


## MEMORANDUM

TO: Town Council

FROM: David E. Cox, Town Manager 

DATE: September 3, 2020

SUBJECT: Agenda Information – 9/8/2020

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**

**7a Police Department General Order regarding Code of Conduct** – The Council has considered the proposed Code of Conduct Policy at its last few meetings. Amendments have been made to the draft based on Council feedback. Changes included adjustments to the section related to violations of the Use of Force Policy to reflect both intentional and unintentional violations. Based on discussions with both the Town Attorney and the Town's Labor Attorney, the language related to potential termination for active membership in a racist, hate or terrorist group has not been amended. Further, staff reviewed other similar policies from area municipalities with regard to the termination of an officer convicted of criminal activity and whether that termination must address the potential appeal of the case. Based on that review and consideration, staff is recommending that no change be made to the language. In the event this clause is exercised, staff believes that the community should not be held captive to the long and protracted appeals process while keeping an officer on some sort of administrative leave and a position vacant. In the event that an officer's conviction is overturned leading to a complete exoneration and return of police powers, the Town could consider its options at that time.

**Recommended Action:** Approve the Policy in its current form.

**7b Ordinance Amending the Town Code Regarding Appointments** – The Council is asked to consider approval of an ordinance that amends the appointment authority for the Brownfields Agency, Cemetery Board, Conservation-Lake Pocotopaug Commission, and the Economic Development Commission from the Town Manager back to the Town Council. Appointment authority at the Council level is considered more appropriate. The Ordinance provides that all existing members would remain in their positions for up to 90 days after the effective date during which time they would be either reappointed to their existing term or replaced for the balance of the term through the usual Council process. This ordinance is scheduled for review at a public hearing held prior the September 8 Council meeting. Upon approval, the ordinance will be published and will become effective in about 30 days.

**Recommended Action:** Approve the ordinance.

**9 New Business**

**9a. Consideration of various revised or new Job Descriptions** – The Council is asked to consider three job descriptions to facilitate hiring of positions included in the current budget.

1. The Adult/Young Adult Librarian position description is being updated to reflect the current position and its expectations. This position is also being discussed with the NAGE union who represents a person in this position. Specifically, we are considering options related to the pay, which lags behind the Children's Librarian position, one that has similar work and educational requirements. It is possible staff may have a Memorandum of Understanding for the Council to consider at the regular meeting but it is not expected. Preparation to advertise the position would be made but the position would not be available until an agreement is reached.
2. The Facilities Director position is being updated to reflect a position that is clearly operating in both the Educational and General Government spheres. The position will report to the Town Manager and the Superintendent and will coordinate with the Principals and Town Manager as to the maintenance and operation of individual buildings. The position would be expected to plan and manage the overall maintenance and operation of all Town-owned buildings, including long range planning and budgeting. The position is currently overseeing only Education facilities but would be taking on the Town facilities. Town facilities are currently overseen by the Public Works Director but the position calls for specific training and experience in facilities maintenance, which is typically not seen in Public Works Directors. The Town budget includes \$20,000 for part time salary related to the position which would be coordinated with the Board of Education to simplify payment to the current employee who would occupy the position.
3. The Administrative Assistant for the Fire Marshal's Office is a new, part time (10+/- hours per week) position that was funded in the current budget. The description includes discussion of the various requirements related to reporting and confidentiality associated with the Fire Marshal's work but also provides that the position will assist the Building and Land Use Department's as assigned.

**Recommended Action:** Approve the job Descriptions.

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.

DC

Town of East Hampton  
Town Council Special Meeting  
Thursday, July 30, 2020  
Town Hall Meeting Room – 2<sup>nd</sup> Floor

**MINUTES**

**Present:** Chairman Pete Brown, Vice Chairman Dean Markham, Council Members Tim Feegel, Derek Johnson, Mark Philhower, and Kevin Reich and Town Manager David Cox.

