Contingency**

Again this year, I am requesting a contingency allocation. This allocation is for \$50,000 to fund any extraordinary, unplanned, unusual and/or necessary emergency expenses during the course of the fiscal year as determined by the Town Manager.

**Long Term Debt**

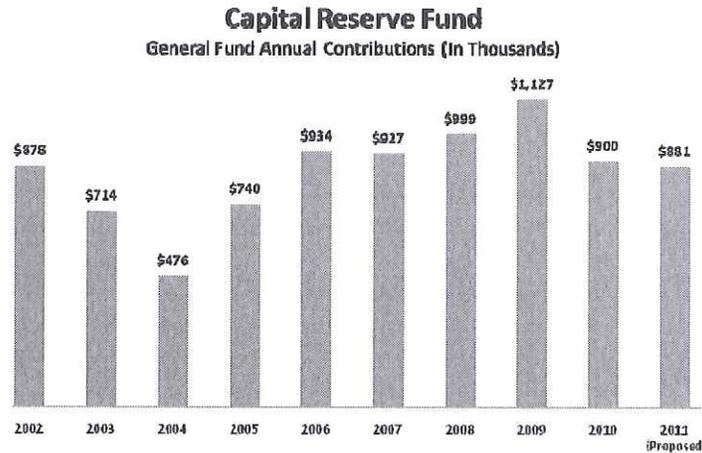
Debt service has decreased for general government by \$311,576. This decrease is attributable to normal debt service payments.

**Capital Reserve Fund**

I am proposing an \$880,500 transfer to the Capital Reserve Fund. This is intended to fund a majority of the Capital Improvement Program. This is a slight decrease of \$19,052 over last year's original budgeted contribution of \$899,552.

The Capital Reserve Fund accounts for construction and acquisition of assets in the following categories: land, buildings and grounds, roads and sidewalks, vehicles, equipment, technology, furnishings, and other. Capital projects are recommended through the Capital Improvement Program and funded through a transfer of funds from the General Fund on an annual basis along with recommended debt (borrowing) through the issuance of general obligation bonds for large capital expenditures and/or items that have a significant life span.

A ten year history of general fund capital contributions is below.



### Transfers to Other Funds

Funding includes \$60,000 to subsidize the Village Center Water System, which due to its limited size operates at a deficit. Also included is a contribution of \$30,000 to the compensated absences reserve fund to finance current and future sick and vacation payouts, similar to funding pension plans. Over time, the accumulation of assets in this fund will help the town avoid liquidity problems.

### Use of Fund Balance

As per the Town Council's Budget Policy Statement, no use of fund balance is recommended for the 2010-2011 Budget. A list of prior years' allocation of fund balance is listed in the chart below.

	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011
Budgeted Fund Balance	\$ 210,559	\$ -	\$ -	\$ -	\$ -

### Education Budget

The Education Budget proposed and approved by the Board of Education is \$26,079,307, which is a 3.88% increase. I am recommending a \$200,000 reduction to the Board's proposed budget. This reduction brings the Education budget to \$25,879,307 or a 3.08% increase.

### Revenue

As a result of the continued economic climate, we have lowered our estimates in the following revenue categories:

- Licenses, Permits & Fees - (\$35,089) or 7.7%
- Investment Income (\$50,000) or 29%

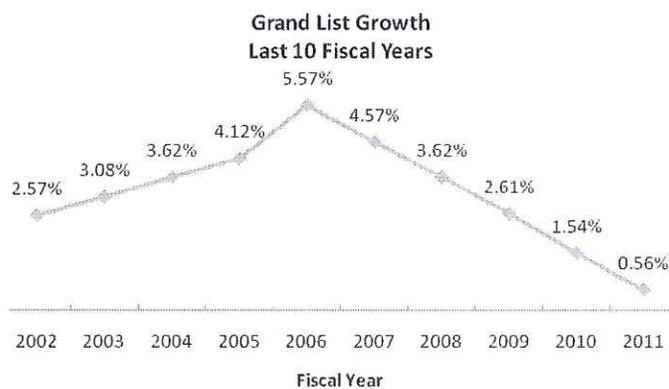
The reduction in licenses, permits and fees are a direct result of slowed growth in the real estate market. This has affected revenues relating to building permits, town clerks fees and conveyance tax.

