

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Town Manager Approval: _____

90 (es)

Item to be presented by: Ruth G. Plummer
Director

DATE: December 1, 2009
SUBJECT: Parks and Recreation 5-year Action Plan (Draft)
DEPARTMENT: Parks and Recreation

RECOMMENDED ACTION

The purpose of this presentation is to familiarize the Town Council with the Department's strengths, challenges, and strategies for improvements over the next 5 years. This is a working document in draft form.

BACKGROUND

The Parks and Recreation Department's Mission Statement: *The East Hampton Parks and Recreation Department is committed to providing innovative program opportunities and well-maintained facilities that enrich the East Hampton Community.*

At this point, the Plan identifies our assets and prioritizes strategies to address challenges. Once these are finalized, the next step will be to attach projected costs to the priority items. Feedback from the Town Council, Board of Finance, and Town Manager will assist the Advisory Board and Department establish and reach obtainable objectives.

ALTERNATIVE ACTIONS

N/A.

FISCAL IMPACT

Moving forward the majority of these initiatives will need to be funded through operating, capitol budgets and bonding. Other mechanisms such as grants, donations, volunteers and partnerships will be sought to off set direct tax based funding.



Parks & Recreation Action Plan (Draft 12/2009)

Opportunities/Assets	Challenges	Priority	Improvement Strategies /Asset Capitalization	Projected Cost	Timeframe (in years)	Funding Initiatives
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COMPREHENSIVE MASTER PLAN:						
clean slate	funding	3			3-4	capital

SEARS PARK:						
Only municipal park						
Model for sustainable landscaping	100 th Anniversary	1	Put together Centennial Committee		1	EPA Grant pending
Model storm runoff techniques	Storm runoff	1	Master Plan Design & Construction documents	\$36,000	1-2	Phased Capital Improvement projects
Historically significant Pavilion & Picnic Shelter	Under-funded maintenance	1	Implement turf maintenance program	\$7,000	1-2	STAP/Community Block Grants
Gardens	Bathroom bad shape	2	Master Plan phase 2: parking, courts, entry, soft scapes		3-4	Boat Launch Improvement Fund
	Play equipment bad	1	Install new play equipment & swings	\$40,000	1-2	Local donations and memorial contributions
	Traffic flow	1	Master Plan phase 1: bath house, boat launch, parking, beach front	\$400,000	1-2	Operating and Special Revenue

AIR LINE TRAIL:						
Promotes tourism	Slow development	1	Continue efforts to expand trail into Village Center		ongoing	State and Federal grant opportunities
Multi-use trail	Ends before Village Center	2	Preventative maintenance		ongoing	In-kind matches with PW and P&R
Federal funding	Public relations w/abouting landowners	3	Education			
DEP partnership		2	Continue regional programming opportunities		ongoing	
Regional Opportunities						

OPEN SPACE:						
Eagle Scout Projects	Not maintained	1	Implement management programs, create database of completed, ongoing, and future projects for Eagle Scouts and volunteers		1-2, ongoing	Operating budget
Diverse natural resources	Little promotion, signage, education					Volunteers
Variety of passive uses	No masterlist or plan	2	Improve marketing efforts		1-2	
	Subdivision open space	4	Create and inventory of OS and appropriate activities			

LAKE POCOTOPAUG:						
Total Cost for Priority #1 projects= \$7,500						
Great fishing	Water quality, storm runoff and phosphorous loading	1	Continue to promote and educate public on watershed		ongoing	Operating budget
Walleye stocking program	Mixed motorized & non-motorized uses (jet boats, water skiers, jet skiers, snowmobiles, ice activities)	1	Promote safety on water and ice, signage and education, Continue to run safe boating courses	\$7500 annually	ongoing	Local Partnerships
Ice fishing	Under utilized by Dept.	3	Program fishing		1-2, ongoing	Capital and operating budgets
Lots of recreational boating activities	No public access except from Sears Park	4	Accommodate local fisherman better		ongoing	