**Not Present:** Barbara Moore

**Call to Order**

Chairman Brown called the meeting to order at 6:32 p.m. in the 2<sup>nd</sup> floor Meeting Room at Town Hall.

A motion was made by Mr. Brown, seconded by Mr. Johnson, to include a discussion in Executive Session regarding the Building Department. Voted (6-0)

**Executive Session**

**Strategy & Negotiation Regarding Collective Bargaining  
Discussion Regarding the Building Department**

A motion was made by Mr. Johnson, seconded by Mr. Philhower, to enter Executive Session at 6:34pm. Voted (6-0)

Executive Session ended at 8:11am.

**Adjournment**

A motion was made by Mr. Johnson, seconded by Mr. Philhower, to adjourn the meeting at 8:11pm. Voted (6-0)

Respectfully Submitted,

Cathy Sirois  
Recording Clerk

Town of East Hampton  
Town Council Regular Meeting  
Tuesday, August 11, 2020  
Virtual Meeting via Zoom

**MINUTES**

**Present:** Chairman Pete Brown, Vice Chairman Dean Markham, Council Members Tim Feegel, Derek Johnson, Barbara Moore and Kevin Reich and Town Manager David Cox.

**Not Present:** Mark Philhower

**Call to Order**

Chairman Brown called the meeting to order at 6:30 p.m.

**Adoption of Agenda:**

A motion was made by Ms. Moore, seconded by Mr. Johnson, to adopt the agenda as written. Voted (6-0)

**Approval of Minutes**

A motion was made by Mr. Markham, seconded by Mr. Johnson, to approve the minutes of the Town Council Regular Meeting of July 28, 2020 as written. Voted (6-0)

**Public Remarks**

Amy Ordonez, 116 Main Street, thanked the Public Library for their work after the storm as a cooling and charging station and for the kits they put together for the kids. She also asked if voting will be moved to the Town Hall in the future. Mr. Cox noted it will be discussed.

Bob Hein, Board of Finance member, asked if the new woodchipper for the Public Works department arrived in time for the storm. Mr. Cox noted that it did arrive in time.

**Presentations**

None

**Bids & Contracts**

None

**Resolution/ Ordinances/ Policies/ Proclamation**

**Police Department General Orders regarding Code of Conduct & Use of Force**

Police Chief Dennis Woessner was in attendance to answer questions from the Town Council.

A motion was made by Mr. Reich, seconded by Ms. Moore, to approve the Use of Force Policy with the typographical errors corrected. Voted (6-0)

Council members discussed the Code of Conduct policy. It will be revised and presented to Council again at their next meeting.

## **Discussion and Action Related to Ordinances Regarding Appointment Authority and Regarding the Conservation Lake Commission**

- **Discussion Regarding Town Code Amendments Returning Appointment Authority for Brownfields Redevelopment Agency, Cemetery Board, Conservation Lake Commission and Economic Development Commission to the Town Council**
- **Discussion of Membership Structure and Mission of the Conservation Lake Commission**
- **Motion to Set a Public Hearing to Review Proposed Ordinances for 6:00pm Tuesday, September 8, 2020**

The Town Council would like to take the opportunity to review the ordinances for the boards and commissions that the Town Manager currently appoints – Brownfields Redevelopment Agency, Cemetery Board, Conservation-Lake Commission and the Economic Development Commission. Initially the appointing authority will be reviewed so that the authority is given to the Town Council rather than the Town Manager. At a later date in September, the Town Council will begin to review the ordinances for all of the boards and commissions to be sure the goals and mission statements are up to date and reflect the town's goals.

A motion was made by Mr. Markham, seconded by Ms. Moore, to set a public hearing on Tuesday, September 8, 2020 at 5:45pm to review the appointing authority for the Brownfields Redevelopment Agency, Cemetery Board, Conservation-Lake Commission and Economic Development Commission. Voted (6-0)

### **Continued Business**

None

### **New Business**

The Town Council would like a letter to be sent to the legislators regarding the storm response from Eversource.

