


MEMORANDUM

TO: Town Council

FROM: David E. Cox, Town Manager 

DATE: November 3, 2022

SUBJECT: Agenda Information – 11/8/2022

The following is additional or summary information regarding matters on the upcoming Town Council Agenda. The numbering below follows the agenda, and some routine or self-explanatory items are not discussed in this memo. As you review your packet materials, please do not hesitate to contact the appropriate staff member or me prior to the Council meeting with any questions or concerns. Often, these conversations can help staff and me be prepared for the Council meeting and be ready to facilitate a more productive and efficient meeting for everyone.

7 Resolutions/Ordinances/Policies/Proclamations

7b Consideration of the FY 2023-2024 Budget Policy Statement – The Council is being presented with a proposed Budget Policy statement developed by its Budget Policy subcommittee. Once approved, the statement is used to guide development and consideration of the budget by staff for the Town and Board of Education and by the Boards of Finance and Education and the Town Council prior to Town referendum.

7c Resolution regarding application for an EPA Community Wide Assessment Grant – The Council is asked to review the proposed application for an EPA Community Wide Assessment Grant to fund the cost of undertaking updated environmental evaluation and development of remediation plans for three properties in the Village Center. The application focuses on the former Summit Thread locations at 13 Summit Street and 1 and 13 Watrous Street and the East Hampton Bell site at 3 Walnut Avenue. The attached resolution authorizes the grant application, which seeks \$500,000 for the various environmental assessments. It is anticipated that if the grant is approved, the evaluation work would take place in late 2023 with potential remediation in 2024.

Recommendation: Approve the Resolution authorizing the grant application.

9 New Business

9a Discussion and consideration of an Exploratory Committee related to land for a replacement Fire Station – The Council is asked to discuss a proposed committee to explore potential locations on which the Town could site a new, replacement fire station that will meet the Town’s current and future needs.

Recommendation: Discuss the Exploratory Committee and take actions as appropriate.

9b Consideration of a proposed survey by Youth and Family Services – The Council is asked to consider a proposed survey by the Youth and Family Services Department. As the memo from Director Incognito indicates, the Department desires to survey parents in the community via an online service about the perceived needs for the community’s youth and how the Department might develop programs and services to help address those needs.

Recommendation: Authorize the proposed survey.

9c Consideration of Police Department General Orders – The Council is asked to review and consider updates to two (2) existing General Orders as described in Chief Woessner’s memorandum. The policies are being updated to reflect changes directed by the Police Officer Standards and Training (POST) Council and as part of the Department’s preparations for meeting the Accreditation Standards.

Recommendation: Approve the General Orders

The remainder of the items are of a routine nature, in the sole purview of the Council or are announcements. Please contact me or the appropriate staff member with questions or concerns.

Town of East Hampton
Town Council Regular Meeting
Tuesday, October 25, 2022
Town Hall Council Chambers and Zoom

MINUTES

Present: Chairman Mark Philhower, Vice Chairman Tim Feegel, Council Members Pete Brown, Brandon Goff, Eric Peterson, Kevin Reich and Alison Walck and Town Manager David Cox

Call to Order & Pledge of Allegiance

Chairman Philhower called the meeting to order at 6:30 p.m. in the Town Hall Council Chambers and via Zoom.

A moment of silence was observed for Bristol Police Lieutenant Dustin DeMonte and Sergeant Alex Hamzy, who were killed in the line of duty.

Adoption of Agenda

A motion was made by Ms. Walck, seconded by Mr. Reich, to adopt the agenda as presented. Voted (7-0)

Approval of Minutes

A motion was made by Ms. Walck, seconded by Mr. Peterson, to approve the minutes of the Town Council Regular Meeting of October 11, 2022 as written. Voted (7-0)

Public Remarks

None

Presentations

None

Bids & Contracts

Review and Possible Approval of the East Hampton School Administrators Contract

At their last meeting, the Town Council received the negotiated three-year contract for the School Administrator staff effective July 1, 2023 through June 30, 2026. The Council can approve, reject or take no action on the agreement. No action would cause the agreement to be approved after a 30-day period.

A motion was made by Ms. Walck, seconded by Mr. Reich to approve the East Hampton School Administrators Contract as presented. Voted (7-0)

Resolution/ Ordinances/ Policies/ Proclamations

Proclamation for Ambulance Association Member Paul Boulanger

Mr. Goff read the proclamation for Ambulance Association Member Paul Boulanger congratulating him on 50 years of service to the Ambulance Association.

Resolution for Hazard Mitigation Grant Application Related to Hales Brook and Lake Drive

Public Works Director Matt Walsh provided an overview of the Hazard Mitigation Grant that would fund 90% of the cost to replace three deteriorating culvert pipes under Lake Drive at Hales Brook. The Town's share of the project would be approximately \$150,000.

A motion was made by Mr. Peterson, seconded by Ms. Walck, to adopt the resolution authorizing a hazard mitigation grant program application related to Hales Brook and Lake Drive as presented. Voted (7-0)

Resolution Authorizing a 2022 Urban Act Program Grant

Mr. Cox provided an overview of the 2022 Urban Act Program Grant from the State to fund water system preliminary design. There is no local match, and the grant is administered by the State Department of Energy and Environmental Protection.

A motion was made by Ms. Walck, seconded by Mr. Feegel, to adopt the resolution authorizing a 2022 Urban Act program grant as presented. Voted (7-0)

Continued Business

Sub-Committee Reports & Updates:

Mr. Cox reported for the Water Sub-Committee that the sampling should be done on November 1st and 2nd.

Mr. Goff reported that the Bevin Park Monument Committee will be meeting on Thursday, October 27th at 5:00pm for their first meeting.

Ms. Walck reported that the new Housing Authority Board met for their organizational meeting and she was surprised at what was not done by the previous group.

New Business

Receipt and Discussion of a Presentation Regarding Ambulance Association Operations

This report has been postponed.

Consideration and Action Regarding FY22 End of Year Budget Transfers

Finance Director Jeff Jylkka provided an overview of the budget transfers associated with the completion of the Town's last fiscal year, FY 2022.

A motion was made by Mr. Reich, seconded by Mr. Brown, to approve the FY22 end of year budget transfers as presented. Voted (7-0)

Consideration and Action Regarding Library 3D Printing Policy

Library Director Tim Kellogg provided an overview of a new policy for the Library related to 3D Printing. A small 3D printer was recently donated to the Library for patron use.

A motion was made by Mr. Reich, seconded by Mr. Feegel, to approve the East Hampton Public Library 3D Printing Policy as presented. Voted (7-0)

Consideration of Police Department Policies/General Orders 1.4, 5.8 and 6.4

Police Chief Dennis Woessner provided an overview of General Orders 1.4 Jurisdiction and Mutual Aid, 5.8 Traffic Accident Investigation and 6.4 Collection of Evidence-Operations

A motion was made by Ms. Walck, seconded by Mr. Goff, to approve the General Orders listed above as presented. Voted (7-0)

Discussion Regarding the Town's Assessment and Tax Relief Programs

Mr. Cox provided an overview of information received from the Assessor's office for property tax and assessment relief programs available in town. Council members had questions on the income limits and how they are set for the property tax freeze and renters rebate. Mr. Cox will gather more information on these questions and the ability to expand programs for a future meeting.

Town Manager's Report

Mr. Cox provided his written report for the Council members which will be included with the minutes filed in the Town Clerk's Office. He reminded everyone that Trunk or Treat will be held on Thursday, October 27 at 5:30pm at Center School and the Conservation-Lake Commission presentation on the Lake will be held the same night at 7:00pm at the High School. Also, the Friends of the Library Book sale will be held on November 4 and 5 at the Library.

Appointments

Housing Authority Tenant Commissioner

A motion was made by Mr. Goff, seconded by Mr. Reich, to appoint Shelley Grendzinski as the tenant commissioner on the newly formed Housing Authority. Voted (7-0)

Tax Refunds

A motion was made by Ms. Walck, seconded by Mr. Goff, to approve tax refunds in the amount of \$4,241.43. Voted (7-0).

Public Remarks

Police Chief Dennis Woessner noted that at the Town Meeting the voters passed the \$85,000 additional appropriation for the three (3) armed security officers for the Board of Education for the second half of the school year. He is not against that but he hopes in the budget process the Board of Finance and Town Council remember his request for one additional officer and a lieutenant position. He quoted the statistics of only two officers on a shift, that was used by the Board of Education in advocating for the armed security officers. He is asking that the Police Department be given the same opportunity as the Board of Education in obtaining more officers.

Communications, Correspondence & Announcements

September 2022 Board and Commission Summary

Council members received the 2022 September Board and Commission Summary.

Adjournment

A motion was made by Mr. Reich, seconded by Mr. Goff, to adjourn the meeting at 7:10p.m. Voted (7-0).

Respectfully Submitted,

Cathy Sirois
Recording Clerk

TOWN OF EAST HAMPTON

PROCLAMATION
HONORING
EAGLE SCOUT

TIMOTHY J. THOMPSON

WHEREAS, the appointment to the rank of Eagle Scout is an outstanding achievement; and

WHEREAS, scouting provides our young people with the opportunity to experience life, build moral character, and grow as a responsible individual; and

WHEREAS, Timothy J. Thompson, of Boy Scout Troop 8 of East Hampton, CT, has earned this distinguished honor.

NOW, THEREFORE, WE THE TOWN COUNCIL OF THE TOWN OF EAST HAMPTON, do hereby extend our congratulations and best wishes to Timothy J. Thompson and his family on behalf of all of the citizens of East Hampton.

We further wish Timothy J. Thompson our very best in all his future endeavors.

East Hampton Town Council

Mark Philhower, Chairman

Timothy Feegel, Vice Chairman

James Brown

Brandon Goff

Eric Peterson

Kevin Reich

Alison Walck

Dated this 8th day of November 2022



TOWN OF EAST HAMPTON
FISCAL YEAR ~~2022~~2023-20232024

Town Council Budget Policy Statement

CHARTER - GENERAL POWERS AND DUTIES

As specified in Section 2.4 of the Town of East Hampton Charter: "each year the council shall submit to the Board of Finance a policy statement outlining its annual budget goals and objectives for the ensuing fiscal year."

OBJECTIVE

The objective of this budget policy statement is to provide guidance from the Town Council to the Board of Finance during the creation and implementation of the annual Town of East Hampton Budget. Although not specifically named in the Charter, the intent of this Budget Policy Statement is to also provide guidance to the Town Manager and the Board of Education who are charged with proposing and presenting respective general government and education budget recommendations to the Board of Finance.

GENERAL STATEMENT

The Town of East Hampton's annual budget should consider the needs of our community and reflect the taxpayer's ability to pay for those needs.

GUIDELINES

- Incorporate all contractual needs as the starting point of a zero-based top-down approach with a cap of a 1% - 2% increase of wants, if justified.
- Support and maintain ongoing programs.
- Include taxpayers in the budget process as early as possible utilizing Tri-Board meeting(s), public hearings, Zoom meetings, our Town website, local newspaper, town notices, Citizens Guide to Budget and meetings.
- The budgets presented should reflect the guidelines presented herein as well as projected available revenue, anticipated State funding shortfalls and potential impact of current economic conditions including special grants. ~~to augment COVID-19 pandemic costs.~~
- The Town Manager and the Board of Education will present their respective budgets at a Town Forum. Their budgets must include all proposed spending presented in a format that is easily read and understood by our citizens.
- The Town Manager's budget will incorporate the recommendations of the Capital Committee composed of representatives of the Town Council and Boards of Finance and Education.

202~~32~~-2023-2024 BUDGET GOALS & FUTURE PLANNING

- The fund balance shall NOT be used to lower the annual mill rate or pay for Town operating expenses, except if the fund balance exceeds an amount above generally recognized stable municipal budget parameters.
- The town should strive to maintain its “AAA” bond rating which includes maintenance of fund balance at levels generally recognized under stable municipal budget parameters.
- Any new personnel requests must be quantifiably justified.
- The Public Works budget should include a plan to continue ongoing road repairs, sidewalks, tree removal, equipment maintenance, lake watershed protections ~~and road improvements~~.
- General Government and the Board of Education should make every effort to only limit budget increases to meet contractual obligations.
- Maintain and enhance the school district accreditation.
- Enhance the quality and competitiveness of our students, including adequate investment in technologies.
- Maintain emergency communications equipment between all departments.
- The Capital Committee should update the Town's long-term Capital Improvement Plan to ensure the future financial discipline and funding stability of the Town.
- Conservatively estimate state revenues to be prepared for changes or shortfalls in tax collection rates and state funding.
- Support investment in new technologies, updates to IT security and improvements for enhanced fiscal and network controls. Such costs will be appropriated from operating, not capital, budgets.
- Funding should address ongoing town facility needs.
- The budget shall include funding to enhance economic development and grand list growth consistent with the character of the Town and quantifiably justified.

