

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Town Manager Approval: _____

JOK (clw)

Item presented by:

Jeffery J. O'Keefe

DATE: May 11, 2010

SUBJECT: Consider formation and ordinance establishing an Arts & Cultural Commission

DEPARTMENT: Town Managers Office

RECOMMENDED ACTION

Discuss the merits and formation of an Arts & Cultural Commission. Review draft ordinance establishing formation of this new commission. Schedule a public hearing for same.

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 provided 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.

ALTERNATIVE ACTIONS

Other direction as determined by Town Council.

FISCAL IMPACT

None at this time.

AGENDA ITEM: _____

6A

**Town of East Hampton
Draft Ordinance
Arts & Cultural Commission**

Section 1 Establishment; Membership; Appointment; Terms of Office; Officers:

- A. There shall be a Commission known as the East Hampton *Arts & Cultural Commission*. The Commission shall consist of nine members, not more than four of whom shall be registered members of the same political party, and who shall be recommended by the Town Manager and appointed by the Town Council.

- B. Initial appointments shall be made with three members appointed for a one year term; three members appointed for a two year term; and three members appointed for a three year term. Thereafter each succeeding member shall be appointed for a term of three years. Nothing herein will exclude or prevent a member from being reappointed to more than one successive term.

- C. In the event of a vacancy, the position shall be filled forthwith upon recommendation of the Town Manager and appointment by the Town Council to fill the remainder of the term vacated.

- D. The Commission shall, at its first meeting following the effective date of its appointment and annually thereafter, elect a Chair, Vice Chair and Secretary from among its members and such other officers as the Commission may determine.

- E. The Commission shall meet quarterly, and at such other special meetings that the Commission deems necessary to carry out its purpose, goals and duties.

Section 1 Purpose and Goals:

The purpose of the Commission shall be to promote and encourage community-wide participation in, and appreciation for, the creative, performing and visual arts and to facilitate the sharing and expression of cultural traditions within the Town of East Hampton. The Commission shall advocate for, and support the goals of the arts community and shall enable local groups to pool resources and help to access state and federal funding. This body shall enhance learning opportunities in the arts for all residents through cooperation and collaboration of the various organization associated with arts and culture, including, but not limited to music, theater, dance, opera, painting, sculpture, architecture and literature.

Section 3 Duties:

The duties of the Arts & Cultural Commission shall be:

- A. To make an initial survey of all the artistic and cultural resources of the Town of East Hampton and continue to maintain such list in a current state. Said survey shall include all essential information and be posted in strategic locations including the Town's website.

**Town of East Hampton
Draft Ordinance
Arts & Cultural Commission**

- B. To keep records of its meetings and activities and to submit an annual report with the Town Manager and the Town Clerk, describing its activities for the previous year.**
- C. To act as a clearinghouse for information concerning federal, state, municipal and private sources of funding and programs for the arts and cultural endeavors, to make such information available to all community groups, public and private, for profit and not for profit, that might benefit from such funding.**
- D. To provide a forum for discussion of artistic and cultural issues.**
- E. To prepare and submit grant applications in support of arts and cultural programs and activities on behalf of the Town of East Hampton, and to provide assistance to artistic and cultural organizations, groups and individuals in the Town in the preparation and submission of grant applications for arts and cultural support.**
- F. To prepare and submit a proposed annual budget for inclusion in the annual administrative budget of the Town in accordance with the town's budget procedures.**
- G. To solicit and accept gifts, contributions and bequests of funds from individual, foundations, corporations and other organizations for the purpose of furthering the objectives of the Commission,**
- H. To make recommendations to the Town Council, Town Manager, Board of Education, and/or Superintendent of Schools on art and culturally related matters that will enhance the quality of life for East Hampton residents.**
- I. To maintain an ongoing calendar of cultural events on the Town's website.**
- J. To engage in other activities necessary and appropriate to carry out its objectives and purposes.**

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Town Manager Approval: _____

9OK (initials)

Item presented by: _____

Jeffery J. O'Keefe

DATE: May 11, 2010

SUBJECT: Legal Bill Reviews

DEPARTMENT: Town Managers Office

RECOMMENDED ACTION

Council adopt a policy requiring the Town Manager to meet with council members in executive session on a monthly basis to review all pending claims and legal bills.