### **Town Manager Report**

Mr. Cox provided an overview of the Town Manager's Report, which will be included with the minutes filed in the Town Clerk's Office.

### **Appointments**

None

### **Tax Refunds**

A motion was made by Mr. Markham, seconded by Mr. Johnson, to approve tax refunds in the amount of \$1,533.97. Voted (6-0)

### **Public Remarks**

None

**Communications, Correspondence & Announcement**

It was noted that the next Town Council Meeting will be held at the Town Hall.

**Adjournment**

A motion was made by Mr. Reich, seconded by Ms. Moore, to adjourn the meeting at 8:10pm. Voted (6-0)

Respectfully Submitted,

Cathy Sirois  
Recording Clerk

## **WATER POLLUTION CONTROL AUTHORITY**

**Mark Barmasse, Chairman**

**Scott Clayton, Public Utilities Administrator**

### **WASTEWATER**

The Town of East Hampton's WPCA, through the Colchester–East Hampton Joint Facilities, is directly responsible for over 34 miles of collection system and over 27 lift stations in East Hampton. The East Hampton WPCA operating budget ending June 30, 2020 is \$1,661,081.00, which includes a payment of \$1,067,893.00, to the Colchester–East Hampton Joint Facilities for treatment and operation of the wastewater system. There are over 3,365 properties connected to the wastewater system in East Hampton.

State regulations that established the WPCA require that the Authority operate as an “*Enterprise Fund*” i.e. all fees paid by the users of the system must be used for the operations and maintenance of the wastewater system. There is no Town tax revenue used for the operations or maintenance of the wastewater system. In East Hampton the users pay \$455.00 per EDU for the annual use of the system. Those users with a Town maintained grinder pump pay an additional \$150.00 per year. Based upon 2017 sewer rate information published by Tighe & Bond Engineers, East Hampton's use rate is one of the lowest of the 17 towns surveyed.

### **WATER**

The Town owns and through the WPCA operates the Town Center Water System (TCWS) and the Royal Oaks Water System (ROWS). The WPCA, through contract services with State certified water treatment and distribution operators, is responsible for the day to day operations of both of these systems. A *Special Revenue Fund* presently exists for the water budget for the operation and maintenance of these water systems. The operating budget for both systems totaled \$200,355.00, the monthly meter charge is \$40.00 and the commodity charge is \$11.50/ 1000 gallons used. 2015 was the first year that the water systems were self-sufficient.