Investment income continues to decline as a result of the low Federal Funds Rate (the interest rate which banks lend their funds deposited at the Federal Reserve to other banks usually overnight).

We are forecasting a significant decrease in funding from the State of Connecticut. Our estimates are based on the Governor's February 2010 statutory formula grant estimates. Overall state grant funding is down \$400,614 or 4.4%. The largest portion of this decrease relates to a scheduled decrease in the principal and interest subsidy grant for school construction of \$216,391.

### Grand List Growth

Grand List growth will generate approximately \$150,000 in new tax revenues. This year's .56% grand list growth is lagging behind the 10 year average of 3.19% and the lowest since 1991. A 10 year history of grand list growth is presented below.



## Net Budget Increase

A summary of the Town Operating Budget by major appropriation categories is highlighted below:

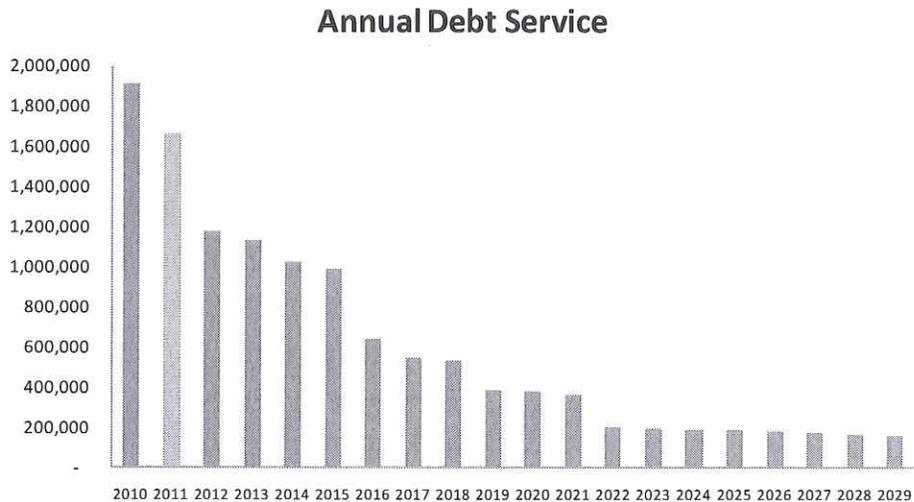
TOWN OPERATIONS, TRANSFERS AND DEBT					
		Amended Budget 2009-2010	Proposed Budget 2010-2011	\$ Change	% Change
Town Operations	Salaries & Wages	\$ 4,444,736	4,555,140	110,404	2.48%
	Employee Benefits	2,071,831	2,253,783	181,952	8.78%
	Professional Services	568,979	552,543	(16,436)	-2.89%
	Purchased Services	952,940	974,635	21,695	2.28%
	Supplies & Equipment	1,001,507	1,043,838	42,331	4.23%
	Dues, Fees & Other	48,929	58,478	9,549	19.52%
	Contingency	72,480	50,000	(22,480)	-31.02%
<b>Total Town Operations</b>		<b>\$ 9,161,402</b>	<b>\$ 9,488,417</b>	<b>\$ 327,015</b>	<b>3.57%</b>
<b>Transfers to other funds</b>		<b>\$ 989,552</b>	<b>\$ 970,500</b>	<b>\$ (19,052)</b>	<b>-1.93%</b>
<b>Debt Service</b>		<b>\$ 1,973,546</b>	<b>\$ 1,661,970</b>	<b>\$ (311,576)</b>	<b>-15.79%</b>
<b>Total Town Operations, Transfers &amp; Debt</b>		<b>\$ 12,124,500</b>	<b>\$ 12,120,887</b>	<b>\$ (3,613)</b>	<b>-0.03%</b>

## Debt Service

Debt Service includes payments for long term, general obligation bonds sold by the Town to fund major projects and/or items that have a long life span. Debt Service payments have decreased by \$311,576 since 2009-2010. On April 15, 2009 the Town permanently financed \$2.985 million of short term notes relating to the replacement of Main Street Bridge, the rebuilding of Flanders Road and sidewalk repairs. This new debt added \$183,000 of principal and interest payment for the 2010-2011 fiscal year.