- The Council for its part, will:
 - Schedule a workshop with the Town Manager to discuss budget priorities for the 2023-2024 year prior to beginning the budget process.
 - Request the Town Manager investigate with surrounding town cost saving measures regionally. Seek out cost savings by pursuing regional sharing of services.
 - Investigate the need for a regional grant writer.
 - ~~Identify and implement opportunities to Review~~ "shared" services between and among Town departments and the Board of Education
 - Support the ongoing implementation of those elements from the Lake Pocotopaug 9 Point Plan and aggressively pursue grants that will preserve and improve the condition of the lake and its watershed.
 - ~~Aggressively pursue grants to fund the Lake Pocotopaug 9 Point Plan.~~
 - Continue to support the Town Manager's labor negotiation efforts to realize efficiencies and savings for taxpayers.
 - Ensure our Public Library, social services and programs for seniors are adequately funded.
 - Provide continued support of public safety services, training and equipment.
 - Strive to replenish our mill rate stabilization fund from available operating surpluses.
 - Continue to support programs and efforts to help those addicted to opioids.
 - Continue efforts that maintain and plan for the redevelopment or, if in the best Town’s best interest, the sale of excess Town owned facilities.
 - Ensure that the Federal American Rescue Plan Act (ARPA) funds be used for one-time expenses in accordance with Federal guidelines and not ongoing expenses or personnel.



TOWN OF EAST HAMPTON FISCAL YEAR 2023-2024

Town Council Budget Policy Statement

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 - Request the Town Manager investigate with surrounding town cost saving measures regionally.
 - Investigate the need for a regional grant writer.
 - Review "shared" services between and among Town departments and the Board of Education
 - Support the ongoing implementation of those elements from the Lake Pocotopaug 9 Point Plan and aggressively pursue grants that will preserve and improve the condition of the lake and its watershed.
 - Continue to support the Town Manager's labor negotiation efforts to realize efficiencies and savings for taxpayers.
 - Ensure our Public Library, social services and programs for seniors are adequately funded.
 - Provide continued support of public safety services, training and equipment.
 - Strive to replenish our mill rate stabilization fund from available operating surpluses.
 - Continue to support programs and efforts to help those addicted to opioids.
 - Continue efforts that maintain and plan for the redevelopment or, if in the best Town’s best interest, the sale of excess Town owned facilities.
 - Ensure that the Federal American Rescue Plan Act (ARPA) funds be used for one-time expenses in accordance with Federal guidelines and not ongoing expenses or personnel.

Approved by Town Council:

RESOLUTION

East Hampton Town Council

A Resolution Authorizing an EPA Community Wide Assessment Grant
Application Related to Brownfield Properties in the Village Center

DRAFT – November 3, 2022

WHEREAS, the Town of East Hampton’s approved planning documents related to the Village Center and previous brownfield assessment efforts by the Town identify environmental concerns and intended redevelopment opportunities for certain properties in the Village Center, and

WHEREAS, the Town of East Hampton (“Town”) anticipates clean up, redevelopment and reuse of contaminated and blighted properties in the Village Center will facilitate economic growth, improvement in tax base and enhancement of the quality of life for persons in the immediate area and throughout the entire community, and

WHEREAS, the Town desires and needs outside resources in the name of the EPA Community Wide Assessment Grant Program to undertake the environmental evaluation project and, as such, desires to make certain statements as appropriate to facilitate an application for said grant and project.

NOW, THEREFORE, BE IT RESOLVED by the Town of East Hampton Town Council that the Town Manager is hereby authorized and directed to facilitate the Brownfields Redevelopment Agency in the Town’s application for an EPA Community Wide Assessment Grant for evaluation and planning work related to the Summit Thread (13 Summit Street, 1 and 13 Watrous Street) and East Hampton Bell (3 Walnut Avenue) properties.

BE IT FURTHER RESOLVED, that the Town Manager be, and hereby is, authorized and directed to enter into, execute, deliver and implement any and all agreements, contracts and documents necessary to obtain said EPA Community Wide Assessment Grant.

Approved this 8th day of November, 2022.

[SIGNATURES FOLLOW]

TOWN COUNCIL

ATTEST

Tim Feegel, Vice Chairperson
(As Acting Chairperson)

Kelly Bilodeau, Town Clerk

EPA Community-wide Assessment Proposal Narrative

1. PROJECT AREA DESCRIPTION AND PLANS FOR REVITALIZATION

a. Target Area and Brownfields

i. Overview of Brownfield Challenges and Description of Target Area

East Hampton (the Town) is a rural town known as “Belltown.” It has a long history as a manufacturer of bells. While the town is proud of that past, many of the buildings and manufacturing infrastructure have fallen into disrepair and are vacant. Historically powered by Pocotopaug Creek, industrial wastes were discharged contaminating the soil and waterways.

The target area of this community-wide assessment is the Village Center (VC) portion of the Pocotopaug Creek Redevelopment Zone (Redevelopment Zone), adopted in 2009 by the Town Council as outlined by the East Hampton Brownfields Redevelopment Agency (EHBRA). The Redevelopment Zone includes most existing brownfield locations in town. The Redevelopment Zone begins south of Route 66, just below Lake Pocotopaug (502-acres supporting water recreation) continuing south along the path of Pocotopaug Creek to Route 16. The VC target area includes many of the town’s brownfields sites as well as restaurants, retail shops, daycare center, elementary school, church, post office, library, and the Senior Center. This neighborhood also has a diverse residential population that includes families with young children and elderly. Main Street bisects the VC target area. The post office is the northern boundary, and the library is the southern boundary.

The drinking water source within the VC is a Town-owned and operated water supply system located at the Center School. It is currently near capacity, hindering VC residential development, a goal of the 2016 Plan of Conservation and Development (POCD). Assessments conducted under grant funding will get all priority sites to a point of potential redevelopment, delineate remediation measures and actions needed at the priority sites to further that goal, as well as other economic development goals.

ii. Description of the Priority Brownfield Site(s)

Priority Brownfield Sites

East Hampton’s original Brownfields Inventory identified 23, all in the vicinity of the VC; most privately owned. Three priority sites have been identified for activities under this grant: “*Summit Thread North*” at 13 Summit Street; “*Summit Thread South*” at 1 & 13 Watrous Street; and “*East Hampton Bell*” at 3 Walnut Avenue. The property at 13 Summit, built in 1880, is listed as a “contributing property” (integral to the historic context and character) of the Belltown Historic District. Summit Thread remained on that site until 1940. The property at 1 Watrous Street was constructed by the Summit Thread Company in 1882. The two sites were once connected by an over-the-street walkway. The contiguous nature of these two sites within the VC makes them a compelling area to assess and eventually redevelop. Both sites have only recently been acquired by the Town. East Hampton Bell site has been Town-owned since 2005. All environmental assessment needs for priority sites are listed in detail in Section 3.

“*Summit Thread North*” -- 13 Summit Street

The site contains a large historic mill and is bisected by Pocotopaug Creek and a pond which is impounded by a dam directly adjacent to the building. The property is over 2 acres, the buildings contain 45,000 sq.ft., the pond occupies approximately half of the site. One lot separates the site from Center School, an elementary school at 7 Summit Street. Inability to tap the municipal water system in the VC made residential use of the site unviable and the private owner went into foreclosure. The Town took ownership in 2022. Given the industrial history of the property after

1940 there is potential contamination in soil, groundwater, and building materials that has yet to be assessed. It is hoped the assessments will facilitate reuse and not demolition of the building.

“Summit Thread South” – 1 & 13 Watrous Street

The site contains a two-story brick and wood building built in 1882 at 1 Watrous Street. The Town cleared out the building (2017) and hopes to return the building to the tax rolls to aid in revitalizing the VC. An infrastructure assessment and site reuse assessment would inform Town decisions for the future of the site. The separate property at 13 Watrous Street served as the Summit Thread Powerhouse. All buildings at 13 Watrous Street have been demolished. The property remains fenced off and unused. Plans are to utilize a portion of the property for parking at redeveloped Summit Thread sites at 1 Watrous and 13 Summit Streets. It is parallel to a residential street (Starr Place) to the east and Pocotopaug Creek to the west. The creek runs along Watrous and creates the cove (or former “mill pond”) at 3 Walnut Avenue.

“East Hampton Bell” – 3 Walnut Avenue

The former site of the East Hampton Bell Company (1851) contains the remains of an historic brownstone dam (1700s) that Pocotopaug Creek runs over. The dam is visible from the Airline Trail State Park multi use trail that crosses Watrous Street along an old railroad trestle bridge. The site is 1.53 acres. The property is the site of the East Hampton Fire Pond (that retention pond is a finger cove of the upper stream that draws from the lake). One small pump house building remains on site. Formerly known as the Water Tower property (tower demolished in 2008) all other buildings have been demolished. While the pond has been dredged and hazardous materials removed after building demolitions, assessments are needed to facilitate reuse of the property as recreational space adjacent to the Airline Trail. The pond and adjoining vacant grassy lot occupy an area of the VC which could provide additional parking and open space for public gatherings.

b. Revitalization of the Target Area

i. Reuse Strategy and Alignment with Revitalization Plans

The Redevelopment Zone encapsulates a mixed-use zone lying at the heart of the Town’s historic Village Center and encourages a range of uses especially where commercial spaces are on the ground floor and upper floors are used for residential purposes. The goal of the zone is to retain the historic character and nature of the village and to allow a natural mix of uses. The eventual adaptive reuse opportunities for 3 Walnut align with the guiding principles of the Town’s revitalization plans as stated in the community’s 2016 Plan of Conservation and Development (POCD) and the 2021 Village Center Plan Report (VCPR) including preserving the beauty of the town, promoting economic activity, and enhancing the “sidewalk network” in the Village Center, as well as connectivity with the local multimodal Airline Trail. The reuse strategy is to create a quality public space in the Village Center that can serve multiple purposes and will enhance the use of and access to the Air Line Trail State Park and provide other social, economic and environmental benefits to town residents and businesses in and around the Village Center. When eventual remediation is complete, the property can serve as a meaningful space for the public to enjoy outdoor community-building activities like farmers’ markets, food truck fairs, small music performances or other events that will bring people to the Village Center - all of which will benefit the area’s restaurants and merchants. When not used for community building events, the property could serve as additional staging areas for major Town events like Old Home Day, Tree Lighting, and Trunk or Treat.

Over the last two decades, the Town and its residents have undertaken community processes to identify elements that should be prioritized in any new development in or surrounding

the Village Center. The Zoning Regulations and Plan of Conservation and Development both prioritize and encourage the redevelopment of these brownfield parcels. The character of the Village Center is critical to the Town, and its tourism base. The surrounding historic mill buildings create a strong aesthetic fabric and architectural style. Assessment funding will open the door for future development, and return to use, of these historic sites for residents and visitors alike.

The Summit Street and Watrous Street sites are “gateways” to the Village Center, providing visitors (drivers, bikers, pedestrians, users of the Airline Trail) with a first impression of town. Approaching the Village Center from Summit Street, visitors are currently met with old, dilapidated and blighted mill buildings. Finishing required environmental assessment steps will pave the way for continued remediation, demolition, and/or redevelopment efforts. The Town has opened numerous RFPs which have been met with limited to no interest - more complete assessment records will clarify what further investment is needed on behalf of the Town and developers to proceed with future redevelopment efforts.

ii. Outcomes and Benefits of Reuse Strategy

The completion of assessment efforts would enable economic stimulation within the Redevelopment Zone and specifically the Village Center. Assessment will pave the way for eventual cleanup and redevelopment efforts and would lower barriers to entry for developers pursuing RFPs. Currently only minimal interest has been expressed in past RFPs for development in the area. Directives from the East Hampton Town Council and in the Town’s 2021 Village Center Plan Report (VCPR), describe the properties as focal areas for eventual reuse strategies as follows:

- *Summit Thread North AND Summit Thread South:* Rehabilitation, renovation, and remediation of historic buildings and allow for mixed-use development. Goal is to include retail and residential zoning, inclusive of low-income housing and/or multi-family housing. If the buildings are unable to be “remediated”, they would be demolished to allow for the same mixed-use commercial and residential development.
- *East Hampton Bell:* Mixed-use park/open space. Graded and accessible space for community events, farmer’s markets, vendor fairs, outdoor events, passive recreation (walking/yoga/birdwatching). More consistent community foot traffic and use would further solidify the connection between the multi-community Airline Trail and the economic core of the Town.

c. Strategy for Leveraging Resources

i. Resources Needed for Site Reuse

The Town of East Hampton has made incremental progress in assessing the current status of the portfolio of existing brownfields and leveraged past grant funding from CT DECD and collaboration with the Connecticut Brownfields Land Bank. The Town has contracted with an Engineer for the completion of a Phase I ESAs and this grant application seeks funding to conduct Phase II and III ESAs and a HBMA for 13 Summit Street. Funds requested in this grant application will further assessment efforts across the remaining Town portfolio of brownfields sites and will allow the Town to advance in opening RFPs for local developers to explore. Previous RFPs have failed to yield interested developers due to the lack of information about what steps are necessary for either development, or remediation, of existing brownfield sites.

