

**TOWN OF EAST HAMPTON  
AGENDA REPORT**

Town Manager Approval: 

Item to be presented by: Vincent Susco

DATE: February 18, 2009  
SUBJECT: Schedule Town Meeting  
DEPARTMENT: WPCA/Town Manager

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RECOMMENDED ACTION

That Council schedules a Town Meeting for the acquisition of a permanent wastewater easement (adjacent to the current easement at 31 East High Street). The purpose of the easement is to allow for the installation of a standby generator that is required as part of the Marlborough Wastewater project.

BACKGROUND

Town Charter requires that no acquisition of real property by the Town can occur until approvals are obtained, from Planning and Zoning under section 8-24, Board of Finance Charter Section 4.1, & the Town Council schedules a Town Meeting.

On November 14, 2007, the PZC gave its approval under CGS Section 8-24 for the proposed pump station-related improvements on the American Distilling property and on one other property in East Hampton. At the February 4, 2009 this subject was once again reviewed and it was determined no further action is required by the P&Z.

On February 17, 2009 the Board on Finance unanimously approved the following resolution:  
Resolved: that the Town of East Hampton enter into a Permanent Easement Agreement with Edward C. Jackowitz for a Permanent Easement over a portion of the property located at 31 East High Street, East Hampton, Connecticut, the purpose of said Permanent Easement being for the Town's installation and maintenance of a stand-by generator and related equipment necessary to power the Town's existing wastewater lift station located adjacent to the area of the Permanent Easement, and that the Town of East Hampton-WPCA pay the sum of twenty five thousand dollars (\$25,000.00) to Edward C. Jackowitz in return for said Permanent Easement.

With these approvals the Town Council must now establish a Town Meeting Date for the project to continue. The following resolution is recommended:

A special town meeting of the electors and citizens qualified to vote in town meetings of the Town of East Hampton, Connecticut, will be held at \_\_\_\_\_, \_\_\_\_\_ in East Hampton, Connecticut, on \_\_\_\_\_ day, \_\_\_\_\_, 2009 at \_\_\_\_\_ P.M. for the purpose of acquiring a Permanent Easement over a portion of the property located at 31 East High Street, East Hampton, Connecticut. Said Permanent Easement will be used by the Town's Water Pollution Control Authority for the installation and maintenance of a stand-by generator and

AGENDA ITEM: LoA

related equipment necessary to power the Town's existing wastewater lift station located adjacent to the area of the Permanent Easement. Furthermore, that the Town of East Hampton-WPCA pays the sum of twenty five thousand dollars (\$25,000.00) to Edward C. Jackowitz in return for said Permanent Easement.

ALTERNATIVE ACTIONS

Other direction as determined by Town Council.

FISCAL IMPACT

All expenses are to be paid for by the Water Pollution Control Authority.

EH: Clerks Office

AGENDA ITEM:   LOA

**TOWN OF EAST HAMPTON  
AGENDA REPORT**

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

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Item to be presented by: Jeffery J. O'Keefe

DATE: February 24, 2009

SUBJECT: Proposed Changes to "Redevelopment Agency" Chapter 120 of the Towns ordinances

DEPARTMENT: Town Managers Office

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RECOMMENDED ACTION

1. Review the proposed changes to the "Redevelopment Agency" ordinance. The proposed changes are attached.
2. Schedule public hearing for ordinance revisions

BACKGROUND

At the February 10, 2009 council meeting the recommendation to combine the Brownfields and Redevelopment Agency into one group was adopted.

The Town Manager met with both Chairmen of these groups, who worked very collaboratively to come up with the proposed changes to the redevelopment agency ordinance, which will now incorporate the functions of the Brownfields work into their charge as well (see attached revisions).

Dan Wolfram, Chair of the Brownfields group and Scott Bristol, Chair of the Redevelopment Agency are to be commended for their willingness to work together to strengthen our Town Governance structure. These gentlemen were a pleasure to work with on drafting these proposed revisions to the ordinance.

ALTERNATIVE ACTIONS

Other direction as determined by Town Council.

FISCAL IMPACT

None

EH: Clerks Office

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

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ORDINANCE CREATING THE EAST HAMPTON BROWNFIELDS REDEVELOPMENT AGENCY

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§ --1. Brownfields Redevelopment Agency created; powers and duties.

