

# TOWN OF EAST HAMPTON AGENDA REPORT

AGENDA ITEM: 5A

Town Manager Approval: RD

Item to be presented by: Robert Drewry

DATE: October 12, 2010  
SUBJECT: Discussion & Approval of Employee Handbook  
DEPARTMENT: Town Manager/Human Resources

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## RECOMMENDED ACTION

That Council review changes/additions suggested by the Town's insurance carrier as listed below and approve the Town of East Hampton Employee Handbook as was presented at the August 10, 2010 Town Council meeting.

## BACKGROUND

The draft Employee Handbook that was reviewed by Council on August 10, 2010 was sent to the Town insurance carrier CIRMA/CCM for review. The following suggestions were provided:

- Page 7 - Applications – When posting job openings, the town should consider setting a time limit for accepting applications. This is especially true if the positions are posted on line. If not, the town is likely to be required to review all applications that they receive. This could be substantial. If the position has already been filled, you would still be required to review each application.
- Page 8 – Background Checks – You might want to include a statement indicating that some records may require the candidate to give permission to access. Credit reports and Motor Vehicle Record (MVR) reports are examples of reports that require permission.
- Page 11 – Business Travel Expenses – You might want to indicate required minimum insurance policy limits for business use of personal vehicles. You should also consider an MVR review for these drivers.
- Page 14 – “Code of Conduct” – The adopted date shown is 1/28/03. I would suggest that you indicate the last date reviewed or updated. The adopted date is 7 years old.
- Page 15 – Computers – Suggest changing the wording of “Sharing user IDs, passwords, and access codes is *discouraged*.” to read ...”*prohibited, unless there is a specific business need to do so.*”
- Page 15 – Internet – I would indicate that employees are encouraged to use the Internet during working hours *ONLY* for business-related activities.
- Page 20 – Disability Discrimination – Last paragraph; Add the following: However, the town does not necessarily have to accommodate the employee exactly as the individual requests, if a less expensive alternative is available and adequate to meet the needs.
- Page 33 – FMLA – You might want to also include information on the Connecticut State Law.
- Page 40 – Insubordination – Consider adding the following wording: “Employees never have to carry out an order that is unsafe, may result in death or serious injury *or violates any known law, ordinance or regulation.*”
- Page 59 – Between the Retirement and Security sections, I would add a section on Safety Responsibilities. Indicate that the employee is responsible to obey all safety policies and procedures, follow all safe work practices, wear personal protective equipment when required, etc.
- Page 73 – Vehicle –Town Use – I would add #9 to the list indicating that an MVR check will be required.

## ALTERNATIVE ACTIONS

Other direction as determined by Council.

## FISCAL IMPACT

None at this time.

# TOWN OF EAST HAMPTON AGENDA REPORT

AGENDA ITEM:   10A  

Town Manager Approval:   Pell  

Item to be presented by: Robert Drewry

DATE: October 12, 2010  
SUBJECT: Approval of Sale of Retired Vehicles/Equipment  
DEPARTMENT: Public Works/Fire Department/Police Department

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## RECOMMENDED ACTION

It is recommended that the Town sell retired vehicles through the on-line auction service GovDeals. GovDeals charges a 7.5% commission on sales over \$67 and a flat rate of \$5 on all sales below \$67.

## BACKGROUND

The following equipment is no longer in service.

<u>Fire Department</u>	<u>Estimated Value</u>
1983 Ford Econoline E37M Utility Van	\$500
1994 Chevrolet Suburban 4WD	\$500
1985 Chevrolet K1500 P/U 4WD w/ Plow	\$500
 <u>Public Works</u>	
1977 Ford Econoline Van	Scrap Value
1990 12 Wheel Trailer	\$500
1989 Chevrolet S-10 Blazer	Scrap Value
1961 CAT Grader Model 112	\$1,000
1974 Michigan 45B Payloader	\$1,500
1986 International Dump Truck w/ 10' Tarco Slide-in Sander	\$700
1984 International Dump Truck w/ 10' Tarco Slide-in Sander	\$700
1975 Caterpillar D5 Bulldozer	\$5,000
9' Tarco Slide-in Sander	\$150
8' Tarco Salt & Pepper Slide-in Sander	\$150
 <u>Police Department</u>	
1977 Dodge P/U 4WD	Scrap Value
1987 Ford Econoline 350 14 Passenger Conversion Van	\$500

## ALTERNATIVE ACTIONS

None

## FISCAL IMPACT

It is estimated that the sale of retired equipment no longer in use will bring approximately \$10,920 (\$11,700 sales minus \$880 commission) in revenue to the General Fund.

October 5, 2010

East Hampton Town Council  
20 East High Street  
East Hampton, CT 06424

Dear Town Council Members,

Please accept this letter as a notification of my resignation of my Board of Finance position. This decision did not come lightly. I decided at this point in time public perception is critical in East Hampton due to the turbulent climate that is present.