It is anticipated that additional debt will be taken on by the Town due to some significant long term, planned projects. The Town through its Facilities Committee has recommended to the Town Council for the development, location, relocation, rebuilding, and/or additions to the Town's physical plant, including town offices, schools, public safety departments etc. The anticipated development of the aforementioned project plans is expected to be submitted to the voters at public meetings and ultimately a public referendum sometime in the future. These anticipated projects will be long term commitments of the community to upgrade our physical plant structures for the foreseeable future.

The following chart presents principal and interest payments for current (issued) and estimated (authorized) debt.



This proposed budget for 2010-2011 recognizes the uncertain economic times and is responsive to tax payers concerns about rising expenses. This budget does continue to set in motion the foundation for future long term improvements and enhancements for the community over succeeding fiscal years. By allocating resources for agencies to achieve their objectives, we are harnessing our ability to chart a positive course for our town.

I extend my sincere appreciation to all of the Towns operating departments, department heads, town staff, town agencies, boards and commissions and volunteers for their cooperation and assistance in developing this budget document for the Town of East Hampton. I look forward to continuing to work with our elected leaders in building the community consensus going forward in adopting this fiscal blueprint for our community.

Respectfully Submitted,

Jeffery J. O'Keefe  
Town Manager

Cc: Jeffery M. Jylkka, Director of Finance

**TOWN OF EAST HAMPTON  
AGENDA REPORT**

Town Manager Approval:

JOK

Item presented by:

Jeffery J. O'Keefe

DATE: March 9, 2010

SUBJECT: Discussion of Town Council Media Relations Policy

DEPARTMENT: Town Managers Office

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RECOMMENDED ACTION

Review, discuss and consider the drafting of a media relations policy.

BACKGROUND

At the January 26<sup>th</sup> council meeting a council discussion took place about drafting a media relations policy.

It was sparked by Councilmember Cordiero's implementation of the Town of East Hampton's Facebook page, which has been hugely successful.

Council should discuss the merits of such a media relations policy. Some brief examples of media relations policies are attached to this agenda report.

Discussion should take place about whether or not the council feels a policy is warranted and what the council feels should be included in the policy should staff be directed to draft such a policy.

ALTERNATIVE ACTIONS

Other direction as determined by Town Council.

FISCAL IMPACT

None at this time.

EH: Clerks Office

AGENDA ITEM:

7B

This E-Policy Sampler is excerpted from The Nonprofit Policy Sampler, Second Edition. Additional information about developing policies and using this resource can be found in the Preface (PDF) and Introduction (PDF) to the Second Edition. A complete list of categories of policies can be found in the table of contents (PDF).

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## Media Relations Policy — Download 5 Samples

### Introduction

Organizations can get into public relations trouble if too many people attempt to speak to the media on behalf of the organization, especially in emergency situations. An organizational media policy should include the development of positive, consistent messages; print and other supporting documents (including a one-page description of the organization and a press kit); and a pool of official spokespeople versed on issues that are important to the organization. By having a media policy and establishing a designated media contact — whether an officer or a staff member — the organization can help to avoid potential story inaccuracies, conflicting messages, and/or press leaks. And, in the event that the story relates to improper actions by the chief executive or members of the board, the board may want to elect an impartial spokesperson to act as the principal media contact.

### Key Elements

- The rationale behind a media policy is to ensure consistency of message. Therefore, the policy should clearly state who may speak on behalf of the organization. For some nonprofits, such as those that work on public policy issues, the media policy may designate subject matter experts on staff who have more latitude in speaking with the media on certain issues.
- The media policy needs to establish the chain of command for handling media inquiries and clarify the communication process. It should also include alternatives if the primary spokesperson is not available or if the inquiry relates to that individual.
- The policy should provide direction on whether (and what) documents may be shared with the media. All media relations should be consistent with and supportive of the overall communications objectives of the organization.
- The policy emphasizes that, as a general rule of thumb, individual board members (other than the board chair) are normally not authorized spokespersons for an organization. Instead, the board chair, the chief executive, or another designated representative should speak for the organization.

### Practical Tips

- In sharing the media policy with board and staff, explain why it is important to have a single contact person (or a designated group) for all media

inquiries.