TAB NOTE - It is important here to mention any sources of funding to cover the cleanup of the sites (materialized or anticipated), and any other sources to cover planning (DECD BAR grants), infrastructure or redevelopment. Any grants the Town currently has or intend to apply for can be mentioned here.

ii. Use of Existing Infrastructure

Within the Redevelopment Zone and Village Center, municipal sewer and water are available, along with natural gas and fiber optics. At the present time there is limited excess water in the municipal system, and water issues (quality and quantity) are currently under Town investigation and are anticipated to be addressed within the next 5-10 years.

The Town seeks to eventually redevelop these priority brownfields locations and replace tired and unused historic mill complexes, or predominantly vacant lots, with vibrant attractive development that interconnects with the historic Village Center and the Air Line Trail – a rail trail network heavily utilized by walker, runners, and bikers which connects numerous towns in the region. With trailheads located adjacent to numerous brownfield sites, advancing environmental assessments will spur next steps in remediation and redevelopment efforts. Current brownfield locations with existing buildings can be used for mixed residential/commercial development, and those sites without existing structures can be better leveraged for outdoor community-oriented events. If grant funds advance the Town’s assessment efforts, which in turn can lead to eventual redevelopment of selected parcels, local community members and out of town visitors can better utilize the existing multi-modal network of existing sidewalks and multi-use trails. Higher use of this network should also catalyze more foot traffic and economic development for local small businesses and restaurants.

2. COMMUNITY NEED AND COMMUNITY ENGAGEMENT

a. Community Need

i. The Community’s Need for Funding

The Village Center area of the Town has experienced a steady decline in economic activity over the past 30 years due to changes in the manufacturing economy, groundwater contamination, fires, the loss of rail service, brownfields, lack of sufficient clean water, and the ever growing commercial corridor on the heavily traveled Route 66 that “runs” through Town. Additionally, portions of priority Brownfield sites lie within the floodplain in the Village Center. East Hampton has nearly three times more homes than jobs and nearly four times as many residents in the workforce than jobs available. The Town is focused on keeping local tax burdens low, which limits the Town’s funds for economic development. The Town does not have the capacity to fund our Brownfield site’s needs. The proposed grant is a predominant factor to bringing our Village Center to its highest level of economic productivity. With the impacts of the COVID-19 pandemic still lingering, it is important that we promote our local and community businesses. The Town is a bedroom community with 90% of the resident workforce commuting to other cities and towns. However, our residents hold the majority of local jobs, indicating a good match between local employers and the skills of East Hampton’s labor force. Relevant fiscal notes for East Hampton (Source: Town of East Hampton ACFR 2021):

- Funding for formulary grants from the State of Connecticut continues to decline. Since 2012, the percent of total general fund revenue from state grants has decreased from 23.3% to 16.0%. Investment income faced a 90% decline amidst the pandemic.
- Debt service payments increased approximately 7% compared to 2020-2021.

- According to the Bureau of Census American Community Survey 5-Year Estimates, 2015-2019, per capita income in East Hampton was \$42,820, lower than Middlesex County (\$46,023) and the State (\$44,496).
- Education expenses increased by \$2,372,877 due to expenditures related to COVID and an increase in depreciation expenses of \$990,367 due to the new Town hall and high school building projects totaling \$69,196,967 in the prior year.
- Capital grants and contributions increased by \$1,355,506 due to the ARPA grant received of \$1,894,084 offset by a decrease in the nonrecurring STEAP grant of \$208,317 and LOCIP grant of \$328,957.

- **Other content?**

ii. Threats to Sensitive Populations

(1) Health or Welfare of Sensitive Populations

Assessing and eventually remediating our sites will reduce threats and alleviate concern regarding perceived contamination related to historical waste disposal practices at the sites included in this grant application and improve the health of sensitive families within our Village Center/Redevelopment Zone. A number of underserved communities and traditionally marginalized identity groups within East Hampton may be adversely and disproportionately affected by environmental and human health harms and risks of priority brownfields locations within the Redevelopment Zone.

Marginalized Groups	Health/Environmental Impacts	Notes
TBD	TBD	TBD
TBD	TBD	TBD
TBD	TBD	TBD

Based on EJScreen data available, notable trends for sensitive populations in block groups which contain priority brownfields sites have the following concerning rates: (Nefeli/TAB “Demographics” Table - **Formalize citation?**)

- **Summit Street Block Group:** In 83rd percentile in Connecticut for lead paint percentage (% of pre-1960s housing). In 73rd percentile in Connecticut for Low Income residents. In 67th percentile for 2017 Air Toxics Cancer Risk (risk per MM).
- **Watrous & Walnut Street Block Group:** In 64th percentile in EPA Region for Unemployment rate. In 65th percentile in EPA Region for rate of Children Under 5. In 67th percentile in Connecticut for 2017 Air Toxics Cancer Risk (risk per MM).

(2) Greater Than Normal Incidence of Disease and Adverse Health Conditions

Potable water in the Village Center is unreliable and limited due to both groundwater contamination and a limited source. In 1991 the Village Center Water System was built to alleviate chemical contamination, however reports of non-compliance with health standards that require corrective actions have been noted. Concurrent with the assessment and remediation of the brownfield sites, the Town is evaluating potential options for a supplemental municipal water system to mitigate the increasing water quality and quantity problems. The following trends are present based on data available within the State of Connecticut and Town of East Hampton:

- Considering cancer burdens by town, East Hampton has a rate of age-adjusted incidence rates for cancer diagnoses higher than the state average. The most prevalent cancers found were Breast, Lung & Bronchus, and Urinary Bladder (Connecticut Tumor Registry, Health Statistics & Surveillance Section, CT Department of Public Health).
- **Other CT DPH Health Indicators ? Add something about PFAS?**

(3) *Promoting Environmental Justice*

The Town will use the grant funding to combat environmental justice issues by completing *(insert here a reference to our identified Phase I, II & III site assessments)* to identify potential contaminants, stormwater run-off and migration pathways, and containment measures to prevent exposure to and off-site transport of these contaminants. The elimination of blight and exposure pathways by the eventual redevelopment of the Village Center sites such will provide additional commercial services, housing options and create jobs, all of which will provide direct and indirect economic benefits to local vulnerable populations. All brownfield locations in this grant application are immediately adjacent to an Environmental Justice (EJ) community, as defined by section 22a-20a of the Connecticut General Statutes. An EJ designation is assigned by the CT Department of Economic and Community Development (DECD) are groups that are not in distressed municipalities, and in which 30% or more of the population lives below 200% of the federal poverty level.

[Report source - <https://ctdeep.maps.arcgis.com/apps/webappviewer/index.html?id=d04ec429d0a4477b9526689dc7809ffe>]

b. Community Engagement

i. Project Involvement

Community groups, local business groups, local government entities, and other interested stakeholders will be incorporated into the planning, community outreach, and decision-making process related to this grant. While assessment efforts are defined, post-assessment project goals will have public and stakeholder input. That process will involve public meetings, press releases, social media and project updates in the EHBRA section of the Town website, and will be discussed in detail in a Community Involvement Plan (CIP) that will be prepared by the EHBRA with input from the organization in the table below.

ii. Project Roles

Name of organization/entity/group	Point of Contact (name, email & phone)	Specific involvement in the project or assistance provided
Chatham Health District	Russell Melmed, Director of Health russell.melmed@chathamhealth.org , 860-365-0884	Public outreach
East Hampton Economic Development Commission	Matthew Reich, Chairman, edc@easthampton.gov , 860-267-4468	Public outreach; identifying a potential developer
Lower Connecticut River Council of Governments (RiverCOG)	Eliza LoPresti. Elopresti@rivercog.org , 860-581-8554	Technical support, GIS/mapping
East Hampton High School - Science Department	Toncica (Toni) Fleher. Email contact info needed , 860-365-4030	Public outreach, participation in focus groups. Student learning opportunities in shadowing local government meeting and environmental-assessment efforts

East Hampton Village Center Merchants Group	Martha Wick. Dextersch@gmail.com . 860-372-2933.	Public outreach, consultation for future redevelopment within Redevelopment Zone and Village Center. Reuse planning
East Hampton Rotary Club	TBD	Public outreach, participation in focus groups
East Hampton Lions Club	Mary Krogh, President. info@easthamptonlionsct.org . 860-977-5760	Public outreach, participation in focus groups

iii. Incorporating Community Input:

Members from the local community and other interested stakeholders will be directly looped into preparation, update, and project implementation phases - starting with assessment efforts and culminating in the preparation and decision-making process of the Village Center assessment projects. Community members will be able to provide input through informational sessions, public meetings, EHBRA monthly meetings, and surveys. Updates on assessment and eventual redevelopment efforts will be provided to the public through direct mailings, posts on Town websites, and notices in the local *Rivereast* regional newspaper. It is noted that if the COVID-19 pandemic still exists, social distancing requirements and virtual outreach methods will be incorporated, as appropriate, to ensure continued community input.

- EHBRA will host bi-annual meetings to invite community feedback (qualitative, idea-generative), and to collect survey responses (quantitative, process-improvement focus). Meetings will be scheduled as Special Meetings of EHBRA and posted in accordance with Town statutes and meeting regulations.

- **More details?**

3. TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS

a. Description of Tasks and Activities

Task/Activity 1: Project Management (cost estimates in Section 3.b)
i. <u>Project Implementation</u> : EPA-funded activities for all sites: attendance by two people at two annual National Brownfields Conferences. Non-EPA grant resources contributed (in-kind resources), by Town staff and/or East Hampton Brownfields Redevelopment Agency (EHBRA) members: procurement of contracts (including CT Licensed Environmental Professional (LEP)), cooperative agreement oversight, budget management, scheduling and coordinating of subcontractors, monthly EHBRA meetings, progress reports, ACRES updating and final project report.
ii. Anticipated Project Schedule: Months 1-48: 3 months for procurement; project management, quarterly reports, ACRES updates 4 years.
iii. Task/Activity Lead(s): Town staff and EHBRA members with support from LEP.
iv. Output(s): LEP procurement, quarterly reports, ACRES data entry, notes from monthly EHBRA meeting minutes, conference attendance, final report.
Task/Activity 2: Outreach and Community Involvement (cost estimates in Section 3.b)
i. <u>Project Implementation</u> : EPA-funded activities for all sites: Materials associated with public meetings that will be conducted on-line and/or in-person semi-annually to engage the public and

collect feedback. EPA funds will be used for outreach supplies and associated costs for stakeholder meetings. Non- EPA resources: Town staff and EHBRA members will prepare Community Involvement Plan (CIP), reach out to residents and local stakeholders, organize meetings, develop outreach materials according to the CIP described in Section 2.b.iii, present at the meetings, prepare meeting summaries, update Town website quarterly (in-kind contribution).
ii. <u>Anticipated Project Schedule</u> : Months 2 - 48 with a community meeting within first six months and semi-annually thereafter, Town website updates bimonthly.
iii. <u>Task/Activity Leads</u> : Town staff and EHBRA members with support from contracted LEP
iv. <u>Outputs</u> : CIP, eight community meeting summaries, including community input regarding site reuses, 24 website updates.
Task/Activity 3: Site Assessments (<i>cost estimates in Section 3.b</i>)
i. <u>Project Implementation</u> : EPA-funded activities for all sites: four Phase I ESA Updates, one Phase II ESA, two partial Phase II ESAs, three Phase III ESAs, one partial Phase III ESA, two HBMA.s. Non-EPA-funded activities: None.
ii. Anticipated Project Schedule: Months 4-36
iii. Task/Activity Lead(s): contracted LEP, Town staff and EHBRA members
iv. Output(s): four Phase I ESA Updates, one Phase II ESA, two partial Phase II ESAs, three Phase III ESAs, one partial Phase III ESA, two HBMA.s.
Task/Activity 4: Reuse planning (<i>cost estimates in Section 3.b</i>)
i. <u>Project Implementation</u> : EPA-funded activities: four ABCAs, two infrastructure assessments, four site reuse assessments (SRAs), reporting and closure documentation. Non-EPA-funded activities: None
ii. Anticipated Project Schedule: Months 24-48
iii. Task/Activity Lead(s): Contracted LEP, Town staff and EHBRA members
iv. Output(s): four ABCAs, two infrastructure assessments, four SRAs, reporting and closure documentation

i. Project Implementation

Project implementation is described in the table above. The Town does not intend to engage paid community liaisons; liaison activities will be completed without compensation by Town staff and EHBRA members.

ii. Identifying Additional Sites

This grant application does not include identification of additional sites for assessment. Since one or more phases of assessment of the Town’s entire inventory of brownfields sites have been completed during the last several years, the Town is close to concluding assessment of its brownfields inventory. Assessment of the Town’s inventory of brownfield sites will conclude by implementing the assessment work included in this grant application.

iii. Anticipated Project Schedule

Project schedule is discussed in the table above.

iv. Task/Activity Lead

Task and activity leads are discussed in the table above.

v. Outputs

Outputs are described in the table above.

b. Cost Estimates

A summary of costs are provided in the table below. Detail on the costs are provided in the subsequent table and are approximate.