BACKGROUND

A council member raised concerns about having the town council be more knowledgeable about legal expenses. It is recommended that the Town Manager meet, in executive session, on a monthly basis to review all pending claims and legal expenses,

ALTERNATIVE ACTIONS

Other direction as determined by Town Council.

FISCAL IMPACT

None at this time.

EH: Clerks Office

AGENDA ITEM: _____

6B

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Town Manager Approval: _____

JJK (es)

Item presented by: _____

Jeffery J. O'Keefe

DATE: May 11, 2010

SUBJECT: Adopt Charter Revision Commission Final Report

DEPARTMENT: Town Managers Office

RECOMMENDED ACTION

Discuss comments heard from the public hearing and adopt the final Charter Revision Commission report. Direct Town Clerk to draft ballot question for approval at the May 25th council meeting.

BACKGROUND

The Charter Revision Commission has completed its initial work and has produced a report of the proposed charter changes for the Town Councils review and adoption.

By state statute Town Council needed to hold a public hearing on these proposed changes prior to approving them to go to voters for approval. This public hearing was held at the council meeting on May 11, 2010.

ALTERNATIVE ACTIONS

Other direction as determined by Town Council.

FISCAL IMPACT

None at this time.

EH: Clerks Office

AGENDA ITEM: 7A

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Town Manager Approval: JOK (cls)

Item presented by: Jeffery J. O'Keefe

DATE: May 11, 2010

SUBJECT: Revisiting the Plan of Conservation and Development Implementation Table

DEPARTMENT: Town Managers Office

RECOMMENDED ACTION

Review, discuss and amend action table where warranted. Submit update to the Planning and Zoning Commission

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. 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 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: 7B

2006 East Hampton Plan of Conservation and Development

**IMPLEMENTATION PLAN
TABLES**

Protect Water Quality

Item	Policy/Task	Timeframe	Description	Who	Others	Progress to date
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		This needs to be done

Preserve Open Space

Item	Policy/Task	Timeframe	Description	Who	Other	
6	Task	O	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	This still needs to be done
7	Task	O	Pursue state and federal open space grants.	TC	CC	Town Staff has been submitting grant applications for the purchase of open space
8	Task	1	Convert open space or perceived open space into preserved open space by acquiring land or easements.	TC	CC P&Z	With each new development proposed the P & Z requires space be set aside for open space.

Preserve and Protect Natural Resources

Item	Policy/Task	Timeframe	Description	Who	Other	
2	Policy	O	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	O	Encourage "sensitive stewardship" and pride of ownership as the most effective means of preserving historic resources.	TC	MHHDC	
2	Policy	O	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	O	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	O	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	O	Take full advantage of all three PA 490 programs to delay development of land as long as possible.	TC	P&Z CC	
4	Task	O	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	The design review committee had been formed in the task of developing guidelines has been completed. The P&Z Commission needs to formally adopt the guidelines and forward to TC for approval.
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	The EDC has a draft blight ordinance being reviewed and will be forwarding it to Town Council for adoption.

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	A proposed Affordable Housing Incentive Zone is being considered for the Village Center Area. EPA Grant funds were used to develop and design a conceptual model of this proposed zone