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There is hereby created a Brownfields Redevelopment Agency for the Town in accordance with Section 8-126 of the Connecticut General Statutes, Revision of 1958, as amended, said agency to be known as the "East Hampton Brownfields Redevelopment Agency." The Agency shall have any and all rights, powers, duties and obligations now or hereafter provided for redevelopment agencies by the Connecticut General Statutes.

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Deleted: Redevelopment Agency

The Brownfields Redevelopment Agency is also empowered to undertake environmental assessments and remediation activities as funded or directed by the EPA, DEP or any other Federal or State Agency or as otherwise directed by the Town Manager.

§ --2. **Membership; term; removal of members.**

- A. The Agency shall be composed of seven (7) electors resident in the Town, appointed by the Town Manager as the chief executive officer of the Town and approved by the Town Council.
- B. Of the members of the Agency first appointed, one member shall be designated to serve for one (1) year; one member shall be designated to serve for two (2) years; one member shall be designated to serve for three (3) years; two (2) members shall be designated to serve for four (4) years; and two (2) members shall be designated to serve for five (5) years; with each term terminating on June 30th of the respective year. All subsequent appointments of members shall be for terms of five years, commencing on July 1st of the respective year. Each member shall serve until such member's successor is appointed and qualified. Any vacancy shall be filled for the unexpired term in the manner of original appointment.
- C. Any member of the Agency may be removed by the Town Manager for cause and, on request of such member, after public hearing.

§ --3. **Officers.**

Annually at its first meeting on or after July 1st, the Agency shall select from among its members a chairman, a vice-chairman and such other officers it deems necessary.

§ --4. **Meetings; rules of procedure; majority of Agency necessary to act.**

- A. The Agency shall hold meetings at a fixed and regular time and place, and all such meetings, whether regular, adjourned or special, shall be held at an accessible place and shall be open to the public.
- B. The Agency shall adopt rules of procedure for the governance of its meetings, and shall have the power to make rules and regulations for the transaction of its business.
- C. Action by the Agency shall be taken only on a majority vote of all of the members of the Agency.

§ --5. **Records; reports.**

- A. The Agency shall keep records of its meetings and other activities.
- B. The Agency shall annually on or before July 1st prepare and transmit to the Town Council a report of its activities for and an itemized account of all receipts and disbursements from the prior fiscal year, and of its projected activities for the fiscal year then commencing. The Agency shall make such special reports as the Town Council may request from time to time.

§ --6. **Compensation.**

The members of the Agency shall serve without compensation, but shall be reimbursed for their necessary expenses incurred in the performance of their official duties.

**§ \_\_-7. Coordination with other town bodies.**

The Agency shall coordinate its activities with the Planning and Zoning Commission, the Economic Development Commission, and other interested officials and agencies of the Town, and the Agency may invite to attend and participate in its meetings and deliberations, but without vote, any person not a member of the Agency.

**§ \_\_-8. Support Staff.**

The Agency shall be empowered to recommend to the Town Manager the appointment of Town employees necessary or desirable for the discharge of the Agency's duties.

**§ \_\_-9. Appropriations.**

In the performance of its duties and in the exercise of its powers aforesaid, the Agency shall not incur any expenses or obligate the Town to pay any expense in excess of the funds appropriated for such purpose.

**§ \_\_-10. Effective Date**

This Ordinance shall be effective twenty days after publication as provided by the Town Charter.

**TOWN OF EAST HAMPTON  
AGENDA REPORT**

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



Item to be presented by: Jeffery J. O'Keefe

DATE: February 24, 2009

SUBJECT: Proposed Changes to "Additional appropriations" ordinance 45-3, and the "Exemptions" ordinance 117.4

DEPARTMENT: Town Managers Office

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RECOMMENDED ACTION

1. Conduct Public Hearing on Ordinance changes
2. Review the proposed changes to the "Additional appropriations" ordinance 45-3, and the "Exemptions" ordinance 117.4 as recommended and approved by the Board of Finance by a vote of 7 – 0 at their January 20, 2009 meeting. The proposed changes are attached.
3. Based on a comment made by a councilmember concerning section 5.2 of the Town's Charter, the Town Attorney took another look at the proposed change as proffered by the board of finance and determined that ordinance 45-3 (prior to any revisions even being made) does not align properly with section 5.2 of the Town Charter (see letter to Town Manager dated February 5, 2009).
4. Adopt revisions to the ordinance.