Budget Categories		Project Tasks (\$)				
		Task 1: Project Management	Task 2: Outreach/ Community Involvement	Task 3: Site Assessments	Task 4: Reuse Planning	Totals
Direct Costs	Personnel	-	-	-	-	-
	Fringe Benefits	-	-	-	-	-
	Travel (see below)	\$5,200	-	-	-	\$5,200
	Equipment	-	-	-	-	-
	Supplies	-	\$800	-	-	\$800
	Contractual	-	-	\$363,000	\$130,000	\$493,000
	Other (Subawards/ Meeting Expenses/ Participant Support Costs)	RB – Add community engagement	RB – Add community engagement	RB – Add community engagement	RB – Add community engagement	
Total Direct Costs		\$5,200	\$800	\$363,000	\$130,000	\$499,000
Indirect Costs		-	-	-	-	-
Total Budget		\$5,200	\$800	\$363,000	\$130,000	\$499,000

Examples of costs per unit may include:

Task 2, Phase I Environmental Site Assessments

– Personnel Costs: 20 hours at average rate of \$50/hr = \$1,000

– Contractual Costs: 5 Phase I site assessments at average cost of \$3,500 = \$17,500

Further details outlined in table below. *Cut out?*

Task/Activity 1: Project Management
For travel to conferences (2 people at 2 conferences) - \$5,200 total. Airfare: 2 people at each of 2 conferences at \$500 per airfare (4 airfares) and \$200/day/person for lodging and meals for 4 days at each of 2 conferences (16 days). EHBRA – Reviewing how many conferences we are required to attend/how to expand this budget.
Task/Activity 2: Outreach and Community Involvement
For flyers, newspaper announcements, meeting materials - \$800 total
Task/Activity 3: Site Assessments

<p><u>Phase I ESA updates</u>: four at \$2,500 each (each Phase I: labor 25 hr. at \$75 and 4 hr. at \$175)</p> <p><u>Phase II ESAs</u>: one at \$49,000 (Lab \$15,000, driller \$10,000, util. locator \$1,000, expenses \$800, labor 130 hr. at \$125 and 30 hr. at \$175)</p> <p><u>Partial Phase II ESAs</u>: one at \$40,000 (Lab \$12,000, driller \$8,000, util. locator \$800, expenses \$600, labor 110 hr. at \$125 and 30 hr. at \$175);</p> <p>One at \$30,000 (Lab \$9,000, driller \$7,000, util. locator \$600, expenses \$400, labor 80 hr. at \$125 and 20 hr. at \$175);</p> <p><u>Phase III ESAs</u>: one at \$74,000 (Lab \$20,000, driller \$20,000, util. locator \$2,000, expenses \$1200, labor 170 hr. at \$125 and 50 hr. at \$175);</p> <p>Two at \$40,000 each (For each - Lab \$12,000, driller \$8,000, util. locator \$800, expenses \$600, labor 110 hr. at \$125 and 30 hr. at \$175);</p> <p><u>Partial Phase III ESAs</u>: one at \$30,000 (Lab \$9,000, driller \$7,000, util. locator \$600, expenses \$400, labor 80 hr. at \$125 and 20 hr. at \$175);</p> <p><u>HBMA</u>s: one at \$40,000 (Lab \$10,000, labor 180 hr. at \$125 and 40 hr. at \$175);</p> <p>One at \$10,000 (Lab \$2,000, labor 50 hr. at \$125 and 10 hr. at \$175);</p> <p>Total \$363,000</p>
<p>Task/Activity 4: Reuse Planning</p>
<p><u>Four ABCAs</u> at \$10,000 each (each ABCA: labor 50 hr. at \$75 and 20 hr. at \$175)</p> <p><u>Two infrastructure assessments</u> at \$15,000 each (each assessment: expenses \$1,000, labor 70 hr. at \$75 and 30 hr. at \$175)</p> <p><u>Four SRAs</u> at \$15,000 each (each assessment: expenses \$1,000, labor 70 hr. at \$75 and 30 hr. at \$175)</p> <p>Total \$130,000.</p>

c. Measuring Environmental Results

The Town will track and measure results by monitoring and evaluating progress of the assessment at each of the four properties. Excel spreadsheets will be created and used to track all “Outputs” described above by indicating when each Output is due, progress on its completion (at least monthly) and final production of each of the Outputs. The spreadsheet will also track project expenditures with regular updates as required to ACRES. ***FINALIZE WHO IN TOWN IS DOING ACRES REPORTING***

Town staff and the EHBRA will also track the following as a method of measuring long-term results: (a) numbers of properties where assessment and reuse planning are complete; (b) acres of land and square footage of buildings positioned for remedial action or adaptive reuse; (c) amount of private investment and other funding leveraged; (d) jobs created or retained; and, (e) increased property and sales tax revenue generated. An overall gauge of success will be removing the blight at the four properties and improvements in environmental justice conditions, such as higher incomes and affordable housing.

The EHBRA technical sub-committee, that will have one or more volunteer LEPs as member(s), will review overall progress on the site assessments, ABCAs, and infrastructure and site reuse assessments. The sub-committee will review technical responses to the RFPs for contracted work; interim deliverables by the contracted LEPs on each of the projects, including draft and final sampling and analysis plans (SAPs) and laboratory reports; compliance with the

approved SAPS; and draft and final technical reports. Our Agency-member LEPs will provide comments to the contracted LEPs on remedial action techniques evaluated for use.

Our Agency-member commercial lending and development experts will provide oversight of the process and considerations used to develop site reuse assessments.

Add more here? Describe who/what type of member will do what type of review of infrastructure assessments. Do we have any structural engineers who could do this (Town employees or EHBRA members)?

4. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE

a. Programmatic Capability

i - iii. Organizational Capacity/Organizational Structure/Description of Key Staff

The Town of East Hampton has had extensive experience in managing State and Federal grants. East Hampton has a Town Manager/Town Council form of Government that empowers the Town Manager to run the day to day operations of the Town much like a CEO in the private sector. The Town Manager, David Cox, will lead the Team in managing this EPA Brownfields Assessment Grant. Mr. Cox has been the Town Manager since 20xx and has xx years in this field. He has extensive experience in administering state and federal grants. On the Federal level, the Town has worked with HUD, USDA, EPA, and the Army Corps of Engineers to successfully complete various public works projects. In that time, EHBRA has enjoyed community support leading to inclusion as Agency members by CT LEPs, Attorneys, Education & Marketing Professionals (key to community outreach and education), a Professional Librarian, and Commercial Lending & Development experts, to name a few. The EHBRA is uniquely qualified to ensure the success of the Grant implementation. The pertinent and complimentary skills of these individuals allow the Agency to actively manage, along with Town officials, the multiple facets of Brownfields projects.

Town Manager David Cox will oversee the hiring of environmental consultants and the town staff assigned to this project. Mr. Cox will be able to draw upon the support of the EHBRA which has been in existence for over 20 years. Jeffrey Jylkka, Finance Director, will manage the financial aspects of the program given past experience with financial reporting for EPA, CBDG, and Connecticut-based grants. *Once projects are underway, EPA reporting requirements will be administered by licensed contractor who are selected during RFP/bidding phase.*

iv. Acquiring Additional Resources

The Town has utilized and/or researched many possible funding sources including but not limited to: (a) Private Developers and Responsible Parties, (b) Community Development Block Grants, (c) Rural Business Enterprise Grants, (d) Connecticut Brownfields Redevelopment Authority Funding (e) CT Historic Restoration Fund (f) CT Small Town Economic Assistance Program. If granted EPA grant funding, the Town will procure a licensed environmental professional through a competitive RFP/RFQ bidding process in conformance with state and federal regulations, and in accordance with relevant municipal procurement standards.

b. Past Performance and Accomplishments

4.b.i. Currently Has or Previously Received EPA Brownfields Grants

The table below briefly summarizes the EPA grants the Town has received and includes other grants used to assess or remediate brownfields in East Hampton. Specific accomplishments for each grant are provided in 4.b.i.(1) following the table.

2007	Community-wide assessment grant (# II)	\$ 200,000	EPA	BF9718320 1	Closed 2010 Dec
2007	Clean-up grant 103 Main Street (Gong Bell)	\$ 200,000	EPA	BF9718300 1	Closed 2012 Dec
2010	Community-wide assessment grant (# III)	\$ 200,000	EPA	BF9613180 1	Closed 2015 Sept

(1) Accomplishments

Community-Wide Assessment Grant (# II): site-specific QAPP (25 Skinner St); limited Phase II ESA (25 Skinner St); Interim Remedial Action Plan (13 Watrous St); Community Relations Plan (13 Watrous St. & 103 Main St.); Remedial Action Plan (103 Main St.); Part I & II Forms for an Engineered Control Application (103 Main St.); preparation of bid documents for 103 Main St. remediation.

Clean-up Grant 103 Main Street (Gong Bell): Environmental Condition Assessment Form for CT Voluntary Remediation Program; Remedial Investigation Work Plan; QAPP; Remedial Investigation Report; remedial activities including soil remediation in conjunction with implementation of engineered controls; paving for parking area, landscaping and plantings for surrounding areas.

Community-Wide Assessment Grant (# III): Update Environmental Site Overview and inventory; Market Assessment Update; 2 QAPPs; Phase III ESA (25 Skinner St.); Village Center Groundwater Survey.

(2) Compliance with Grant Requirements

All the grants in the table above are closed out and were in compliance with schedule, terms, and conditions of their work plans. All required quarterly reports, ACRES updates, and financial status reports were completed in a timely manner. The Town has managed grant projects and state/federal funds for improvement projects for decades, including solicitation of qualifications from service providers, selection, contracting the necessary professional services, project management, and financial reporting. East Hampton has met and complied with all EPA and CTDEEP Brownfields reporting requirements, submitted technical reports, and successfully accomplished the goals of these agreements.

Youth Services

Memo

To: David Cox
From: Lauren Incognito
cc: Town Council Members
Date: November 3, 2022
Re: Parent survey

Youth Services is hoping to enhance and increase its youth programming. To get a better understanding of the types of programs parents would like to see as well as hear feedback from parents as to what kinds of programs they feel their kids would be inclined to attend, we have created a parent survey through Survey Monkey. The main purpose of this survey is to help us create more youth-positive programs that allow us to serve more youth while also helping us meet required grant metrics.

Upon approval from Council, we plan to disseminate the survey immediately on Youth and Family social media pages and through the East Hampton School system and East Hampton Public Library.

As this survey is somewhat of a needs assessment aimed to collect data reflecting the observations and interests of parents and guardians in East Hampton, we intend to keep the survey up for four (4) weeks.

Survey results will be analyzed by our community organizing intern and data will be used in the creation of new Youth Services programming.

Lauren Incognito, LMSW
Director of Youth/Family Services

Parent Engagement Survey

Parent Engagement Survey

East Hampton Youth and Family Services is gearing up for the upcoming new year! We are looking to gather opinions from local youth parents on what they would like to see more of in town in terms of youth programming. Those who complete this survey in its entirety will be **entered to win a \$50 GIFT CARD!**

If you would like more information on the services offered by East Hampton Youth and Family Services, please call **(860) 267-9982** or email Lauren at **Lincognito@easthamptonct.gov**.

1. What school(s) does your child(ren) currently attend?

- Memorial School
- Center School
- East Hampton Middle School
- East Hampton High School
- The Learning Center

Other

2. Do you believe there are currently enough opportunities for youth engagement within the community?

- Yes
- No

Comments:

3. In your opinion, what types of programs promote positive youth engagement? What would you like to see more of?

4. What do you see as the biggest issue YOUR child is facing in their day to day lives?

- Stress/Anxiety
- Social Media Pressure
- Bullying
- Building meaningful friendships
- Other

5. What do you see as the biggest issue facing the general youth population of East Hampton?

- Stress/Anxiety
- Social Media Pressure
- Bullying
- Building meaningful friendships
- Other

6. In your opinion, how capable do you feel dealing with your child(ren)'s emotions appropriately?

- Extremely capable
- Very capable
- Somewhat capable
- Unsure
- Somewhat incapable

- Very incapable
- Extremely incapable

7. What types of programs do you feel your child is most likely to WANT to attend? i.e. movie nights, social groups, field trips, game nights etc.