- This designated spokesperson must be able to communicate with a reporter, even if he or she needs to rely on others to provide talking points or to designate someone else to handle technical information. When appropriate, the designated spokesperson may have other staff members provide additional information to the reporter.
- Develop and share documents that contain basic organizational talking points that board and staff members can use to introduce the organization and its activities.
- If any media inquiry involves an allegation of wrongdoing by the organization or any of its officers, directors, or employees, engage the organization's legal counsel prior to any statements being made to the media or to the general public. In some instances, an individual accused of wrongdoing may need to retain his or her own legal counsel and may not be able to communicate with the organization's legal counsel in order to avoid waiving the attorney-client privilege.

## Sample Media Relations Policies

General media policies tend to be brief, with more specific guidelines included in procedures. The samples provided include general media policies and a media procedures document.

1. This short policy is for a small organization that is concerned about consistency of the message.
2. This brief policy provides additional guidelines, such as including the board president as an authorized spokesperson and requiring advance approval from the chief executive.
3. This succinct policy allows the chief executive to speak out on public policy issues on behalf of the organization.
4. This statement outlines the procedures for anyone responding to a media inquiry and serves as a useful complement to the basic policy.
5. This policy, tailored to federated organizations, guides chapters to share media attention with the national office.

### Sample #1

*This short policy is for a small organization that is concerned about consistency of the message.*

To ensure the quality and consistency of information disseminated to media sources, the following policy shall be enforced:

- All media inquiries are to be handled by the chief executive or his or her designee, regardless of who the media representative is, whom he or she represents, or how innocuous the request.
- All press releases or other promotional materials are to be approved by the

chief executive or his or her designee prior to dissemination.

Failure to comply with the XYZ's media policy shall be grounds for disciplinary action.

### Sample #2

*This brief policy provides additional guidelines, such as including the board president as an authorized spokesperson and requiring advance approval from the chief executive.*

Only the chief executive, board president, board chair, or other individual(s) designated by the board are authorized to speak with the media. The chief executive and the board designate shall collaborate on message development and coordinate who will handle which press inquiries.

Employees, board members (other than the chair) and members acting in a capacity within a committee or a caucus shall not make statements, provide information for distribution, or provide background information unless specifically directed to do so by the chief executive and/or the board.

Provided that they have prior permission to do so from the chief executive or the board, employees, board members, and members acting in a capacity with a committee or a caucus shall speak publicly on behalf of XYZ only in accordance with established public speaking procedures.

### Sample #3

*This succinct policy allows the chief executive to speak out on public policy issues on behalf of the organization.*

### **Public Policy Statements**

The board or executive committee may agree to approve a resolution on any public issue for which it feels a "voice from XYZ" could improve the public dialogue, and the chief executive or board members are encouraged to propose such resolutions for the board's or executive committee's consideration. The chief executive is authorized to add XYZ's name to others' statements, letters, proclamations, etc. which clearly fit within the guidelines below:

- Support principles of \_\_\_\_\_.
- Support policies to promote \_\_\_\_\_.
- Support efforts to show respect \_\_\_\_\_.

### **Chief Executive's Public Statements**

Using discretion, the chief executive may speak out or lend his or her name to positions being taken by other leaders, so long as it is made clear he or she is not representing an official position of XYZ and informs the board whenever such positions become publicly controversial. Officers and directors should be cognizant

of the fact that they must avoid conflicts of interest and should always ensure that their actions and public statements do not put personal interests above the best interests of their organization.

#### Sample #4

*This statement outlines the procedures for anyone responding to a media inquiry and serves as a useful complement to the basic policy.*

### **MEDIA INQUIRY PROCEDURES**

**Main Contact:** [Name A]

**Other Contact:** [Name B and Name C]

#### **Description**

How to handle inquiries from any media such as newspaper, radio, TV, cable access, magazine, trade organizations, etc.

#### **Background**

XYZ strives to advance its mission by communicating openly and honestly using consistent messages with its constituents, including the media. It is important for all XYZ staff and board members to reinforce these messages by referring all calls from any media source to the appropriate staff.