Conceptual Sewer Rate Projection - FY2021 to FY2024										
Expense Summary	FY2016 Final Budget	FY2017 Final Budget	FY2018 Final Budget	FY2019 Final Budget	FY2020 Final Budget	FY2021 Final Budget	FY2022 Conceptual Budget	FY2023 Conceptual Budget	FY2024 Conceptual Budget	
Joint Facilities Budget Portion (Interfund Transfer)	\$ 817,931	\$ 796,887	\$ 861,660	\$ 972,590	\$ 1,067,893	\$ 1,142,059	\$ 1,210,583	\$ 1,283,217	\$ 1,360,211	
Collection System CMOM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 160,000	\$ 175,000	\$ 200,000	
Additional Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 71,403	\$ 100,000	\$ 125,000	\$ 150,000	
East Hampton Budget Portion	\$ 317,348	\$ 350,193	\$ 321,157	\$ 430,297	\$ 593,188	\$ 463,021	\$ 481,542	\$ 500,804	\$ 520,836	
WPCA Budget	\$ 1,135,279	\$ 1,147,080	\$ 1,182,817	\$ 1,402,887	\$ 1,661,081	\$ 1,776,483	\$ 1,370,583	\$ 1,458,217	\$ 1,560,211	
Unbudgeted Emergency Repairs	\$ 58,000	\$ 30,000	\$ 57,000	\$ 270,000	\$ -	\$ -	\$ -	\$ -	\$ -	
WPCA Actual Spent	\$ 1,193,279	\$ 1,177,080	\$ 1,239,817	\$ 1,672,887	\$ 1,661,081	\$ 1,776,483	\$ 1,952,124	\$ 2,084,021	\$ 2,231,046	
Revenue Summary										
Total Number of EDUs	3,330	3,365	3,365	3,370	3,434	3,398	3,408	3,418	3,433	
Cost Per EDU	\$ 330	\$ 345	\$ 355	\$ 365	\$ 455	\$ 495	\$ 570	\$ 615	\$ 655	
Total Number of Grinder Pumps	91	91	91	91	91	91	91	91	91	
Grinder Pump Charge	\$ 125	\$ 125	\$ 125	\$ 125	\$ 150	\$ 175	\$ 200	\$ 225	\$ 250	
Collection Rate	94%	94%	94%	94%	94%	92%	92%	92%	92%	
Total Revenue from EDUs	\$ 1,032,966	\$ 1,091,270	\$ 1,122,901	\$ 1,156,247	\$ 1,468,722	\$ 1,547,449	\$ 1,787,155	\$ 1,933,904	\$ 2,068,726	
Total Revenue from Grinder Pumps	\$ 10,693	\$ 10,693	\$ 10,693	\$ 10,693	\$ 12,831	\$ 14,651	\$ 16,744	\$ 18,837	\$ 20,930	
Revenue from Marlborough	\$ 65,000	\$ 68,000	\$ 70,000	\$ 72,000	\$ 89,000	\$ 97,000	\$ 112,000	\$ 120,000	\$ 128,000	
Total Revenue	\$ 1,108,659	\$ 1,169,962	\$ 1,203,593	\$ 1,238,940	\$ 1,570,553	\$ 1,659,100	\$ 1,915,899	\$ 2,072,741	\$ 2,217,656	
Increase In Revenue	-	4.55%	2.90%	2.82%	24.66%	8.79%	15.15%	7.89%	6.50%	
Balanced Budget - Revenue Analysis										
Retained Earnings Transfer Summary										
Revenue From EDUs	\$ 1,098,900	\$ 1,160,925	\$ 1,194,575	\$ 1,230,050	\$ 1,562,470	\$ 1,682,010	\$ 1,942,560	\$ 2,102,070	\$ 2,248,615	
Revenue From Grinder Pumps	\$ 11,375	\$ 11,375	\$ 11,375	\$ 11,375	\$ 13,650	\$ 15,925	\$ 18,200	\$ 20,475	\$ 22,750	
Revenue From Marlborough Inter Municipal	\$ 65,000	\$ 68,000	\$ 70,000	\$ 72,000	\$ 89,000	\$ 97,000	\$ 112,000	\$ 120,000	\$ 128,000	
Total Revenue (110%)	\$ 1,175,275	\$ 1,240,300	\$ 1,275,950	\$ 1,313,425	\$ 1,665,120	\$ 1,794,935	\$ 2,072,760	\$ 2,242,545	\$ 2,399,365	
100% Revenue Retained Earnings Transfer	\$ (18,004)	\$ 63,220	\$ 36,133	\$ (359,462)	\$ 4,039	\$ 18,452	\$ 120,636	\$ 158,524	\$ 166,319	
Actual Required Retained Earnings Transfer	\$ (84,620)	\$ (7,118)	\$ (36,224)	\$ (433,948)	\$ (90,528)	\$ (117,383)	\$ (36,225)	\$ (11,280)	\$ (13,390)	