BACKGROUND

There has been discussion between the Board of Finance, the Town Council and the Town Managers office to revise the "Additional appropriations" ordinance 45-3, and the Exemptions ordinance 117.4 the proposed changes are attached.

The proposed changes were being recommended by the Board of Finance to clarify the existing language as it related to the word "recommended."

Based on a comment made by a councilmember concerning section 5.2 of the Town's Charter, the Town Attorney took another look at the proposed change as proffered by the board of finance and determined that ordinance 45-3 (prior to any revisions even being made) does not align properly with section 5.2 of the Town Charter (see letter to Town Manager dated February 5, 2009). The Town Attorney has offered suggested changes to the ordinance which would address these matters (see letter to Town Manager dated February 5, 2009).

ALTERNATIVE ACTIONS

Other direction as determined by Town Council.

FISCAL IMPACT

None

EH: Clerks Office

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

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45-3. Additional appropriations.

Pursuant to Sections <sup>and 5.2</sup> 4.1 of the Town Charter, the Board of Finance <sup>subject to Town Council approval</sup> may make additional appropriations to any board, commission, department or agency upon request, after inquiry, but if the amount requested by that same board, commission, department or agency, together with the sum of additional appropriations made previously in the same fiscal year exceeds \$25,000 from the Town Fund Balance, such appropriation shall not be made until, ~~upon recommendation of the~~ approved by the Board of Finance, the Town Council and the same has been approved by vote at a Town Meeting called for such purpose. If, however, the Board of Finance does not approve a requested additional appropriation, the Town Council may vote to take the request directly to a Town Meeting for approval. If, however, the additional appropriation is funded entirely from a grant, donation, gift or other source of revenue received in the current fiscal year, other than local taxes, said appropriation in its entirety, regardless of amount, shall be made as recommended by the Board of Finance and approved by the Town Council.

117.4. Exemptions.

Legal, professional engineering, student educational and auditing services shall be exempt. Consulting services shall be acquired through a "Request for Proposals" process unless a written justification is provided to and considered by the Town Council or Board of Education prior to approval of said contract or agreement for services.

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**TOWN OF EAST HAMPTON  
AGENDA REPORT**

Town Manager Approval:



Item to be presented by:

Jeffery J. O'Keefe

DATE: February 24, 2009

SUBJECT: Street Name Clarifications

DEPARTMENT: Town Managers Office – Public Works

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RECOMMENDED ACTION

Clarify the street names for three streets in Town and adopt the spelling as indicated in the Town Assessors office.

BACKGROUND

There are 3 street names that have spelling issues and have often caused confusion for Towns folk. They are:

Colley Brook Rd	vs	Collie Brook Rd	The Assessor has it as <u>Colley Brook Rd, however the DOT, the Police Department and the Voters registrar office has it as Collie Brook</u>
Days Point Rd	vs	Day Point Rd	The Assessor has it as <u>Day Point Rd, however, the DOT, Police Department and Voter Registrars office all have it as Days Point Road.</u>
Spellmans Point Rd	vs	Spellman Point Rd	The Assessor has it as <u>Spellman Point Rd and so does the DOT, the police department and voter registrars office has it as Spellmans Point</u>

The spellings need to be clarified and something placed on the Land Records. We have, in the past, looked each of them up and they are listed both ways in the Land Records.

Town Hall often receives calls about the confusion in the spelling of these street names. The most recent on February 2, 2009.

ALTERNATIVE ACTIONS

To be determined by Town Council.

FISCAL IMPACT

Cost of changing out street signs

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

February 24, 2009

To: The East Hampton Town Council

Please find copies of tax refunds for your review. The total refunds equal \$6,892.76.

Thank you for your assistance.

*Nancy Hasselman, CCMC*

Nancy Hasselman, CCMC  
Collector of Revenue

	4.83	+
	269.37	+
	3.48	+
	14.94	+
	2,129.45	+
	2,488.62	+
	1,982.07	+
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	6,892.76	*