FIREMAN'S GROUNDS/SALMON RIVER:						
Great fishing	Adding to Park Maintenance duties	1	Create self-funding activities and opportunities		3-4	Fee-based programs and rentals
Possible stewardship	Building repairs, etc.	2	Involve community volunteers in stewardship development		3-6	
Class A waterway						



Parks & Recreation Action Plan (Draft 12/2009)

Opportunities/Assets	Challenges	Priority	Improvement Strategies /Asset Capitalization	Projected Cost	Timeframe (in years)	Funding Initiatives
CONNECTICUT RIVER:						
Accessible through MH Ship Yard and Oakum Dock	MH Boat launch in rough shape No parking	1	Clean up and maintain MH boat launch for car-top carriers and emergency access		ongoing	Operating budget Capital if needed for Survey
		2	Research Oakum Dock opportunity with Mid. Land Trust		3-4	
PINE BROOK AQUIFER:						
Good fishing Potential for car-top launch	Bottom of Terr in bad shape Hard to access water Trails overgrown	1	Seek additional land acquisitions abutting property		1-5	Volunteer efforts Operating budget
		2	Encourage further Eagle Scout projects		1-3	
		1	Encourage further Eagle Scout projects		ongoing	
STATE PARKS: (Hurd, Mesomasic Forest, Great Hill)						
Great outdoor recreational opportunities Little impact on staff			Don't forget to promote or piggyback Parks and State programs (i.e. "no child left inside")		ongoing	
MS ATHLETIC COMPLEX:						
Used by many Opportunity to purchase abutting land	Pesticide ban to 8th grade Softball poor drainage Baseball field No facility or storage No water or irrigation	1	Implement IPM and transition more to in-house		1	Operating Capital Volunteers with donated time and equipment
		2	Purchase abutting properties		1-2	
		1	budget and perform maintenance annually		ongoing	
		3	Need Storage shed	\$5,000		
		2	Drainage issues	\$40,000	3	
HS ATHLETIC COMPLEX:						
Excellent programming	Turf Maintenance practices Baseball field over used; some drainage issues	1	Implement IPM and transition more to in-house		now	Operating budget (ongoing)
		1	Preventative maintenance and retain quality of programming opportunities	\$1,000.00	ongoing	
MIDDLE HADDAM TENNIS COURTS:						
Town owned	In disrepair	3	Get estimates for new courts		3	Operating budget (ongoing)
SIDEWALKS & STREETS:						
Bikes Pedestrians	Pedestrian efforts not consistent	1	Publicize pedestrian efforts and opportunities		3-4	Operating budget State and federal grants
		2	Collaborate with PD and DOT on pedestrian-friendly environments and routes		5-6	
TRAIL SYSTEMS:						
Blue-blazed trails very popular Large following of volunteers	Overgrown Staff's time	4	Organize projects to clean up trails, blue blaze, and map		1-5	Operating budget
		4	Recruit volunteers		1-5	
POCKET PARKS:						
Beautification efforts	Hard to maintain Staff's time	1	Provide input in future projects to minimize impact		ongoing	Operating budget
		1	Parks Maint. Staff maintenance plan		ongoing	



Parks & Recreation Action Plan (Draft 12/2009)

Opportunities/Assets	Challenges	Priority	Improvement Strategies /Asset Capitalization	Projected Cost	Timeframe (in years)	Funding Initiatives
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PLAYGROUNDS/PLAYSCAPES:			Total Cost for Priority #1 projects=			
Strongly motivated MOMs group looking to improve playscapes	Aging, out of code, safety issues Political pressure	1	Create strategic plan to upgrade play equipment town wide		1-5	5-year phased capital plan Playground companies grants Community build options
		1	Implement and fund a 5-year upgrade playgrounds plan	\$10,000 x 5	1-5	
		1	Repair and replace components for improved safety	\$5000 annually	ongoing	