Conceptual Sewer Rate Projection - FY2025 to FY2030						
Expense Summary	FY2025 Conceptual Budget	FY2026 Conceptual Budget	FY2027 Conceptual Budget	FY2028 Conceptual Budget	FY2029 Conceptual Budget	FY2030 Conceptual Budget
Joint Facilities Budget Portion (Interfund Transfer)	\$ 1,441,823	\$ 1,528,333	\$ 1,620,033	\$ 1,717,234	\$ 1,820,269	\$ 1,929,485
Collection System CMOM	\$ 225,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Additional Capital	\$ 175,000	\$ 200,000	\$ 225,000	\$ 250,000	\$ 275,000	\$ 300,000
East Hampton Budget Portion	\$ 541,669	\$ 563,336	\$ 585,869	\$ 609,304	\$ 633,676	\$ 659,023
WPCA Budget	\$ 1,666,823	\$ 1,778,333	\$ 1,870,033	\$ 1,967,234	\$ 2,070,269	\$ 2,179,485
Unbudgeted Emergency Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WPCA Actual Spent	\$ 2,383,492	\$ 2,541,668	\$ 2,680,902	\$ 2,826,539	\$ 2,978,945	\$ 3,138,508
Revenue Summary						
Total Number of EDUs	3,448	3,463	3,478	3,493	3,508	3,523
Cost Per EDU	\$ 700	\$ 745	\$ 780	\$ 815	\$ 850	\$ 900
Total Number of Grinder Pumps	91	91	91	91	91	91
Grinder Pump Charge	\$ 275	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
Collection Rate	92%	92%	92%	92%	92%	92%
Total Revenue from EDUs	\$ 2,220,512	\$ 2,373,540	\$ 2,485,813	\$ 2,619,051	\$ 2,743,256	\$ 2,917,044
Total Revenue from Grinder Pumps	\$ 23,023	\$ 25,116	\$ 25,116	\$ 25,116	\$ 25,116	\$ 25,116
Revenue from Marlborough	\$ 137,000	\$ 146,000	\$ 153,000	\$ 159,000	\$ 166,000	\$ 176,000
Total Revenue	\$ 2,380,535	\$ 2,544,656	\$ 2,673,929	\$ 2,803,167	\$ 2,934,372	\$ 3,118,160
Increase In Revenue	6.87%	6.43%	4.70%	4.49%	4.29%	5.88%
Retained Earnings Transfer Summary						
Balanced Budget - Revenue Analysis						
Revenue From EDU's	\$ 2,413,600	\$ 2,579,935	\$ 2,712,840	\$ 2,846,795	\$ 2,981,800	\$ 3,170,700
Revenue From Grinder Pumps	\$ 25,025	\$ 27,300	\$ 27,300	\$ 27,300	\$ 27,300	\$ 27,300
Revenue From Marlborough Inter Municipal	\$ 137,000	\$ 146,000	\$ 153,000	\$ 159,000	\$ 166,000	\$ 176,000
Total Revenue (110%)	\$ 2,575,625	\$ 2,753,235	\$ 2,893,140	\$ 3,033,095	\$ 3,175,100	\$ 3,374,000
100% Revenue Retained Earnings Transfer	\$ 192,133	\$ 211,567	\$ 212,238	\$ 206,556	\$ 196,155	\$ 235,492
Actual Required Retained Earnings Transfer	\$ (2,957)	\$ 2,988	\$ (6,973)	\$ (23,371)	\$ (44,573)	\$ (20,348)

APPENDIX G  
WPCA  
Fiscal Year 2020/21  
Capital Budget 2019-2025  
Fund 81

<u>Actual Cost</u>	<u>Est. Cost</u>	<u>Purchase Year</u>	<u>Projects</u>
\$236,600	<b>\$350,000</b>	<b>2019/20</b>	<b>North Main LS controls, generator dialer</b>
	<b>\$138,000</b>	2020/21	Pine trail LS controls, generator, dialer
	\$145,000	2020/21	Barbara ave LS controls, generator, dialer
	<b>\$160,000</b>	<b>2021/22</b>	<b>Pine trail forcemain</b>
	\$137,000	2021/22	North Maple forcemain
	\$152,000	2022/23	Old Marlborough LS controls, generator, dialer
	<b>\$96,000</b>	<b>2023/24</b>	<b>Bay Road LS controls, dialer</b>
	<b>\$96,000</b>	<b>2024/25</b>	<b>North Maple LS controls, dialer</b>
	\$101,000	2025/26	Chestnut Hill LS controls, dialer
	\$101,000	2025/26	Day Point LS controls, dialer
	\$1,476,000		Current Projected Total Capital Budget
	\$ 1,476,000.00		Current Fiscal Year 100% Funding Level