I believe that most towns will have a difficult 2011-2012 budget, however East Hampton's will be even more challenging due to the unsettled issues.

I believe and that my years of experience on the board would be beneficial to the Town, however, I wouldn't want the board to be questioned or criticized, or the budget process distracted, by maintaining my seat on the board.

Under the state law, I am eligible to retain my position on the board, since I continue to be a property owner and maintain being a registered voter in the town of East Hampton. However, after much consideration, I have decided to resign my position based on the public's perception of residing outside the town's border.

This was a difficult decision to make, since I care deeply about the future of East Hampton and the ability for the taxpayers rights to be fairly represented. I thank you for serving the Town of East Hampton and wish you the best of luck with appointing a new board member and a successful budget year.

Best Regards,

Judy Isele

July 19, 2010

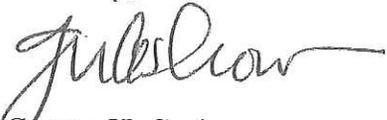
George H. Coshow  
Chairman, East Hampton Republican Town Committee  
PO Box 118  
Middle Haddam, CT 06456

Melissa Engel  
Chairman, East Hampton Town Council  
20 East High Street  
East Hampton, CT 06424

Dear Chairman Engel:

With the resignation by Judy Isele to her elected position on the Board of Finance, the Republican Town Committee selects Maria Peplau a resident-elect of the town living at 147 Colchester Ave, to fill the remainder the Isele's term.

Sincerely,

A handwritten signature in cursive script, appearing to read "G. Coshow", with a long horizontal flourish extending to the right.

George H. Coshow

cc: J. Okeefe, Town Manager  
J. Jyllka, Town Financial Officer  
M. Peplau

MARIA PEPLAU  
147 Colchester Avenue  
East Hampton, CT 06424  
860-267-6096  
[Maria.Peplau@yahoo.com](mailto:Maria.Peplau@yahoo.com)

### HIGHLIGHTS OF QUALIFICATIONS

- Masters degrees in Management and Business Administration (MSM, MBA)
- Extensive background in quality assurance and financial services
- Extensive background in IT and systems development
- Special talent for establishing rapport with both management and support staff
- Highly effective in developing a positive and productive work environment
- Ability to get the job done, hold down expenses, and increase profitability

### REPRESENTATIVE SKILLS AND ACCOMPLISHMENTS

#### **Project Administration**

- Was the Project Manager for a new brokerage client of a large-scale printing and distribution provider. Led several implementations of Monthly Statements, Daily Confirms, and Monthly Trade Confirmations on time and within budget. Communications for these **infrastructure projects** included business clients, programming staff on site as well as in Kansas City, MO and El Dorado Hills, CA, network installers, and software vendors. **Required to do feasibility study on each project, time/cost estimates, provide task lists and hold regular progress meetings.**
- Successfully assumed a **Project Lead** role for the introduction of a new plan for a large-scale healthcare insurer. Organized status meetings and utilized Microsoft Project for reporting the project progress to the steering committee.
- Wrote and executed test scripts for mainframe and visual basic systems in the Quality Assurance area of a large-scale healthcare insurer. These were components of a large legacy Claims Management System.
- Assumed **Project Test Lead** on a rotational basis. **Wrote test strategies** for systems testing and Master Test Strategies for **end-to-end testing** of these components, which were worked on by several people and which varied in number according to **each release**. These strategies were developed utilizing Business Requirements, Application Design Specs, Use Cases, and process flows. **Moderated meetings with members of all component areas** and applications affected by the release. Ensured that all project test cases were created, feeds provided and successfully executed according to requirements. Ensured that all documentation and versions were updated in Planview for **trace ability** and provided the project manager with test results as well as prior weekly status reports
- As a consultant, assisted the Year 2000 Coordinator of a large-scale insurer with requirements gathering. Attended IS Auditing seminars and published an auditing advisory of the possible effects of Year 2000 on the client's business.

#### **Planning and Development**

- As an **active member of the East Hampton Republican Party**, worked on several committees, one being the Platform Committee, to show where Republicans stand on the issues and what the party's goals are. Attended town meetings concerning pros and cons of economic development and also where and how the town could possibly obtain grant money. Knowledgeable in the process of obtaining grants. Participant in church and community development functions such as Old Home Day, Farmer's Markets, Chatham Historical Society, YPPCA, skate park, lake, and Goff House.
- Set up a general Year 2000 Lotus Notes database for the Auditing department of a large-scale insurer containing risk analysis, checklists, and work papers for application areas, system programming areas, and vendor packages within the client's IT department.

#### **Software Design/Development**

- Participated in an IT effort supporting the Annuity and Pension conversion of approximately 300,000 participants and \$8 billion in assets to a Vantage I system that provided product flexibility for customers of a large-scale insurer.
- Provided systems analysis and programming functions, wrote conversion programs and major enhancements to the migration process to enable accelerated volumes of data to be migrated.
- Coordinated the initial implementation of a Dry Run (pseudo production) platform and established the full scale testing cycle activities.