MARKETING:						
Program Brochure Website School Flyers Local Newspapers	Improved website Online registration and payments Reduce cost of program brochure	1	More frequent website updates. Include program spreadsheet from the brochure and make it an interactive document linked to program specific information. Post Parks & Rec. Athletic Schedules. Emphasize theme of "Unlock the Fun". More pictures and slide shows included on the website. Make it a user friendly experience.	Time	ongoing	Self-sustaining special revenue program accounts
		2	Research Rec-Trac, Active.com, and Virtual Town Hall. Put together a plan to establish this.	Approx. \$10,000	1-2	
		3	Point residents directly to the website. Use the brochure and existing publications to begin to establish this.		ongoing	

RECREATION PROGRAMMING:						
Summer Camp Program Youth Sports Leagues and Clinics Fitness Programs Recreational Trips Online Education Jumpstart After-School Program Enrichment Activities	Utilize area resources such as town-owned open space and Lake Pocotopaug. More programming for pre-school age group. Establish more athletic leagues, tournaments, clinics and activities. We touch on the basics now and do it well. Increase participation in programs and increase revenue. Increase music and art programs. Utilize the SP Temp Skate Park for programming or a permanent Skate Park if one is established. Continue to run quality programs.	2	Establish programs that emphasize these areas.		1-2	Self-sustaining special revenue program accounts
		1	A quality facility to run these programs during the day is needed. Search for qualified instructors. Establish these programs.		3-6	
		4	A quality facility to run these programs is needed. Gym time in town is very limited and we have to stick to the basics as a result.		3-6	
		1	see Marketing		ongoing	
		3	A quality facility to run these types of programs is needed. Find quality instructors willing to run these programs. Establish these programs.		ongoing	
		3	Research possible program ideas and establish.		1-2	
		1	Gather program feedback on a regular basis and use the feedback to refine current programs. Integrate suggestions from public regarding desired programming.		ongoing	

Parks & Recreation Action Plan (Draft 12/2009)

Opportunities/Assets	Challenges	Priority	Improvement Strategies /Asset Capitalization	Projected Cost	Timeframe (in years)	Funding Initiatives
TURF MAINTENANCE:						
Solid Parks Maintenance staff		1	Projected Cost for Priority #1 projects=	\$21,535.00		
Limited resources High demands	1	Transition to Integrated Pest Management Program	(\$8,200)	1	Leveraging the investment into highly a efficient mower provides for more inhouse assumption of duties. Thus reducing the cost of outsourced work.	
	1	Bring more turf fert/maintenance duties in-house	(\$5,500)	1		
	1	Purchase 1'1' cutting deck mower	\$50,000	1-3		
	1	Trailer	\$4,000	1		
	1	Savings in man hours with new mower	(\$18,765)	1		

Parks & Recreation Action Plan (Draft 12/2009)

Opportunities/Assets	Challenges	Priority	Improvement Strategies /Asset Capitalization	Projected Cost	Timeframe (in years)	Funding Initiatives
FUTURE REC. FACILITY:						
Old factories possible uses Lease options possible uses	Funding	3	Comprehensive Master Plan		3-4	Capital budget
		5	Feasibility Study		5-6	Bonding Revenue generated from membership fees
FUTURE SKATE PARK:						
Public support Proven success	Land Funding	Total Cost for Priority #4 projects= \$15,000				
		4	Add components to existing skate park in SP	\$15,000	1-4	Capital budget
		1	Support volunteer fundraising efforts		1-2	Operating budget Volunteer efforts
		2	Continue to seek available land in visible area		3-6	Ramp Company grants or matching opportunities
FUTURE BALL FIELDS:						
Abutting land	Land Funding	2	Create and maintain land acquisition database		ongoing	Capital budget
		3	Seek opportunities		5-6	Grants for amenities and/or active recreation
FUTURE PARKS:						
Large areas of land available	Land Funding	3	Comprehensive Master Plan		3-4	Capital budget
		3	Land Acquisition database		3	Grants
		3	Educate residents on sale of development rights & donated land		5-6	Donations
		5	Work with Lake & Conservation to encourage landowners to allow public uses for recreation		5-6	
		3	Develop management programs for conserving and restoring		1-2	
FUTURE OPEN SPACE:						
Public wants it	Taxpayers don't want to pay for it Not often donated Missed opportunities	3	Provide AB with information on regulation changes for fees in lieu of unusable open space		3-6	Fees from open space funding State and federal grants for open space acquisition
		3	Education on open space donations & sale of developmental rights		3-4	Land acquisition sinking fund for legal and professional services as well as local matches
FUTURE GOLF COURSE:						
Generates revenue	Land Funding	6	Land acquisition database		5-6	Bonding
		6	Feasibility Study			