#### **Procedure**

1. Please refer all calls or visits to Name A; if he or she is not available, refer to Name B; or if the inquiry is specific to grants, refer to Name C.
2. If senior staff is not available, take the following steps:
  - o Find out the reporter's name, phone number, and deadline.
  - o Find out the nature of the story ("*Name A is our chief executive and spokesperson for XYZ. May I ask what kind of a story you are working on so that we can gather the information and he (or she) will have all the facts in front of him (or her) when he (or she) calls you back?*"), OR, if you are sure that Name A will be available to hear a voicemail message, offer to let the reporter leave a detailed voicemail message.
  - o Let the reporter know that Name A or another staff member will return the call by a stated time and date.
  - o Contact Name A immediately if the deadline is imminent. His (or her) home phone \_\_\_\_; cell \_\_\_\_.
3. Please do *not* offer information to media — even if you know the answer. It is helpful for XYZ that all news contacts be handled by senior staff and documented. Also, it's too easy to get quoted as an organization spokesperson if you volunteer something the reporter wants to use. Assure the reporter that someone will respond in time to meet the deadline.

If the reporter needs an immediate response, or if Name A will not be

available in time to meet the reporter's deadline, refer the call to Name B, home phone \_\_\_\_; cell \_\_\_\_\_. If it's on the subject of grants, refer the call to Name C, home phone \_\_\_\_; cell \_\_\_\_\_.

4. If you cannot reach Names A, B, or C (at work, home, or on cell phone) to respond in time for the deadline, call the reporter back, explain the situation, and apologize profusely, but still decline to answer the question yourself. *In no case* should you let the deadline come and go without any response. Then, please leave a detailed message for Name A (or B or C) so that he or she can follow up with the reporter. In general, it is not advisable to say "no comment," since that constitutes a form of an answer that may be used against the organization in some instances.

### **Key Points To Remember When Dealing with the Media:**

- Be polite.
- Be helpful.
- Find out what the reporter needs to know and what his or her deadline is.
- Don't let a deadline pass without a response.
- Don't get drawn into providing information or opinions that you don't have the authority to provide.
- Always inform Name A (or B or C) of the call for follow-up.

*Thank you for helping XYZ provide accurate, timely, honest, and thoughtful assistance to the media.*

### Sample #5

*This policy, tailored to federated organizations, guides chapters to share media attention with the national office.*

### **RELEASE OF INFORMATION TO THE MEDIA**

1. In the event the media contacts XYZ first, the caller's identity and reason for calling will be ascertained. If the reason for the call is anything other than basic information that would be considered public, XYZ staff will call them back after first notifying the Local Council Affiliate that an inquiry about the organization has been made. **Note:** *XYZ's call to the Local Council is a courtesy call and is not a request for permission from the Local Council to speak on their behalf. Calls from the media received by XYZ regarding Local Councils shall be handled according to the XYZ board-approved media policy.*
2. If a local issue receives media attention, or has potential to draw attention (negative or positive), the Local Council shall notify XYZ within two working days as to the nature of the situation and what possible impact it will have on the Local Council Affiliate and XYZ.

### **Suggested Resources**

- Feinglass, Art. *The Public Relations Handbook for Nonprofits: A Comprehensive and Practical Guide*. San Francisco: Jossey-Bass, 2005.
  - Lukas, Carol and Linda Hoskins. *Nonprofit Guide to Conducting Community Forums: Engaging Citizens, Mobilizing Communities*. St. Paul, MN: Fieldstone Alliance, 2003.
  - Patterson, Sally J. *Generating Buzz: Strategic Communications for Nonprofit Boards*. Washington, DC: BoardSource, 2006.  
<http://www.boardsource.org/Bookstore.asp?Item=189>
  - Wymer, Walter W, ed. *Journal of Nonprofit & Public Sector Marketing*. Binghamton, NY: The Haworth Press.
- 

Excerpted from *The Nonprofit Policy Sampler, Second Edition* by Barbara Lawrence and Outi Flynn, a publication of BoardSource, formerly the National Center for Nonprofit Boards. For more information about BoardSource, call 877-892-6273 or visit [www.boardsource.org](http://www.boardsource.org). BoardSource © 2009. Text may not be reproduced without written permission from BoardSource.

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

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

**March 4, 2010**

**To: The East Hampton Town Council**

**Please find copies of tax refunds for your review. The total  
refund equals \$3,776.90.**

**Thank you for your assistance.**

*Nancy Hasselman, CCMC*

**Nancy Hasselman, CCMC  
Collector of Revenue**

441.34 +  
61.58 +  
100.53 +  
35.87 +  
60.95 +  
9.49 +  
20.37 +  
58.01 +  
225.67 +  
184.05 +  
2,579.04 +  
3,776.90 \*