8. Do you have any general suggestions that would help us to encourage parent or youth engagement?

9. What platform are you most likely to use to keep up to date on current programming and services being offered?

- School Newsletter
- Town Website
- Youth and Family Services Instagram (@easthamptonctyfs)
- Youth and Family Services Facebook (East Hampton Youth & Family)
- Other

10. Before seeing this survey, were you aware East Hampton had a Youth and Family Services department?

- Yes
- No

Comments:

11. How often do you attend school related events or sports in which your child(ren) are participating?

- Always
- Very often
- Sometimes
- Rarely
- Never

12. What do you feel are the biggest barriers to your child(ren) participating in programs being offered by youth services?

- Transportation
- Cost of the program
- Scheduling conflicts

Other/comments:

13. Have you ever utilized any services or programs offered by Youth Services?

- Yes
- No
- Unsure

Comments:

14. Would you be interested in participating in a parent discussion to consider future community programs or events? If yes, please be sure to include your email at the end of this survey.

- Yes
- No
- Maybe

Other (please specify)

15. Would you be interested in receiving emails regarding upcoming community programs or events hosted by Youth and Family Services? If yes, please include your email below.



East Hampton Police Department
1 Community Drive
East Hampton, CT 06424



Dennis Woessner
Chief of Police

November 3, 2022

To: David Cox, Town Manager
From: Dennis Woessner, Chief of Police
Subject: General Order approval

Attached to this memorandum are two (2) General Orders which I am submitting for approval:

General Order 6.14, Victim/Witness Assistance-Administration is an existing General Order which required updating to reflect changes required by the Police Officer Standards and Training Council (POSTC) Accreditation Standards. The changes included language specific to our actual function as well as a few minor housekeeping changes.

General Order 6.5, Property and Evidence Control is an existing General Order which required updating to reflect changes required by the Police Officer Standards and Training Council (POSTC) Accreditation Standards. The changes included language specific to our actual function as well as a few minor housekeeping changes.


Any additions to the General Orders are marked in red and deletions are crossed out and marked in yellow.



EAST HAMPTON POLICE DEPARTMENT

GENERAL ORDER 6.5

INVESTIGATIVE FUNCTIONS

SUBJECT: PROPERTY AND EVIDENCE CONTROL		
Issue Date: TBD	Effective Date: TBD	Distribution: All Personnel
Amends/Rescinds GO: 5/2/2014		Review Date: / /
Per Order of:  Dennis Woessner, Chief of Police		
<i>This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting</i>		

I. PURPOSE

To provide a written directive which specifies procedures for submitting, securing, documenting, and accounting for evidentiary and in-custody property handled by the East Hampton Police Department.

II. POLICY

It is the policy of the East Hampton Police Department ("Department") that the property function shall provide for the security and control of seized, recovered, evidentiary, and found property placed under the custody and control of the Department. The Property Technician serves as the primary property custodian for the department, and is responsible for the management of the property function, including the day-to-day duties related to the property room, and all other permanent and temporary evidence and in-custody property storage areas. Alternate property custodians are responsible for day-to-day property room duties in the absence of the Property Technician. The Chief of Police has the overall responsibility for overseeing the property management function of the department. The Chief of Police has discretion in appointing the number of alternate property custodians to be assigned.

The Department will establish property and evidence control procedures that support investigative efforts, assist in the successful prosecution at criminal/civil trials, facilitate

the timely return of property to its rightful owner, and protect the department's reputation as honest and worthy of the public's confidence and trust.

The Department's property and evidence management and control system shall consist of strict measures with respect to the receipt, handling, security, and disposition of property. Any discrepancies in the records and/or property being maintained shall be reported through the chain of command to the Chief of Police. Discrepancies shall be investigated in their entirety, administratively and, if appropriate, criminally.

III. PROCEDURE

A. Procedures for Receiving In-Custody and Evidentiary Property

1. General

The department shall establish procedures for when in-custody and evidentiary property is obtained, including the seizure and recovery of property, by employees into the control of the department, including procedures for:

- a. Logging of all property into department records
- b. Storing of all property prior to end of work shift
- c. Timely completion of all related reports
- d. Providing guidelines for proper packaging and labeling
- e. Taking extra precautions with exceptional and valuable items
- f. Identifying and notifying the owners of found property
- g. Releasing of property

2. Logging of Property into Agency Records

- a. The employee receiving the property is initially responsible for ensuring that the property is properly logged into department records. This shall be accomplished by the completion of an evidence and property control form(s), approved by the department, along with entries into a manual and/or computerized records system.
- b. When a property custodian receives property, the control form shall be updated, and the information shall be entered into the computerized **or manual** property tracking system. It is the responsibility of the property custodian to ensure that property tracking system is kept accurate, current, and updated when property is found, recovered, submitted or removed from the property room, or transferred to a different storage location within the property return. With the prior approval of the Chief of Police, properly trained clerical personnel may be used to assist in completing this task.

- c. Agency records shall reflect the following information:
 - (1) Location of property stored in the property room, or some other storage location
 - (2) Date and time when the property was received or released
 - (3) Character, type and amount of property on hand
 - (4) Chain of custody of the property through its final disposition
3. Property to be Submitted Prior to End of Tour of Duty
 - a. All evidence and property will be submitted to the property system **or secured in some manner in a temporary locker** prior to the end of the officer's tour of duty. This will be done in accordance with procedures established in Section G of this General Order, and will include tagging, labeling, packaging, and sealing the evidence as well as completion of all required forms.
4. Detailed Report Required
 - a. Employees receiving property or evidence are responsible for completing and submitting a written report describing the circumstances by which the property came into the officer's possession, and the nature, condition, and description of each item. All serialized items shall be checked through NCIC to determine if they are stolen.
 - b. This report includes the completion of the required evidence and property control form. **A copy of the form will be given to the evidence technician.** , which shall be placed in the temporary storage locker with the property, except when the evidence/property is submitted via the intake refrigerator, temporary bike storage area, or an area other than the temporary storage lockers. **In these instances, the form will be forwarded to the property room.**
 - c. Upon receiving property into the main property room, the property custodian will mark the control form to reflect the storage location within the property room and the date and time the item was placed there.
 - d. A copy of the control form will be kept in the property room files, where it will remain until the property reaches final disposition. **The original control form will either be sent to court or filed in records.** **A copy is also sent to records and filed in the case file.** **Originals Copies** in each instance shall be retained according to retention laws.

B. Guidelines for Packaging and Labeling Property Prior to Storage

1. Introduction

- a. For physical evidence to be accepted in court, it is essential that the chain of evidence be properly maintained. It is the responsibility of the submitting officer to properly process all property being submitted (i.e., tagged, labeled, packaged, sealed, documented, and recorded), prior to submitting the property into the property system. Property shall not be forwarded to temporary or permanent storage until processing is complete.

2. Incomplete Processing

- a. In such cases, the property custodian will notify the submitting officer's shift ~~commander~~ **supervisor** so that arrangements can be made to complete the processing. The item(s) shall be returned in a secured manner to the submitting officer, along with **a memo or email indicating what needs to be corrected.** ~~an Evidence Correction Form.~~ It shall be the responsibility of the **submitting officer** ~~officer's shift commander~~ to ensure the corrections are made and resubmitted properly.

3. Classification of Evidence and In Custody Property

- a. Packaging and labeling evidence and in-custody property shall be accomplished in accordance with guidelines listed below. The submitting officer will use the appropriate evidence and property control form depending on the items classification.
 - (1) **Evidence:** Includes property that is believed related in some way to a crime or suspected criminal offense and property seized pursuant search warrants.
 - (2) **Custodian Property:** Includes property that is found, taken into custody for safekeeping, abandoned property, contraband not connected with a criminal offense and property submitted for any other reason that does not include use as evidence.

4. Tagging and Marking Evidence

- a. Evidence is generally not marked per se, as direct markings may contaminate the item. Instead, all evidence shall be tagged and/or packaged and labeled in a manner that enables the officer to positively identify the item at a later date. At a minimum, this identification will contain the officer's initials and ID number. Items that cannot be tagged, such as hair, blood, fibers, etc. shall be placed in an appropriate container that is properly labeled and sealed.

5. Labeling Evidence and In-Custody Property

- a. Labeling can be accomplished by writing on packaging (envelopes, paper bags, plastic bags, boxes, etc.) that contains the item, affixing a tag to the package containing the item, or using a bar coded property label.
- b. All property must be labeled to include additional information for identification purposes. Labeling requires that the officer document information for each item, including:
 - (1) Date recovered or taken into custody
 - (2) Case Report number
 - (3) Officer's identity
 - (4) Owner's name, when known
 - (5) Circumstances seized, recovered, or found
 - (6) Corresponding item number from the evidence and property control form, when applicable

6. Packaging and Sealing Evidence

- a. Evidence must be properly packaged and sealed in envelopes, paper bags, plastic bags, boxes, etc., that are designed for this purpose. Sealing methods includes the use of stapling, tape, tamperproof evidence tape, evidence labels or similar materials, depending upon the type of article. The submitting officer shall place his/her marking on the package in such a manner that part of the marking is on the package itself and part of the marking is the evidence tape, evidence label or other material used to seal the package.
- b. Firearms, narcotics, and dangerous drugs and valuables **may be packaged with like items.** ~~are to be packaged separately, with no more than one item per package.~~ Other items may be packaged together provided there is no issue of cross contamination and the label details each and every item contained in the package.
- c. Large items and certain types of evidence, such as bicycles, perishable items, etc. may not be easily packaged. When tags are used instead of packaging, officers must complete all pertinent information on the tag. If the item tagged requires further examination for physical evidence, the item must be packaged or protected in such a way to prevent the possibility of cross contamination or loss of the evidence.

7. Preparing Evidence for Laboratory Submission

- a. State and Federal crime labs mandate that evidence being submitted for examination, analysis, comparison, etc., meets certain

requirements. These include, but are not limited to, the following:

- (1) **Identification of the person responsible for submitting the evidence to the lab. This will be determined by the Shift Supervisor on a case by case basis;** Forms accompanying physical evidence being submitted for lab examination must be properly completed.
- (2) **Methods for packaging and transmitting evidence to the laboratory,** All items submitted must be in sealed packages, and the submitting officer must mark the package in such a manner that the marking is partially on the package and partially on the evidence tape or other material used to seal the package.
- (3) **Types of documentation to accompany evidence when transmitted,** Latent print lifts must be marked in such a manner that the marking is clearly visible.
- (4) **Receipts to ensure maintenance of chain-of-evidence; and** Known standards, when available, should be collected and sent to the lab with unknown standards.
- (5) **Stipulation that laboratory results be submitted in writing.**

C. Extra Security Measures for Exceptional, Valuable, and Sensitive Property

1. General

- a. Extra security measures will be taken to enhance security for any item booked into the evidence room that is considered to be sensitive, high in value, or otherwise constitutes an increased security risk. The following types of property will be stored in separately secured cabinets, or within separately secured interior rooms, inside the main property room:
 - (1) **Valuables and Money:** Includes jewelry, precious metals, and other valuables
 - (2) **Firearms:** Shall be unloaded and secured in a manner to render it safe inoperable
 - (3) **Drugs and Narcotics:** Caution should be taken, including the wearing of disposable gloves. Shall be weighed anytime items are transferred in/out of the property room for court, lab examination, etc.
 - (4) **Urine, blood, and other body fluid specimens:** Shall be placed in approved and sealed biohazard container, and properly secured and marked with a biohazard label. Disposable gloves should be used if there is any risk of leakage.

- b. If, in the opinion of the submitting officer, the property being submitted is of great value or potentially vulnerable to claims of tampering, the property custodian may be summoned to personally accept the property and secure it in the designated cabinet within the main property room. The Shift Supervisor must approve such requests if the property custodian is off duty at the time.

2. Special Procedures for Certain Types of Property

- a. No explosives, dangerous chemicals, unknown biological specimens, nuclear material, or other dangerous material or property are to be accepted into the property holding area. If it is necessary to submit property of a hazardous nature into evidence, the submitting officer shall notify his/her Shift Supervisor. The Shift Supervisor shall make contact with the property custodian **or the Chief of Police** before such property is placed into temporary storage. If deemed necessary, the property custodian **or the Chief of Police** will make contact with the East Hampton Fire Department or other experts to determine safeguards necessary to insure safe storage.

D. Identification and Notification to Rightful Owner or Property

1. Identification and Notification

- a. Officers receiving or taking custody of property will make reasonable efforts to identify, verify, and notify the rightful owner of that property prior to the end of their shift, and arrange for the return of the property, except in circumstances that prohibit the return of certain property, such as contraband, property ordered destroyed by the court, etc.
- b. When property has been forwarded to the property custodian for safekeeping, or when there is no longer a need to hold property for official purposes, the property custodian shall do the same. Such notification may occur in person or by telephone to expedite the process of returning the property. If the property remains unclaimed, prior to taking any action to dispose of the property, the **investigating officer** **property custodian** shall forward written notification to the owner, according to statutory requirements, that failure to pick up the property will result in the item being disposed of in accordance with applicable statutes. Written notification shall provide the owner a minimum of thirty (30) days in which to claim the property prior to final disposition.