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Town Manager Approval: 90 (ced)

Item to be presented by: Jeff O'Keefe

DATE: December 8, 2009

SUBJECT: Road Acceptance - Royal Oaks Subdivision Phase I. Royal Oaks Avenue, Joseph Court and Nicholas Court.

DEPARTMENT: Town Manager

RECOMMENDED ACTION

It is recommended that the Town Council accept right-of way for the Royal Oaks Subdivision Phase I. Included in the right-of-way are Royal Oaks Avenue, Joseph Court, Nicholas Court, sidewalks, catch basins, manholes and underground drainage pipes.

BACKGROUND

Royal Oaks Subdivision Phase I is complete and the Developer is seeking to turn over the roadway to the Town. The town attorney has completed a review of the legal documents and they are in order. At the December 2, 2009 meeting of the Planning and Zoning Commission, they give their approval and recommend approval of Royal Oaks Phase I by the Town Council. The as-built plans are complete and have been reviewed by CLA Engineers. The town will hold a 15% bond from the developer to guarantee the work for a year.

ALTERNATIVE ACTIONS

None

FISCAL IMPACT

The town will assume responsibility for maintenance and snow removal.

EH: Clerks Office

AGENDA ITEM: 6A

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Town Manager Approval: _____

90 (es)

Item to be presented by: Carol Ann Tyler

DATE: December 1, 2009

SUBJECT: Option to allow total exemption for residence of a veteran on Title 38

DEPARTMENT: Assessor/Finance

RECOMMENDED ACTION:

Staff recommends that the Town Council consider this option on an individual basis

BACKGROUND

Veteran Exemption for Title 38 Statute 12-21 (C)

(C) Municipal option to allow total exemption for residence with respect to which veteran has received assistance for special housing under Title 38 of United States Code. Subject to the approval of the legislative body of the municipality, the dwelling house and the lot whereupon the same is erected, belonging to or held in trust for any citizen and resident of this state, occupied as such person's domicile shall be fully exempt from local property taxation, if such person is a veteran who served in the Army, Navy, Marine Corps, Coast Guard or Air Force of the United States and has received financial assistance for specially adapted housing under the provisions of Section 801 of Title 38 of the United States Code and has applied such assistance toward the acquisition or modification of such dwelling house. The same exemption may also be allowed on such housing units owned by the surviving spouse of such veteran (i) while such spouse remains a widow or widower, or (ii) upon the termination of any subsequent marriage of such spouse by dissolution, annulment or death, or by such veteran and spouse while occupying such premises as a residence;

There are no known veterans in East Hampton at this time eligible for this exemption. I have spoken with the Assessor Robert Musson for the Town of Hebron regarding this exemption. He informed me that the veteran asked for this exemption as he was a candidate, he is on Title 38.

ALTERNATIVE ACTIONS

Adopt an ordinance for future use

FISCAL IMPACT

There are no known applicants

EH: Clerks Office

AGENDA ITEM: _____

6B

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Town Manager Approval:

90 (cc)

Item to be presented by:

Town Manager

DATE: December 8, 2009

SUBJECT: Emergency Management – Civil Preparedness Agency

DEPARTMENT: Town Managers Office

RECOMMENDED ACTION

Appoint the Chief of Police, the Fire Chief, the Health Department, the Ambulance Director, as well as Councilmember Thomas Cordeiro to formally serve on the Civil Preparedness Agency. Other members may be recruited and submitted to the council for appointment by the emergency management Director.