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	This proposal is part of the Facilities Implementation Improvement plan and is a priority of the Town Council
5	Task	2	Consider creating trail head for access to the Airline Trail.	TC	EDC	Grant funding has been sought and awarded to make this trail connection. Work on making this connection will begin in the spring of 2010. The full connection can not be made until grant funds are received. The cost of this project is rough \$300,000
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	This proposal is part of the Facilities Implementation Improvement plan and is a priority of the Town Council
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		In 2009 the Town was the recipient of a \$750,000 Community Block Development Grant to expand the senior center by 2200 sq. ft. Construction on this project is scheduled to begin in the spring or early summer of 2010.
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	The Town will be considering a proposed bonding package in the summer of 2010 for \$2 million dollars to begin the necessary improvement to the Towns Road infrastructure. In addition the Town has been the recipient of ARRA funds to improve one major road in the Town. The Town also has a Transportation Reauthorization request to rebuild Old Marlborough Road. Additionally, the Town has recently completed and implemented a comprehensive Road Pavement and Preservation Management System. The Town has identified approximately \$15 million in road work that is needed over the course of the next 20 years.
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	The Parks and Advisory committee is working on the development of this plan.
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	0	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	This is under consideration and a vote on the proposed Ordinance is expected sometime in early 2010.
4	Task	0	Enhance and protect the existing trail system throughout town.	TC	PRAB CC	
6	Task	0	Peruse bicycle accommodations with the Middletown Transit District (MTD).	TC	PRAB	
7	Task	0	Work with the MTD and Rideshare Company to promote mass transit and ridesharing options to relieve congestion on Route 66.	TC		
8	Task	0	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	The Town, through a Town Meeting in 2009, approved the purchase of the necessary easements and land to begin moving this project forward. In 2009 the Town acquired the necessary easements and secured the rights that will enable it to pump and distribute upwards of 1,000,000 gallons of water a day. The Town also purchased a 10 acre parcel that has been identified as the preferred site for a water treatment plant. The Town is now moving forward to develop a comprehensive financing plan and completion of the necessary construction and design documents to allow the Town to seek additional federal and state grants to continue to move this project forward.
3	Task	2	Study the demand for natural gas service and pursue extension from Portland, if warranted.	TC	WPCA EDC	Discussion have taken place with Connecticut Gas and they are very receptive to bringing a natural gas line into the Town in concert with the development of the ewater main distributions lines.
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	In March of 2010 the Town has submitted a regional application, for federal stimulus funds, with the Towns of Glastonbury and Portland to connect a fiber optic network with these towns as well as all Town owned buildings in East Hampton.

Housing Need

Item	Policy/Task	Timeframe	Description	Who	Other	
1	Task	1	Continue elderly tax relief programs.	TC	BOF	In the fall of 2009 the Town Council adopted an ordinance that provides property tax relief for eligible seniors who meet the qualifications. Copies of this elderly tax relief ordinance are on record with the Towns Ordinances.

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	The Town consistently applies for open space preservation grants and is looking at "fees in lieu" of open space requirements to fund future purchases
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	

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Town Manager Approval: _____

JOK (ED)

Item presented by: _____

Jeffery J. O'Keefe

DATE: May 11, 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.

ALTERNATIVE ACTIONS

Other direction as determined by Town Council.

FISCAL IMPACT

None at this time.

EH: Clerks Office

AGENDA ITEM: _____

7C

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/bloggging. 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 the Information Technology (IT) Department to administer security and monitoring measures that support this policy.

- 4.3 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 and IT.
- 4.4 The responsibility for assuring complete compliance with the provisions of this policy lies with the Department Director, supervisors and the individual employee involved. It is the responsibility of Social Media Users and those engaged in Social Networking to stay informed regarding Town policies related to this activity.

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, including all IT and Town Records Management policies and other applicable Town policies.
- 5.3 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.
- 5.4 Each Town social media site must include an introductory statement that clearly specifies its purpose and topical scope. Where possible, Department social networking sites should link back to the official Town of East Hampton Internet site for forms, documents and other information.
- 5.4 All Social Network Sites must clearly indicate that any articles and other content posted or submitted for posting are subject to public disclosure.

- 5.5 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.