MARIA PEPLAU (Continued)

- Participated in the implementation of a Client Level Inquiry system in the Annuity and Pension area for a large-scale insurer that provided customers with summary information from multiple systems. Assisted in the database design. Completed detail design specifications for batch and on-line processes.
- Provided analysis and programming functions, wrote Premium Billing and Loan Billing interface systems that utilized electronic publishing and Finalist to save mailing costs. Provided maintenance support during subsequent Vantage releases.
- Maintained, enhanced and provided production support for financial legacy systems, provided technical support for the Y2K effort including a disaster recovery plan for the financial area of a large healthcare insurer.
- Designed and implemented via data model and prototype a large ad-hoc DB2 database system for the Property/Casualty MIS area of a large-scale insurer to provide for a more timely delivery of information

**Supervision and Employee Relations**

- Supervised a team of database analysts for a large-scale insurer. Held regularly scheduled meetings with user department managers in the Property/Casualty Claim area to gather work requests, set priorities, and to determine delivery dates. Developed task lists for subordinates, monitored activity, and assisted with problems.
- Managed two retail stores and bakery operation. Developed and maintained an acceptable level of sales, and store/bakery profit margin. Controlled store/bakery inventory. **Researched and selected vendors to obtain competitive pricing and control costs.** Scheduled personnel and controlled labor costs. **Thorough knowledge of compensation, recruiting, and labor law. Hired, trained, developed personnel, and terminated employees.**
- **Owner/operator of a small business** that included making and designing wedding cakes and floral arrangements. In addition, promoted products at several local Farmer’s Markets such as preserves and baked goods.
- Trained and rotated primary and backup responsibilities among IT team members for both test and production support of an Annuity and Pension conversion project of a large-scale insurer.

**TECHNICAL SKILLS**

MS Word	MS Project	VSAM	Test Manager	Expediter	MFS	DB2	COBOL 370	IMS/DL/I
MS PowerPoint	MS Outlook	OS/JCL	Win Runner	Debug-Aid	CICS	SQL	Java Script	TSO/ISPF
MS Excel	Easytrieve	ProTerm	HTML	QMF	SDF2	SPSS	Clearquest	Visual Basic

**EXPERIENCE**

MP Consulting, East Hampton, CT	2007-2009
DST Output, So. Windsor, CT	2005-2006
Aetna, Inc., Hartford, CT	1998-2004
MP Consulting, East Hampton, CT	1995-1998
Aetna, Inc., Hartford, CT	1991-1995
MP Consulting, East Hampton, CT	1990-1991
Whole Donut Corporation, East Hartford, Connecticut	1989-1990
MP Consulting, East Hampton, CT	1988-1989
The Travelers Insurance Company, Hartford, CT	1987-1988

**EDUCATION**

- MBA Business Administration, Albertus Magnus College, New Haven, CT (2006)
- MSM Management, Albertus Magnus College, New Haven, CT (2005)
- BS Individualized Studies (Business & Computers), Charter Oak State College, New Britain, CT (2004)
- AS Business Administration, General Studies, Middlesex Community College, Middletown, CT (2000)
- Web Design Certificate, Middlesex Community College, Middletown, CT (1999)
- Computers & Microprocessors Certificate, Middlesex Community College, Middletown, CT (2000)
- Entrepreneurship Certificate, Middlesex Community College, Middletown, CT (2000)

**TRAINING AND AFFILIATIONS**

- Active member of the **East Hampton Republican Party** – participant in town functions, meetings, fundraisers
- Certificate in Medical Billing – National Healthcare Educational Training, Wethersfield, CT (2009) – certification pending
- SNTS (State National Training Service): Law Enforcement (300 hrs., 2006)
- Employer training: Business Process Overview, Requirements Management, Diversity Training,
- QA Metrics** – Measurement and Methodology, Interviewing Techniques, Stress Management, Time Management,
- Software Project Planning**, Financial Basics, Financial Auditing and Controls, Train the Trainer, Effective Written Communication, Total Quality Management, Personal Accountability
- Board of Directors QAAC** (Quality Assurance Association of CT) - Director of Programs & Education (2004-2009)
- Board of Directors Aetna Employee Club** – V.P. Membership (2003), V.P. Programs & Events (2004)
- Treasurer/Campaign Mgr.** – Sal for Senate, Republican candidate for State Senate in the 33<sup>rd</sup> district (2006)

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

October 8, 2010

To: The East Hampton Town Council

Please find copies of tax refunds for your review. The total refunds equal \$540.23.

Thank you for your assistance.

*Nancy Hasselman, CCMC*

Nancy Hasselman, CCMC  
Collector of Revenue

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2 • 50 +  
79 • 94 +  
258 • 39 +  
96 • 17 +  
55 • 55 +  
6 • 92 +  
19 • 23 +  
21 • 53 +  
540 • 23 \*

0 • C