2. Return to Rightful Owner

- a. Upon review and approval by the property custodian, property may be released to the rightful owner:

- (1) When all police use of the property is satisfied, or
 - (2) When permitted by law based on the circumstances and its value
- b. The owner of the property will sign the **property control form** back of the **property tag** or other departmentally approved receipt, acknowledging receipt of the property. ~~Guidelines for final release of specific types of property and final release under other conditions, such as auction and conversion to departmental use, may be found in section 84.1.7.~~
- c. In certain cases, it may be more efficient or prudent for the **investigating officer** ~~property custodian~~ to personally return the property to the rightful owner. When appropriate, other officers may be assigned to return such property.

E. Procedures for Temporary and Final Release of Property

1. Temporary Release of Property

Whenever property is temporarily removed from the property room for court, laboratory processing, prosecutor review, etc., such release shall be immediately recorded on the evidence and property control form, or a form used specifically for tracking the chain of custody. The pertinent information shall also be entered into the computerized property records **or other manual property control form** as soon as practical.

2. Final Release of Property

Final disposition of found, recovered, or evidentiary property will be accomplished within six months after all legal requirements have been satisfied. Disposition will be in accordance with the provisions of Connecticut General Law, as amended, and other provisions as noted in Section K. Written receipts shall be required for all acceptance and transfers of property leaving or coming into possession of the department.

F. Designated Secured Area for Storage of In-Custody and Evidentiary Property

1. Introduction

- a. All evidence and custodian property shall be stored within designated, secure areas. The department's long-term storage areas include:
 - (1) Property Rooms
 - (2) Impound Yards

(3) Outside storage containers

(4) Other secure areas approved by the Chief of Police

2. Special Security Precautions

- a. Access to the property room door is controlled by the Department's access control system. Each member of the Department has a key fob, which when presented to the card reader outside of the door, records who enters the room. Only certified police officers have access to this door. The interior rooms of the property room are keyed separately and only the two officers assigned to be the Department's property technicians and the Chief of Police have access to these keys. ~~The department's property room shall be an alarmed and secured room with limited access.~~ In addition, certain types of in-custody and evidentiary property, by their very nature, are afforded extra protection and additional security. Such items include, but are not limited to, money, precious gems, firearms, drugs and narcotics. Specific security measures provided for such items are designated in Section C above.

3. Refrigerated Storage

- a. The property management system of the department includes at least one refrigerator inside the main property room for long-term storage of perishable items, such as blood and urine. If required, another refrigerator shall be located in the evidence processing area for temporary storage of items until they are transferred into the main property room. Use of that refrigerator is governed in Section G.
- b. Use of such refrigerators is restricted to storage of evidence/property formally entered into the system, and shall not be used for other purposes.
- c. Refrigerators used for the storage of evidence shall have a thermometer for monitoring the operating temperature, which should be maintained in an appropriate temperature range for this purpose. The property custodian will inspect all refrigerators, at least once weekly, and anytime evidence or property is transferred to or from a refrigerator, to ensure that they are operating properly.

4. Storage of Bicycles and Large Items

- a. The property management system of the department includes areas designated for storing bicycles and large items. These are secured areas with access restricted to the property custodian.

5. Impound Yards

- a. The department has outside areas designated for vehicles that are impounded and held as evidence or safekeeping. These areas are secured areas with access restricted to the property custodian, and other personnel as authorized by the Chief of Police.

6. Off-Site Storage Area

- a. If a large number of items, or size of a particular item, exceeds the capacity of any departmental property storage area, whenever possible and approved by the **Shift Administrative Supervisor**, such items should be photographed and returned to the rightful owner. If this is not feasible, then the property custodian shall make arrangements to secure the articles at an off-site storage area. Off-site storage areas include any impound yards whether at Police Headquarters or not, offices, warehouses, or rental storage bins.
- b. **Unannounced, semiannual inspections of in-custody property and evidence storage areas are conducted by a supervisor not routinely or directly connected with control of property as directed by the Chief of Police. Any issues or discrepancies shall be brought to the attention of the Chief of Police.** ~~The property custodian shall conduct a weekly documented visual inspection of these sites. They shall also be inspected as part of all inventory and procedural audits. During any inspection, or if discovered by any employee, the property custodian shall be notified immediately and shall respond to the scene, if there is any evidence of tampering, or if areas, lockers, or containers are not secure.~~

7. Vehicles

- a. Vehicles requiring short-term temporary storage for purposes such as securing search warrants, conducting searches, and evidence processing, etc. shall be secured at Police Headquarters in a restricted access area. Upon completion of these processes, they shall be removed from the police building and moved to an appropriate location (i.e., Impound Yard, a local towing agency, etc.), depending on whether or not they will be held for evidence or released.
- b. If long-term secured storage is needed for a vehicle, the Supervisor shall notify the Chief of Police, who will determine whether or not to arrange for commercial storage of such vehicles.
- c. Any officer who impounds a motor vehicle will completely fill out the vehicle impound/inventory forms as required by other applicable

directives. , and place a completed impound sticker on the vehicle.

G. Temporary Secured Facilities for In-Custody and Evidentiary Property

1. General

- a. All property being submitted to the property system must be secured in a temporary storage area designated for such purposes.

Officers shall not store evidence and in-custody property in personal desks, lockers, briefcases, personal or department vehicles, private residences, or other places not specifically authorized by the Chief of Police. Personal use of such property is strictly prohibited. Officers MUST submit all such property by the end of their work shift. If circumstances prevent this, the officer's Supervisor shall be informed of this fact. There are no exceptions.

- b. The department provides facilities for the short term storage of evidence and in-custody property during those times when the Property Room is closed and/or the property custodian is off duty or otherwise unavailable. Short-term storage areas may include:
- (1) **Temporary evidence lockers:** For small general items
 - (2) **Mail box and other drop boxes:** For exceptional and valuable items
 - (3) **Refrigerators:** For perishable items, such as blood and other biological fluids
 - (4) **Bicycle racks:** For bicycles, lawn mowers, etc.
 - (5) **Mechanic's garage or Impound Area:** For vehicles and large items
 - (6) **Other secure areas as approved by the Chief of Police:** For additional space or unusual circumstances
- c. The property custodian shall check temporary storage areas **in a timely manner each workday**, remove all items of property or evidence that have been properly submitted from the storage area, and formally transfer and log them into the property system.

2. When Temporary Storage is Unavailable

- a. In the event that temporary storage facilities are full or unable to accommodate a particular piece of found, recovered or evidentiary property, the Shift Supervisor shall be notified. Upon concurrence that there is a need to retain and secure the item, the Shift Supervisor will notify a property custodian who will respond to the department to accept the item personally for transfer into the property room. Should no property custodian be available, the Chief shall be contacted.

- b. Under no circumstance will such property be left out in an unsecured manner to await the return of a property custodian. All items will be secured in temporary storage areas or turned over personally to the property custodian.

H. Restricted Access to Property Storage Areas

1. General

- a. All areas designated for the permanent storage of evidence and custodian property, including the main property room, outside and off-site storage areas, and other designated areas in the police **department**, shall be secured and restricted to personnel authorized by the Chief of Police, or designee. Authorized personnel include the Property Technician, alternate property custodians, **clerical staff**, and the **Chief of Police**. ~~Administrative Supervisor.~~

2. Key and Alarm Restrictions to Property Areas

- a. Under no circumstances shall keys **or alarm codes** to evidence/property storage areas, including temporary evidence lockers, be under the control of anyone, except the **Chief of Police**, ~~Administrative Supervisor, the~~ Property Technicians, and other person(s) designated by the Chief of Police as property custodians. Spare keys may be authorized by the Chief of Police and shall be secured in the Property Room. No keys may be duplicated without the express authorization of the Chief of Police.
- b. The department will maintain keys to the property room, and other areas as needed, in **a secure an off site** location for emergency entry into these areas. These keys will be kept **in a secured area**, inside a **locked key box, and each high security key will be secured to the box with a numbered tamper proof security tag.** ~~sealed envelope that is dated and initialed by the Administrative Supervisor.~~ In the event it becomes necessary to access one of these keys, the Chief of Police, ~~Administrative Supervisor,~~ the Property Technician, or designees, shall be authorized to retrieve the key. **Anyone accessing these keys will write a memo or email to the Chief of Police, detailing the reason for accessing the key. The broken security tag will be returned to the Chief of Police so it can be replaced. The Chief of Police or his designee shall keep a file detailing the reason for accessing the keys.** ~~A logbook shall be kept and completed each time an "emergency" key is used. The log shall indicate the date, time and reason for accessing the keys, along with the person authorizing its use. The Administrative Supervisor will also ensure that the keys are once again placed in a sealed package and returned to the secured area.~~

- c. The property room doors, and safes and cabinets located within the property room, will be kept closed and locked whenever authorized personnel are not physically in the property room.
- d. The following authorized persons may enter or remain in the property room, provided a property custodian or the **Chief of Police** ~~Administrative Supervisor~~ is present:
 - (1) **Chief of Police**
 - (2) Department employees authorized by the Chief of Police, such as those designated to conduct Staff Inspections, or unannounced spot checks of the property room area.
- e. ~~Anyone, other than the Administrative Supervisor and Property Technician, entering the property room must complete the appropriate log, detailing the name of the person, time of entry, time of exit, and purpose for the room. The combination to all safes /vaults in the property room, designated for valuables, money, drugs, or firearms, shall be changed upon the assignment of a new Property Technician and/or Administrative Supervisor.~~
- f. Employees are prohibited from using, borrowing, taking, or removing any items held as evidence or safekeeping, regardless of whether or not such items are used for personal use or for police business, without the **written** permission of the Chief of Police **or Property Technician**.

I. Status of Property Held

1. The Property Records System shall accurately reflect the classification (evidence or in-custody property), description, quantity, status, and location of all property held, plus the following information:
 - a. Case number
 - b. Submitting officer's name and ID number
 - c. Date and time when property was received
 - d. Chain of custody from date and time received through final disposition
2. Applicable information recorded on the evidence and property control form shall be entered into the computerized property tracking system as soon as practical in accordance with the guidelines set forth above. A bar coding system may be utilized to facilitate the tracking and inventory of all property.

J. Inspections, Inventories, and Audits of Property Function

1. General

The following documented inventories, inspections, and audits shall be completed:

- a. Unannounced, semiannual inspections of in-custody property and evidence storage areas are conducted by a supervisor not routinely or directly connected with control of property as directed by the Chief of Police, ~~Monthly inspections by Supervisor~~
- b. An inventory of in-custody property and evidence occurs whenever the person(s) responsible for the property and evidence control function is assigned to and/or transferred from the position and is conducted jointly by the newly designated Property Custodian and a designee of the Chief of Police to ensure records are correct and properly annotated. ~~Semi-annual inspections~~
- c. Biennially-a random inventory of in-custody property and evidence held by the agency is conducted by a supervisor not routinely or directly connected with control of this function; and ~~Inventory upon change of property custodian~~
- d. An annual audit of the property and evidence function conducted by a supervisor in the property and evidence function. ~~Annual audit~~
- e. The inspection is conducted to determine that the property room is being maintained in a clean and orderly fashion, that the integrity of the property is being maintained, that provisions of agency orders or other directives concerning the property management system are being followed, that property is being protected from damage or deterioration, that property accountability procedures are being maintained, and that property having no evidentiary value is being disposed of promptly. The purpose of the inventory is to ensure the continuity of custody and not to require the accounting of every single item of property. The audit should be sufficient to ensure the integrity of the system and the accountability of the property. During the joint inventory, a sufficient representation of property records should be reviewed carefully with respect to proper documentation and accountability. The person assuming custody of the property should ensure that all records are current and properly annotated. All discrepancies should be recorded prior to the assumption of property accountability by the newly appointed custodian. Regarding bullet (c), the intent of this inventory is to confirm the integrity of the system by a third party.
- ~~f. Unannounced spot check inspections~~
- ~~g. Random inventory~~

2. Monthly Inspections of Property Function

a. The Supervisor responsible for the property function will conduct inspections of the property room and property storage areas. Such inspections will be completed on a monthly basis and may include any aspect of property operations. The inspections do not necessarily have to be comprehensive, however, they will include the following:

- (1) A random comparison of at least 10 items in the property room and their property records.
- (2) A determination that the property room entry log is being utilized.
- (3) A determination that the accountability (chain of custody) of evidence is being maintained.
- (4) An inspection of the cleanliness of all long-term property rooms and areas.
- (5) A determination that firearms are properly secured and unloaded.
- (6) A determination that proper disposal methods are being followed.
- (7) A determination that all keys are adequately secured.