5.6 Town employees representing the Town government via Social Media Sites must conduct themselves at all times as a representative of the Town and in accordance with all Human Resources Policies. Employees using Social Media Sites, whether as an administrator or as a responder to a posting, will follow these guiding principles:

- a. Maintain transparency by using your real name and job title, and by being clear about your role in regards to the subject.
- b. Write and post about your area of expertise, especially as related to the Town and your assignments. When writing about a topic for which you are not the Town's expert, make this clear to readers.
- c. Keep postings factual and accurate. If a mistake is made, admit to it and post a correction as soon as possible.
- d. Reply to comments in a timely manner, when a response is appropriate. When disagreeing with others' opinions, keep it appropriate and polite.
- e. Post meaningful, respectful comments that are on topic.
- f. Pause and think before posting. If you are about to post something that makes you even slightly uncomfortable, do not post it. Understand that postings are widely accessible, not easily retractable, and will be around for a long time, so consider content carefully.
- g. Ensure your comments do not violate the Town's privacy, confidentiality and applicable legal guidelines for external communication. Never comment on anything related to legal matters, litigation or any parties with whom the Town may be in litigation without the appropriate approval.
- h. Ensure you have the legal right to publish others' material, including photos and articles pulled from other sites. Respect brand, trademark, copyright, fair use, disclosure of processes and methodologies, confidentiality, and financial disclosure laws. Even when using material from copyright-free sources, include appropriate attributions.
- i. Make it clear that you are speaking for yourself and not on behalf of the Town, unless that is part of your duties with the Town. Remember that your postings are ultimately your responsibility.

5.7 The policies and guidelines outlined herein also apply to employees posting Town-related information on personal (non-Town) Social Media Sites.

6.0 DISCIPLINE

- 6.1 The Department Manager or designee is responsible for their employees' compliance with the provisions of this policy and for investigating non-compliance.
- 6.2 Suspension of Internet access may occur when deemed necessary to maintain the operation and integrity of the Town of East Hampton internal network.
- 6.3 Internet User account and password access may be withdrawn without notice if an employee violates this policy.
- 6.4 Lack of adherence to this policy may result in disciplinary action up to and including termination.
- 6.5 Where laws are violated, the Town may pursue criminal or civil action against the employee.

7.0 APPENDICES:

Social Media Networking Agreement Form

SOCIAL MEDIA NETWORKING APPROVAL/AGREEMENT FORM

Name: _____

Position/Title: _____

Department: _____

Division: _____

Social Media Site Approved: _____

Date Approved: _____

Approved by Department Manager: _____

(Manager Signature)

(Date)

Approved by Town Manager: _____

(Director Signature)

(Date)

I agree to use Town -approved Social Media Sites for Town business as appropriate and in compliance with this Policy. 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 also understand that I am responsible for all postings made by me on Town Social Media Sites, including those made in the comments sections. I further understand that this policy also applies to Town -related postings made by me on personal (non-Town) Social Media Sites, and I agree to adhere to the guidelines in this policy when so doing.

I acknowledge that all Town -approved Social Media Sites are considered to be Town property and will be monitored by officials of the Town . I understand that employees do not have privacy rights in the use of Town Social Media Sites and the postings, data, access to or distribution of such materials is subject to Open Records.

I agree to abide by all security procedures as set forth by the IT Department, before accessing or posting to any Social Media Sites. I acknowledge that any abuse of Social Media Sites, including violation of the rules and guidelines set forth in this Policy or in any current or future modified Human Resources Policy and Procedure (#??? Social Media Policy), can be grounds for disciplinary action, up to and including termination of my employment.

Printed Name

Signature

Date



NATIONAL SAFE BOATING WEEK MAY 22 - MAY 28, 2010

WHEREAS, More than 70 million Americans annually enjoy recreational boating, including fishing, water skiing, kayaking, canoeing and sailing, and over one million of those boaters reside in Connecticut, and

WHEREAS, Federal and State law require a wearable personal flotation device for all passengers on boats of all sizes, including those without motors, and

WHEREAS, Life jackets annually help save many lives that might otherwise be lost, because responsible boaters understand that LIFE JACKETS SAVE LIVES AND THEY WON'T WORK IF YOU DON'T WEAR THEM, and

WHEREAS, the Congress of the United States, by joint resolution, has requested the President of the United States to proclaim annually one week as National Safe Boating Week.

