

**TOWN OF EAST HAMPTON  
AGENDA REPORT**

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



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

DATE: March 10, 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. Conduct public hearing for ordinance revisions
3. Adopt (pending Town Attorney review) the new ordinance

BACKGROUND

At the February 24, 2009 council meeting the council recommended a public hearing be scheduled for the proposed changes to the Redevelopment Agency ordinance to include the Brownfields steering group activities.

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 gentleman 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: 7A

**ORDINANCE CREATING THE EAST HAMPTON BROWNFIELDS REDEVELOPMENT AGENCY**

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

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.

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.

# Active Group Terms

Member terms that will be active on 03/11/2009

Group Name	Member Type	Member Role	Term Started On	Term Ends On
<b>Brownfields Redevelopment Agency</b>				
Scott Bristol	Private Citizen	Chairman	07/24/2007	06/30/2011
Ronald Buccilli	Private Citizen	Member	07/24/2007	06/30/2010
William DeMore	Private Citizen	Vice Chairman	08/14/2007	06/30/2009
Mary Dostaler	Private Citizen	Member	07/24/2007	06/30/2012
Carla Sylvester	Private Citizen	Member	10/14/2008	06/30/2013
Katherine Willson	Private Citizen	Member	03/10/2009	06/30/2010
Daniel Wolfram	Private Citizen	Member	07/24/2007	06/30/2011

**TOWN OF EAST HAMPTON  
AGENDA REPORT**

Town Manager Approval: 

Item to be presented by: Sandra Wieleba

DATE: March 2, 2009  
SUBJECT: Preservation Resolution  
DEPARTMENT: Town Clerk's Office

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RECOMMENDED ACTION:

Adopt the State Library Historical Documentation Preservation Grant Resolution

BACKGROUND

In 2001, the Legislature passed a statute allowing Town Clerk's to charge an additional \$3.00 per document recorded on their land records. Every month a portion of the revenue collected is sent to the Connecticut State Library and is returned to the Town Clerk's in the form of a grant. The money generated from this additional fee is to be used for the development of a formal town-wide or multi-office cooperative records management program or management and care of permanent, archival and historical records on a town-wide or multi-office cooperative basis. Every year a resolution must be passed authorizing the town manager to execute and deliver a contract with the Connecticut State Library prior to applying for this grant. The grant is in the amount of \$5,000 and all applications must be completed prior to April 30, 2009.

ALTERNATIVE ACTIONS – None.

FISCAL IMPACT This grant will allow the Clerks office to continue preserving land records, minutes and other historical records on file in this office using grant money rather than Town general funds. This was the purpose of passing legislation due to unfunded budgets and the deterioration of the historic records. In 2004 we were able to codify our ordinances using this particular grant.

EH: Clerks Office

AGENDA ITEM: 12A

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

March 10, 2009

To: The East Hampton Town Council

Please find copies of tax refunds for your review. The total refunds equal \$830.15.

Thank you for your assistance.

*Nancy Hasselman CCMC*

Nancy Hasselman, CCMC  
Collector of Revenue

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