A report, in the form of an Inter-Office Memo, or other format designed for this purpose, shall be sent to the Chief of Police upon completion of each inspection. Any problems or deficiencies found during the inspections will be documented in the report. The report shall also include any actions recommended or already taken to correct the deficiencies.

3. Property Inventory Required Upon Change of Property Custodian

a. Whenever a new primary property custodian is designated, an inventory of property will be conducted. The newly designated property custodian, the Administrative Supervisor, and a designee of the Chief of Police, will perform this inventory jointly, to ensure that records are complete and properly annotated. All firearms, monies, narcotics, precious metals, gemstones, and other valuable items will be accounted for on an individual basis. All other evidence and records do not require an accounting of every single item, however, the inventory should contain a sufficient number of items to ensure the integrity of the system and the accountability of the property. Any and all discrepancies shall be recorded before the newly appointed property custodian assumes responsibility for the property control duties.

b. Upon conclusion of the inventory, a report containing the results of the inventory and all discrepancies, if any, shall be forwarded to the Chief of Police within thirty days. All officers involved in the inventory shall review and sign the report to verify the accuracy of the report.

4. Annual Audit of Property Function

a. Supervisors, not routinely involved in the property function, shall be responsible for an annual audit to ensure that the security, accuracy, and integrity of evidentiary and in-custody property including narcotics, weapons, and money are maintained. The Chief of Police will appoint an Audit Team consisting of at least two (2) supervisors to assist in the audit who are not routinely or directly connected with the control of the property room. Audits shall not be announced more than two working days ahead in advance. This audit is not meant to be comprehensive, however, it will include random comparisons of records against evidence and custodian property to determine the following:

b. The audit shall include a review of:

(1) All temporary and permanent storage areas and rooms, including off-site storage areas, for their general physical condition and appearance, e.g., security, cleanliness, etc.

(2) The integrity of the property that is being maintained, including a random sampling of computerized and manual records, logs, and forms received since the last audit. This will ensure:

(a) The accuracy of property received, including money, weapons, and dangerous drugs, have been properly logged and have not been lost or checked out for an unreasonable length of time.

(b) The maintenance of accurate and proper record keeping procedures

(c) The accountability (chain of custody) of evidence is being maintained

(3) A random sampling of disposition files and records to ensure that property, particularly weapons, drugs and money, have been disposed of properly and timely.

(4) That all written directives pertaining to the property function are being followed.

(5) That property is being kept from damaged or deterioration.

(6) A determination that all keys are adequately secured.

- c. If necessary, as determined by the Team Leader, the audit team is authorized to open items in the presence of the Administrative Supervisor, as follows:
- (1) Drug packages to verify weight/count of drugs and, if necessary, conduct qualitative analysis by a chemist.
 - (2) Packages, safes, and containers containing money, and other valuables to verify contents and amount of cash. These packages must then be resealed in the presence of the property custodian and a notation shall be made on the property log and in the Inspection Report, including:
 - (a) Reason the package was opened
 - (b) Date and time the package was opened
 - (c) Name of the person opening and resealing the package, and the names of witnesses
- d. Upon conclusion of the inspection, a report containing the results of the inspection and all discrepancies, if any, shall be forwarded to the Chief of Police within thirty days. All officers involved in the inspection shall review and sign the report to verify the accuracy of the report.

5. Unannounced Spot Check Inspections of Property Storage Areas

- a. The Administrative Supervisor who is not routinely or directly connected with the control of the property room, will conduct an unannounced spot check inspection of all property storage areas twice a year, or more often, at the discretion of the Chief of Police. This spot check will include a random comparison of records against physical property to ensure the accuracy of the records, and inspections of all temporary and permanent storage areas and rooms, including off-site storage areas, for their general physical condition and appearance, e.g., security, cleanliness, etc.
- b. Upon conclusion of the inspection, a report containing the results of the spot check and all discrepancies, if any, shall be forwarded to the Chief of Police within thirty days. All officers involved in the inspection shall review and sign the report to verify the accuracy of the report.

K. Disposition of Found, Recovered, and Evidentiary Property

1. General

- a. Final disposition of found, recovered, or evidentiary property will be accomplished within ~~six~~ **three** months after legal requirements have been satisfied, unless otherwise directed by law or policy. Disposition will be in accordance with the provisions of Connecticut General Laws, as amended, and other provisions of this order. Property custodians shall be familiar with all legal requirements and procedures for the disposition of all property, including provisions relating to:
- (1) Contraband and forfeited property, including drugs, narcotics, alcohol, and beer
 - (2) Money and other valuables
 - (3) Weapons and firearms
 - (4) Bicycles and vehicles, and parts
 - (5) Property used in suicides and suicide attempts
 - (6) Miscellaneous and unclaimed property with no value

2. Photographing and Release of Evidence/Property

- a. Property that is subject to spoilage, if needed by the owner, or for some other legitimate reason cannot remain in evidence for an indefinite period, may be photographed and returned with the approval of the State's Attorney. The photograph of the evidence will be kept in the property room, or another approved area, as evidence.

3. Property Acquired for Use by the Department

- a. Property shall not be converted to use by the department unless its ownership is legally transferred to the department, such as items turned over as part of the asset forfeiture statutes or per order of the court. **Upon being converted as agency owned property, the item shall be entered into the department inventory system, if required.**

~~4. Self Audit~~


- ~~a. Each quarter, the property custodian and Administrative Supervisor will conduct a self-audit of property stored in the property room, for the purpose of identifying all items not disposed of in a timely manner as indicated above, after legal requirements have been met. The Administrative Supervisor shall submit a report to the Chief of Police, identifying any item(s) remaining in the property room beyond the three-month time period. The report will include explanations as to why the property has not been disposed of, and what measures are being taken to correct the matter.~~



EAST HAMPTON POLICE DEPARTMENT

GENERAL ORDER 6.14

INVESTIGATIVE FUNCTIONS

SUBJECT: VICTIM/WITNESS ASSISTANCE - ADMINISTRATION		
Issue Date: TBD	Effective Date: TBD	Distribution: All Personnel
Amends/Rescinds GO: 5/2/2014		Review Date: / /
Per Order of:  Dennis Woessner, Chief of Police		
<i>This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting</i>		

I. PURPOSE

To establish a written directive, which describes the East Hampton Police Department's ("Department") procedures related to the administration of our Victim/Witness Assistance Program.

II. POLICY

It is the policy of the East Hampton Police Department to ensure that the Department makes every reasonable effort to assure that the personal rights and safety of the victim and witness are afforded and protected by the Department's actions. Department members are to be particularly sensitive to the special needs of the victims and families of crimes such as domestic violence, child abuse, sexual assault, and abuse of the elderly. The Department shall conduct a periodic assessment of the needs and assistance that are required by victims and witnesses.

III. PROCEDURE

A. Rights of Victims and Witnesses1. Victim/Witness Assistance - General

- a. The Department's goals and objectives applicable to Victim/Witness Assistance are as follows:
 - (1) To inform police officers of issues involving victim/witness rights and of resources available to them and to the victim/witness;
 - (2) To provide social assistance, referral, emotional support, and other help to persons who are physically, financially or emotionally harmed by crime;
 - (3) To reduce the number of cases dismissed due to victim/witness problems during the interval after arrest and before conviction;
 - (4) To provide professional handling and treatment by police to victims/witnesses consistent with their important investigative and prosecutorial role;
 - (5) To protect the rights of victims and witnesses and meet certain obligations in victim/witness assistance imposed by law.

- b. **The Administrative A** Sergeant will have overall responsibility for administering and coordinating the Department's role in victim/witness assistance and will have authority to direct the activities of all departmental personnel in carrying out the obligations of this function. **The Crisis Intervention Specialist The Sergeant shall** serve as the Victim/Witness Program Coordinator. Other Supervisors, and personnel so designated, shall be directly responsible for administering any victim/witness activities and assistance that apply to their respective functions. Specific responsibilities of others include:
 - (1) Staff supervision and guidance of the activities of first responders who come into direct contact with victims/witnesses, such as patrol officers, **school resource officers**, investigators and other police officers and civilian employees;
 - (2) Line supervision of all non-sworn employees and volunteers who are directly involved in victim/witness assistance efforts;
 - (3) Maintaining liaison with other criminal justices agencies, governmental, non-governmental agencies and organizations

concerned with victim/witness needs and rights; and

- (4) Working closely with the Coordinator(s) of the Victim/Witness Advocate(s) of the Connecticut State's Attorney Office, various family and domestic abuse shelters, sexual assault crisis centers, and other local and state agencies and advocates for victim's rights.

2. Victim/Witness Rights Introduction

- a. The rights of victims and witnesses are described in detail in the Connecticut General Statutes, as amended. Other state and Federal statutes offer protection for witnesses and victims and include prohibitions against intimidation and bribery.
- b. Some of these rights include making information available to victims and witnesses, to assist with case preparation, to assist in scheduling appearances, and to guarantee victims the right to either testify or to file a victim impact statement to detail the injury or other loss suffered. Victims and witnesses are entitled to certain compensations for injury or loss and may also be entitled to compensation and relief for medical benefits, lost wages, replacement service costs, and certain other losses.
- c. Members of this Department will treat victims and witnesses with fairness, compassion, and dignity, and must remain aware that successful prosecution and/or completion of an investigation may depend on the cooperation and degree of assistance provided by victims and witnesses. This Department will remain committed to the development, implementation, and continuation of appropriate victim/witness programs and activities.

3. Description Of Victim/Witness Rights

- a. In addition to the legal rights established by Connecticut Statutes for victims and witnesses, the Department shall afford all victims/witnesses the following:
 - (1) To be notified of the status of an investigation, and when a defendant is being released from our custody. Such notifications may include telephone contact, voice message, personal contact, etc., and shall be documented in a supplemental report.

- (2) To be protected from harm or threats of harm because of cooperation in the prosecution of a case.
 - (3) To have personal property promptly returned when it is no longer needed as evidence.
 - (4) To be informed of financial assistance and other social services available and to be informed of the Criminal Injuries Compensation Fund and how to apply for it.
- b. Although our department may not be directly responsible for carrying out some of these rights to victims and witnesses, the Victim/Witness Assistance Coordinator shall put procedures into effect so that department personnel have the means to refer victims to the appropriate agencies.
- c. In addition to the above rights of victims/witnesses, the Department shall also provide the following assistance, which may also be coordinated through other local and state public and private agencies:
- (1) Victim Compensation Program - A statutorily established program that compensates designated classes of victims from state funds for specified crime-related losses resulting from specified crimes.
 - (2) Restitution - A court-imposed sanction requires offenders to personally compensate their victims for crime-related losses. Restitution may be mandatory or discretionary with the sentencing court. It is usually ordered as a condition of probation or suspended sentence.
 - (3) Protection From Intimidation - Statutory provisions establishing criminal penalties for persons who intimidate or attempt to intimidate victims, witnesses, or informants with intent to prevent their testimony or discourage the reporting of a crime. Laws authorizing courts to enjoin such activities are also included.
 - (4) Elderly Victims - Statutory provisions designating specific criminal penalties for crimes committed against elderly victims or establishing programs to prevent abuse, neglect or the exploitation of the elderly, including laws requiring law enforcement officials or medical personnel to report incidents of abuse, neglect or exploitation of elderly persons.

- (5) Sexual Assault Victims - Statutory provisions which authorize compensation to sexual assault victims for special medical services, establish special programs dealing with the problem of sexual assault (including counseling and special prosecution programs), or allow child sexual assault victims a less public atmosphere in which to testify.
- (6) Domestic Violence - Statutory provisions against committing domestic violence against a family or household member, items to be considered when setting bail, and the filing for a Temporary Protection Order prior to trial.
- (7) Sexual Offender Notification – Statutory provisions requiring the registering of sexual offenders, and the notification to the community of certain sexual offenders.
- (8) Stalking Law - Statutory provisions against engaging in a pattern of conduct which would cause physical harm or distress to a person, the filing of an anti-stalking protection order, items to be considered when setting bail, and ordering a mental evaluation of offenders are described in the applicable sections of the Connecticut General Law.

4. Victim/Witness Training

The Administrative Sergeant, in conjunction with the department's training function, shall be responsible for administering training to all department personnel regarding victim/witness rights and needs, the role of law enforcement in meeting these needs, and information about existing agency and community victim/witness assistance programs available to the public. This training shall include, at a minimum, the following elements:

- a. Informing new civilian employees of the Department's victim/witness assistance program. Since many non-sworn personnel (dispatchers, clerks, etc.) have contact with the public during their normal working day, it is important that they be aware of the program. They should at least be able to provide knowledgeable information to the public regarding this program, and who will be able to assist them with their future needs.
- b. Training of newly hired police officers, through the Employee Orientation Program and/or the Field Training and Evaluation Program.