NOW, THEREFORE, WE THE EAST HAMPTON TOWN COUNCIL, do hereby proclaim the week of May 22 through May 28, 2010 as SAFE BOATING WEEK and urge all of our residents who use our waterways for recreational boating to wear life jackets and to make sure that those around them also wear life jackets because LIFE JACKETS SAVE LIVES!

EAST HAMPTON TOWN COUNCIL

Melissa J. Engel, Chairperson

John W. Tuttle, Vice Chairman

William G. Devine

Barbara W. Moore

Thomas M. Cordeiro

Christopher J. Goff

Susan B. Weintraub

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Town Manager Approval: 901C (CS)

Item to be presented by: Keith Hayden

DATE: May 11, 2010
SUBJECT: Lowell Road Reconstruction Project
DEPARTMENT: Public Works

RECOMMENDED ACTION

It is recommended that the contract be awarded to the lowest qualified bidder, CAS Construction Company. The low bid is in the amount of \$44,240.

BACKGROUND

The invitation to bid for the project was advertised in the Hartford Courant and posted on the State of Connecticut DAS website. The Town received 7 sealed bids. The bids were opened on April 22, 2010. The engineers estimate for this phase of work was \$47,470

CLA Engineers Inc. reviewed the bids and has recommended that the contract be awarded to CAS Construction Company. (Copy attached.)

ALTERNATIVE ACTIONS

Not award the bid and re-advertise the project.

FISCAL IMPACT

The construction costs will be paid for out of existing capital funds designated to upgrade unimproved roads.

EH: Clerks Office

AGENDA ITEM: 10A

CLA Engineers, Inc.

Civil • Structural • Survey

317 MAIN STREET • NORWICH, CT 06360 • (860) 886-1966 • (860) 886-9165 FAX

April 23, 2010

Mr. Jeffery O'Keefe
Town Manager
20 East High Street
East Hampton, CT 06424

RE: Lowell Road Improvements Project
CLA-4320

Mr. O'Keefe:

We have reviewed the seven bids received on April 22, 2010 for the Lowell Road Improvements Project. A copy of the bid tabulation is attached. We find that the low bid submitted by CAS Construction Co., Inc. in the amount of \$44,240.00 is acceptable and within our engineers estimate of \$47,470.00 for the construction.

The contractor is currently in the process of completing the Flanders Road Improvement Project No. 2. This along with our knowledge of other previously completed projects located in Town, indicates that CAS Construction Co., Inc. has the equipment and experience necessary to complete this project.

It is recommended that the contract be awarded to CAS Construction Co., Inc. in the amount of \$44,240.00.

Very truly yours,



Brian Long, P.E.

Cc: Keith Hayden, P.E.

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Town Manager Approval: 90K (cls)

Item to be presented by: Frank Grzyb
Facilities Manager

DATE: May 11, 2010
SUBJECT: SOUND SYSTEM UPGRADES
to the East Hampton High School Auditorium
DEPARTMENT: Facilities

RECOMMENDED ACTION

Move to approve the Contract with Salafia Electric, LLC for the above-referenced project in the amount of \$20,657.

BACKGROUND

The Town received four bids for the above-referenced project. Salafia Electric, LLC was the low bidder and is qualified to complete this project.

ALTERNATIVE ACTIONS

Other direction as determined by the Town Council.

FISCAL IMPACT

The bid is within the Capital Budget for funding of this project.

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

May 7, 2010

To: The East Hampton Town Council

Please find copies of tax refunds for your review. The total refunds equal \$441.23.

Thank you for your assistance.

Nancy Hasselman, CCMC

Nancy Hasselman, CCMC
Collector of Revenue

	5.02	+
	300.00	+
	136.21	+
003	441.23	*