BACKGROUND

According to Chapter 41 of the Towns Ordinance's the Town is required to have a Civil Preparedness Agency which operates under the supervision of the Town's Emergency Management Director. The Town has an emergency management Director who works very closely with the Towns other emergency management responders, including the Health Department, The Fire and Ambulance department and the Police Department.

Currently the Towns Emergency Response Plan is up to date and has been formally recognized by the State of Connecticut as being in full compliance.

To more formalize these functions it is being recommended that the "agency" be formed as required in our Towns ordinance.

The "agency" will meet at a minimum of four times a year or more in the event of an emergency.

ALTERNATIVE ACTIONS

No recommendation

FISCAL IMPACT

None at this time

Chapter 41

EMERGENCY MANAGEMENT

§ 41-1. Agency created; director;
advisory board.

§ 41-2. Duties of Civil Preparedness
Director.

§ 41-3. Advisory board.

§ 41-4. Authority in case of disaster.

§ 41-5. Interpretation of terms.

[HISTORY: Adopted by the Town Council of the Town of East Hampton 7-10-1990.
Amendments noted where applicable.]

§ 41-1. Agency created; director; advisory board.

There is hereby created a Civil Preparedness (Defense) Agency under the supervision of a Director with an advisory board. Such Director and board shall be appointed by and may be removed by the Town Manager at any time.

§ 41-2. Duties of Civil Preparedness Director.

The Civil Preparedness Director shall have the following duties:

- A. He shall advise the Town Manager on matters pertaining to civil preparedness and disaster emergency operations.
- B. He shall coordinate the activities of all Town agencies in disaster emergency situations but in no case will he assume command of any agency or department other than the Civil Preparedness (Defense) Agency unless directly ordered to do so by the Town Manager.
- C. He will coordinate the activities of all Civil Preparedness (Defense) Agency forces, both full-time and volunteer, and will be responsible for the recruitment and training of needed civil preparedness personnel.
- D. He will assist the Town Manager in the preparation and updating of Town emergency operations plans and standard operating procedures.
- E. He will maintain contact with the State Department of Emergency Management and Homeland Security through the area office so designated for the Town of East Hampton, and will coordinate with the State Department of Emergency Management and Homeland Security in the preparation of required reports, procedures, and other necessary paperwork to ensure that the Town receives all possible funding, equipment and other benefits available to the state through state and national emergency management agencies for civil preparedness.
- F. He will perform such other civil preparedness related functions as may, from time to time, be assigned to him by the Town Manager.

§ 41-3. Advisory board.

The advisory board shall assist the Director in the formulation of policy for the governing of the Civil Preparedness (Defense) Agency. The terms of office for the appointed advisory board shall be two years, except that in the case of a board member serving by virtue of holding another Town office, such member shall serve for a term corresponding with the term of such other office.

§ 41-4. Authority in case of disaster.

In the event of disaster, the Town Manager, or in the event of a vacancy in the office of Town Manager, the Chairman of the Town Council, will assume complete command of all local government functions and facilities. All available local resources will be brought to bear on the disaster existent in an effort to protect and preserve human life and property of the community, to the greatest extent possible. The authority of the Town Manager, or in the event of a vacancy in his office, of the Chairman of the Town Council, shall be limited only by the Governor of the State of Connecticut in state declared emergencies or the President of the United States of America in a declared national emergency.

§ 41-5. Interpretation of terms.

The terms "emergency management," "civil preparedness," and "civil defense" shall have the same meaning and shall be interchangeable as said terms may apply to the agency and/or agencies referred to in this chapter and all plans, equipment, directives, and activities connected herewith

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Town Manager Approval: _____

90 

Item to be presented by: _____

Town Manager

DATE: December 8, 2009

SUBJECT: Discussion of Council Priorities

DEPARTMENT: Town Managers Office

RECOMMENDED ACTION

Discuss council priorities for upcoming two year council term.

BACKGROUND

In addition to the Plan of Conservation & Development goals and objectives, the council and administration needs to be thinking about longer term goals, objectives and priorities. There is much work to be done in all areas of our Town.