Police are among the first responders to a scene and should have the necessary knowledge and skills to assist victims and witnesses, whether it is accomplished directly by their personal involvement, or by referral to an agency that can provide the service.

~~c. An annual retraining program shall be developed for all department personnel. This training shall reflect the findings of periodic analysis that is conducted. This retraining will serve as a refresher on the particulars of the program, and bring all personnel up to date on any new services, agencies, or needs of victims and witnesses. This information can be disseminated through roll call training and at monthly staff meetings.~~

B. Implementation and Delivery of Victim/Witness Assistance Services

1. The ~~Administrative~~ Sergeant shall oversee the implementation and delivery of the program. The Chief of Police may, from time to time, assign other agency members to assist the coordination in certain activities, such as developing written policy and procedures, research, analysis, or delivery of particular victim/witness needs. Although the ~~Administrative~~ Sergeant may not necessarily deal directly with all victims and witnesses, this person shall:
 - a. Train, guide, and monitor the activities of those who do as first responders, such as dispatchers and patrol officers, and those who do during follow-up investigations, such as criminal investigator, various Department advocates, and community volunteers.
 - b. Act as a liaison with other governmental and private social services and agencies that the Department will come into contact with.
 - c. Ensure that victim/witness services are rendered to agency personnel and their families following line-of-duty deaths or serious injury, in conjunction with efforts of the Employee Assistance Program and other Department support services.
 - ~~d. Create a victim/witness referral manual that is accessible to all department personnel, and ensure that this manual is kept up to date.~~
2. ~~The Victim/Witness Assistance Coordinator shall set yearly goals and objectives, bearing in mind the needs of victims as determined by analysis of their needs, and the available services within our area to meet these needs. Goals and objectives should be obtainable and measurable. The needs of those with the most serious problems should be met first, along with developing services and programs that are designed to address these~~

problems. Neglecting to make attainable goals and objectives will be at the expense of the victims.

C. Confidentiality of Victims/Witnesses

1. As in the rights of privacy for the arrestee, these same rights of privacy shall apply to victims and witnesses. Records and files that contain the names of victims and witnesses shall be kept in an area with limited access, thereby maintaining the confidentiality of their role in case development.
2. Records pertaining to any victim/witness may be inspected or examined as necessary by Department personnel for case development to the extent consistent with Department policy, the Connecticut Public Records Act, and other applicable laws governing the access of public records. Unless otherwise directed by law, the records and files of victims and witnesses and their role in case development will be kept confidential.

D. Providing Information About Victim/Witness Assistance Services

1. The Department will periodically inform the public and media about the Department's victim/witness assistance services. The primary mechanisms for the distribution of this information can be accomplished in a variety of ways, including:
 - a. Articles in local newspapers
 - b. Public Cable TV Programs
 - c. Information on the Department's pre-recorded telephone message program
 - d. Pamphlets, brochures and other department publications
 - e. Citizen Police Academies
 - f. Information distributed to Neighborhood Watch groups and at other meetings
 - g. Contact with victims and witnesses
2. Additional information may be provided as special circumstances and/or situations arise within the community, and/or to specific target groups within the community. The Department will maintain contact with other criminal justice agencies and with public and private sector agencies and organizations concerned with victim/witness needs and rights.

E. Relationship With Other Agencies

1. The Department, through the Program Coordinator and others, shall maintain a close liaison with other criminal justice agencies, governmental and nongovernmental agencies, organizations concerned with victim/witness rights and needs, and the public in general. These agencies have been identified through the analysis in this order and are contained in the Department's resource manual for victim/witness assistance. The Coordinator's liaison objectives shall be:
 - a. To be knowledgeable of outside sources that assist in victim/witness efforts.
 - b. To have the Department base referrals on accurate and up-to-date services offered by these sources.
 - c. To maintain a channel of communication so that the Department can effectively serve the needs of victims and witnesses.

The Program Coordinator shall also be responsible for keeping the community informed as to the Program's services, including a list of services available through public and social service agencies, such as shelters and traveler's aid organizations. First responders and criminal investigators who come into direct contact with victims/witnesses should also keep the community informed of such information. In addition, this information can also be provided by D.A.R.E officers, School Resource Officers, Domestic Violence Advocates, and Senior Citizen's Advocates; and through Department programs such as Citizen Police Academies.



November 8, 2022

To: The East Hampton Town Council,

The documentation for the tax refunds listed below is available in the Office of the Collector of Revenue for your review. There are four (4) refunds totaling \$893.83.

Respectfully Submitted,

Kristy L. Merrifield, CCMC
Collector of Revenue

	U. [CL]
	416.00 [⊕]
	5.72 [⊕]
	17.90 [⊕]
004	454.21 [⊕]
	893.83 [TL]

BOARD AND COMMISSION SUMMARY OCTOBER 2022

Arts & Culture Commission

The Arts & Culture Commission met on October 20. Members discussed the Capstone and arts grants for next year. They discussed the Memorial School Community Garden event that was held recently. Upcoming events were noted and they voted to cancel their December meeting.

Board of Finance

The Board of Finance met on October 17 for their regularly scheduled meeting. FY22 End of Year Budget Transfers were approved and the Fund Balance after the \$85,000 Armed Security Officer transfer (if approved at Town Meeting) was verified. A motion to create a sub-committee to review and possibly recommend restructuring of technology resources across Town Government and Board of Education was approved. The sub-committee will consist of 2 members from the Board of Finance and 1 member from Board of Education.

Brownfields Redevelopment Agency

The Brownfields Redevelopment Agency met on October 24. The members received updates from the Town Manager. There was discussion of what sections of the grant application needs to be revised and reviewed by the members to cut down and enhance the draft. The members should have the draft ready to send to TAB for review no later than November 4th. This would give TAB time to review the documents and make any last-minute suggestions and changes for the members to make. The application would then need to be sent out for the grant on November 22nd. There was also brief discussion of absent members and contacting them to see if they're still interested in being on the agency.

Clean Energy Task Force

No meeting

Commission on Aging

The Commission on Aging met on October 13. Members received an update from the Senior Center Director on recent and upcoming activities. Several members attended a recent Town Council meeting to provide recommendations from the Senior Survey. They will create a prioritized listing to track progress with survey recommendations.

Conservation-Lake Commission

The Conservation-Lake Commission met on October 13. The members were given an update from the communication and liaison report. The members reviewed and discussed two plan reviews. The first plan review was tabled so the members could get more information from the building department. The second plan review was an old application for demolishing an existing cottage that was already torn down. The application was supposed to be for building a new cottage on the property. The members will review the new cottage application once it is received. The members made no motion on that plan. The members were given updates on the federal funding and watershed projects and discussed the educational seminar that will be held on October 27th. The Chairman gave a brief update on what was discussed at the advisory panel meeting. The members reviewed and approved of the Happiest Paddler dredging project.

Design Review Board

No meeting

Economic Development Commission

The Economic Development Commission met on October 18. The members discussed the feedback from the Town Council for the Business Incentive Program. The package is comprised of two separate documents: the application and the evaluation guidelines. The members want to clarify this to the Town Council to make sure they know this fact. The members discussed updating the commission's webpage and the minutes and motions from the last Planning and Zoning meeting.

Fire Commission

The Fire Commission met on October 17. The members were given the Fire Marshal and Fire Chief reports. The members received updates on the dry hydrants, the new fire boat, and the new building for the Fire Department. The members approved of the 2023 meeting dates.

Inland Wetlands Watercourses Agency

The Inland Wetlands Watercourses Agency met on October 26.

Continued Applications:

- A. Application IW-22-020: Christopher Burt, 23 Day Point - Construction of New Single-Family Home in Upland Review Area. Map 10A/ Block 83/ Lot 31. Dean Kavalkovich made a motion to approve the application using the standard short form permit. Pete Wall seconded the motion. Vote: 4-0
- B. Application IW-22-021: Ed Basile, 53 Day Point - Construction of New Single-Family Home in Upland Review Area. Map 10A/ Block 83/ Lot 36A. Josh Wilson made a motion to approve the application using the standard short form permit with the additional condition that if, during construction of the stormwater retention area it is determined that ledge makes the planned depth impractical, the project engineer be contacted to verify that the system being installed can treat the first 1" of stormwater runoff. Pete Wall seconded the motion. Vote: 4-0
- C. Application IW-22-022: Town of East Hampton, Dredging of Lake Pocotopaug at Hawthorne Avenue drainage outlet. Map 10A/ Block 82/ Lot 33A. Dean Kavalkovich made a motion to approve the application using the standard short form permit. Pete Wall seconded the motion. Vote: 4-0
- D. Application IW-22-023: Town of East Hampton, Dredging of Christopher Brook at outlet to Lake Pocotopaug. Map 04A/ Block 63B/ Lot 21-5A. Dean Kavalkovich made a motion to approve the application using the standard short form permit. Josh Wilson seconded the motion. Vote: 4-0
- E. Application IW-22-024: Town of East Hampton, Reclamation of Beach Sand at Sears Park. Map 04A/ Block 63B/ Lot 20. Dean Kavalkovich made a motion to approve the application using the standard short form permit. Dave Boule seconded the motion. Vote 4-0

New Applications:

- A. Application IW-22-025: Sandra & Steven Vezina, 5 South Wangonk, Pave 24' x 12' in Upland Review Area. Map 09A/ Block 70C/ Lot 16. Dean Kavalkovich made a motion to request the Duly Authorized Agent review the application. Josh Wilson seconded the motion. Vote: 4-0
- B. Application IW-22-026: Wei Bo Chen, 12 West Point, Install 1400SF Paver Patio, and 12' x 14' Gazebo in Upland Review Area. Map 05A/ Block 83/ Lot 15. Pete Wall made a motion to continue the application to the next regularly scheduled meeting. Dean seconded the application. Vote: 4-0
- C. Application IW-22-027: Middle Haddam Public Library, 2 Knowles Road. Construction of 220 Square Foot Covered Porch and Accessible Entry Ramp within Upland Review Area. Map 2C/ Block 18A/ Lot 2 Dean Kavalkovich made a motion to continue the application to the next regularly scheduled meeting. Pete Wall seconded the motion. Vote: 4-0

Joint Facilities

No meeting

Library Advisory Board

The Library Advisory Board met on October 3. The Library Director updated the members on capital requests related to facilities repairs/improvements and Children's Room shelving. The Library Circulation Policy and Proctoring Policy were approved by the Town Council. A 3D printing policy will go before the Council later in October. The Friends of the Library Book sale will take place at the Library on November 4 and 5.

Middle Haddam Historic District Commission

The Middle Haddam Historic District Commission met on October 27. The members reviewed and discussed an application for a Certificate of Appropriateness at 293 West High Street. The applicant attended the meeting to present and answer questions. The existing white wooden overhead garage door will be replaced with a white, steel insulated overhead garage. The members approved of the application. The members approved of the 2023 meeting dates. There was an update on the Historic District sign attached to Mr. Rand's retaining wall outside Global Storage. Mr. Rand stated the sign was on the property line. But the property and building are not in the Historic District.

Parks & Recreation Advisory Board

The Parks & Recreation Advisory Board met on October 4. Members heard a presentation from Eagle Scout Holden Riley. The Board approved his project. Updates were given by the Air Line Trail Sub-Committee, High School Fields Committee and Travel Basketball Sub-Committee. Mr. Hall updated the members on Capital projects.

Planning & Zoning Commission

The Planning & Zoning Commission met on October 5.

Public Hearings:

- A. Amendments to East Hampton Zoning Regulations in Accordance with Public Act 21- 29, Articles 1 – 9. Kevin Kuhr made a motion to close the Public Hearing. Rowland Rux seconded the motion. Vote: 7-0 Kevin Kuhr made a motion to approve the amendments with an effective date of October 25, 2022. Angelus Tamaro seconded the motion. Vote: 7-0
- B. Amendments to East Hampton Zoning Regulations: Proposed Section 8.4.Q - Adult Use Cannabis and Medical Marijuana. Rowland Rux made a motion to close the Public Hearing. Roy Gauthier Seconded the motion. Vote: 7-0. Roy Gauthier made a motion to approve the proposed regulation with the change that the sentence "The Commission shall file a notice on the Land Records that the Special permit is void in such a case." At the end of Section 8.2 with an effective date of October 25, 2022. Rowland Rux seconded the motion. Vote: 7-0

Water Pollution Control Authority

The East Hampton Water Pollution Control Authority met on October 4. Representatives from Savy & Sons presented a brief overview of their assessment and approach for the force main project.

The East Hampton Water Pollution Control Authority held a special meeting on October 18. Recognizing that there was only one bid submitted for the force main project, Mr. Clayton presented his findings requested from the Board at the October 4th WPCA regular meeting and confirms this bid acceptable. Motion was made to authorize Mr. Clayton to accept the bid and enter into a contract with the sole bidder. Vote:7-0 motion passed

Zoning Board of Appeals

No meeting