The following are discussion areas (for discussion purposes only) and priorities the council may wish to consider over the next two years:

- Charter Reform
 - Understanding Process (Chronology of events) – Town Attorney
 - Develop Questions for Commissions Consideration – Town Council/Town Manager
 - Appoint Commission - Town Council
 - Public Hearings – Commission/Council
 - Referendum
- Bonding Considerations:
 - Facilities full proposal - \$51 million
 - Road and drainage work - \$3 million over four years
 - Lake Improvements - \$1 million
 - Park & Recreation Improvements - TBD
 - Other ideas
- Planning Studies
 - Village Specific Plan - \$50,000 to \$75,000
 - Town Wide Department Organizational Study - \$15,000
 - Master Parks, Recreation and Open Space Master Plan - \$30,000 - \$60,000
 - Conceptual Community Master Plan - \$100,000 to \$150,000
 - Other ideas

AGENDA ITEM: 7A

- Lake Pocotopaug Improvements - \$1 million to start
 - Drainage Issues
 - Aeration system
 - Education
 - Policy issues (ex. large boats vs. small boats)

- Park and Recreation Improvements - \$ TBD
 - Five-year Plan (will be discussed at next council meeting)
 - More and/or improved facilities
 - Sears Park Improvements
 - Philosophy of having new developments include recreational amenities

- Clean Energy Programs
 - Purchase energy Credits to meet 2010 Goal - \$7,000
 - Regional Shared Energy Manager

- Library
 - Expansion
 - Programming

- Senior & Social Services
 - Programming
 - Expansion

- Village Redevelopment
 - Brownfields remediation/assessment \$1 million
 - Affordable Housing Development
 - Mixed use development

- Municipal Water System
 - Funding Mechanisms
 - Costs to Tax Payers
 - Design/Build
 - Owner versus Contracted Operators

Clearly, this list is not exhaustive and I am certain each of you will want to add a few ideas of your own. We look forward to a healthy discussion on these and other ideas you may have.

ALTERNATIVE ACTIONS

No recommendation

FISCAL IMPACT

None at this time

AGENDA ITEM: _____

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Town Manager Approval:

90 (cl)

Item to be presented by:

Town Manager

DATE: December 8, 2009

SUBJECT: Charter Revision

DEPARTMENT: Town Managers Office

RECOMMENDED ACTION

Receive draft report from Town Attorney outlining the steps for Charter Revision. Discuss Charter Revision process and decide on whether or not to form a charter revision commission and pursue charter revision.

BACKGROUND

Attached is the process for charter revision that our Town Attorney has drafted. In addition attached is Chapter 99 of the Connecticut State Statutes which also discusses the charter revision process.

If the Town Council is to proceed with Charter Revision the next step would be to develop the potential questions the Charter Revision Commission would be directed to look at and then form the Charter Revision Commission.

Town Staff has formally requested the document from the Connecticut Conference of Municipalities (CCM) for its planning guide to charter revision and were told it would take a few days for us to get it. Additionally, we looked into some other Towns who have recently conducted the Charter Revision process to see what potential costs might be associated with conducting a Charter Revision process. An update of this will be provided at the council meeting.

ALTERNATIVE ACTIONS

No recommendation

FISCAL IMPACT

None at this time

Town of East Hampton
Charter Revision Steps and Timeline

Charter of the Town of East Hampton, in Section 6.6 provides as follows: This charter may be amended in the manner prescribed by law.

Step #1: Action to amend Charter is initiated by a 2/3 vote of the entire membership of the Appointing Authority (ie. Town Council).

-OR-

By petition filed with Town Clerk signed by not less than 10% of electors as determined by the last-completed registry list. CGS Section 7-188(b).

Note that signatures on petition are valid only if obtained within 90 days of the filing of the page of the petition on which it appears, provided that an elector who has signed the petition can have his name removed at any time prior to the filing of the petition with the Town Clerk. CGS Section 7-188(c).

Note also that the form for the petition is found in CGS Section 7-189.

Step #2: Within 30 days of Town Council resolution or certification of the petition, as applicable, Town Council shall by resolution appoint a commission consisting of at least 5 but no more than 15 electors. Of these, a maximum of 1/3 may hold other public office and not more than a bare majority may be from any one political party. CGS Section 7-190(a).

Step #3: Town Council resolves when Commission shall submit its draft report. Sixteen months is the maximum allowable time. Town Council shall direct Commission to consider the recommendations included in the petition (if applicable) and may make other recommendations. While the Commission can consider other items, it must include in its reports comments on each recommendation it has been directed to consider as well as comments on other changes. CGS Section 7-190.

Step #4: Commission holds at least 2 public hearings, one prior to beginning substantive work and one after the draft report is completed, but not yet submitted to Town Clerk. CGS Section 7-191(a).

The Commission is able to amend its report after a hearing.

Step #5: Within time frame imposed by Town Council, Commission submits draft report including proposed charter changes to Town Clerk. Clerk transmits same to Town Council. CGS Section 7-191(b).

Step #6: Town Council holds at least 1 public hearing (more if it wishes) on draft report, provided that the final public hearing is not more than 45 days

following submission of the draft report to the Town Clerk. CGS Section 7-191(b).

Step #7: Within 15 days of its last hearing, Town Council makes recommendations to the commission for changes in draft report. CGS Section 7-191(b).

-OR-

If Town Council makes no recommendations for changes within the 15 day period, report of Commission is deemed final and Town Council must act on report. CGS Section 7-191(c).

Step #8: If Town Council does make changes, Commission must confer with Town Council with respect to same; Commission may amend its proposed amendments in accordance with said recommendations or may reject same. The deadline for the Commission to make its final report to Town Council is 30 days after receiving its recommendations. CGS Section 7-191(c).

Step #9: Town Council has maximum of 15 days after receiving the final report to, by majority vote, approve the proposed charter amendments in their entirety, reject the proposed amendments in their entirety, or reject separate provisions thereof. CGS Section 7-191(d).

The Commission terminates after Town Council accepts or rejects the final report. CGS Section 7-190 (c).

If Town Council rejects all or parts of report, a petition for referendum can be submitted within 45 days, signed by at least 10% of the electors as determined by the last-completed registry list. CGS Section 7-191(d).

Step #10: Within 30 days of approval by the Town Council or certification of a petition, as applicable, the portion of the charter being amended is published at least once in a municipality having general circulation in the Town together with a notice that a complete copy of the charter and amendment is available in the Town Clerk's Office and that Town will mail a copy to any person upon request. CGS Section 7-191(d).

Step #11: Town Council decides, by majority vote, whether proposed amendments are submitted for approval or rejection at a special or regular election, which election is held within 15 months after either approval by Town Council or certification of petition for referendum. CGS Section 7-191(e).

Note that the charter amendments would have to be approved for submission to the electors at least 60 days prior to a general election. CGS Section 9-370.

Town Council also prepares the amendments for ballot and decides whether to submit in the form of one or several questions. CGS Section 7-191(f).

- Step #12:** At a regular election, a simple majority of electors can approve the amendments.
At a special election, a majority which numbers at least 15% of the electors as determined by the last completed-registry must approve the amendments. CGS Section 7-191(f).
- Step #13:** Charter amendments are effective 30 days after approval, unless a different date is specified within the amendments. CGS Section 7-191(f).
- Step #14:** Within 30 days after approval of the amendments, Town Clerk files with Secretary of State 3 certified copies thereof, with effective dates indicated thereon, AND three certified copies of the complete Charter incorporating the amendments. CGS Section 7-191(g).
Whatever the result, the Town Clerk must notify the Secretary of State of the results of the Referendum within 15 days of the Referendum. CGS Section 9-371.

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

December 4, 2009

To: The East Hampton Town Council

**Please find copies of tax refunds for your review. The total
refund equals \$2,678.91.**

Thank you for your assistance.

Nancy Hasselman, CCMC

**Nancy Hasselman, CCMC
Collector of Revenue**

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0.00 *
1,900.27 +
367.35 +
39.62 +
335.39 +
36.28 +
2,678.91 *

0.00 *

0.00 *