Basic business practice as defined by Moody's & DEP requires a contingency of 5-10%  
of the annual operating budget be kept within the Capital Budget. \$ 115,103

Recommended FY 20/21 funding level for Capital Budget

see line item 5980 Oper. Transfer to Cap. Budget

**\$ 71,403**



**APPENDIX G**  
**JOINT FACILITIES COMMITTEE**  
Fiscal Year 20/21  
**Capital Budget 2020-2030**  
**Fund 82**

<u>Est. Cost</u>	<u>Purchase Year</u>	<u>Projects</u>
\$485,000	2019/20	MAPS FORCEMAIN finacing
\$110,000	2019/20	Replace 2008 F-450 and Forklift
\$100,000	2019/20	MAPS WET WELL cleaning
\$485,000	2020/21	MAPS FORCEMAIN finacing
\$175,000	2020/21	Replace 1982 Vactor Truck
\$485,000	2021/22	MAPS FORCEMAIN finacing
\$485,000	2022/23	MAPS FORCEMAIN finacing
\$485,000	2023/24	MAPS FORCEMAIN finacing
\$300,000	2024/25	Flights,chains & drives / secondary clarifiers
\$185,000	2024/25	Maps Vaughn chopper pumps
\$100,000	2025/26	Replace 2012 (4-CEN) F-450
\$25,000	2025/26	repair/chip seal road @ outfall-High Point
\$30,000	2027/28	Replace 2013 Ford Escape
\$100,000	2027/28	RAS pumps/ Screw Centrifugal non clog
\$300,000	2028/29	Upgrade Nitrogen Blowers
\$1,000,000	2029/30	Clean 2 digester tanks (FPS)
\$251,386		** (required contingency)
\$ 2,040,000		Current Projected Total Capital Budget

\$654,528 \* App. E Capital Fund Balance (Fund 82) as of 6/30/19

\*\* Basic business practice as defined by Moody's & DEP requires a contingency of 5-10% of the annual operating budget be kept within the Capital Budget .  
115,621= 5%  
231,242 =10%

**Recommended F/Y 20/21 funding level for Capital Budget**  
**\$ 455,174** see line item 5980 Oper. Tranfer to Cap. Budget



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



*Dennis Woessner*  
Chief of Police

September 2, 2020

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

Attached to this memorandum is General Order 4.3, Code of Conduct, which I am submitting for your approval. This is a General Order which has been reviewed by you and the Town Council before. Based upon those reviews and other discussions, recommendations for certain changes were made. I have made those changes/deletions and have marked the additions in red and the deletions in yellow. Most of the document has been re-numbered, but those changes are not highlighted as there were too many of them.

I am submitting this request for the September 8<sup>th</sup> Town Council meeting.






# EAST HAMPTON POLICE DEPARTMENT

## GENERAL ORDER 4.3

### DISCIPLINARY PROCEDURES

<b>SUBJECT: Code of Conduct</b>		
<b>Issue Date: TBD</b>	<b>Effective Date: TBD</b>	<b>Distribution: All Personnel</b>
<b>Amends/Rescinds GO:</b>		<b>Review Date:</b> /       /
<b>Per Order of:</b>   <b>Dennis Woessner, Chief of Police</b>		
<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>		

The Town of East Hampton and its Police Department require that all employees be independent, impartial, unbiased and responsible to the community we serve. The public judges its government by the way public officials and public employees conduct themselves in the positions to which they are elected, appointed or hired. The public has a right to expect that public officials and employees will conduct themselves in a manner that will preserve and promote confidence and respect in the local government organization.

Confidence and respect are achieved and promoted when all public officials and employees treat all citizen with respect, courtesy, impartiality, fairness, equity and equality under the law; avoid actual, potential and perceived conflicts of interest; keep the public informed and encourage communication; continually seek to improve the quality and image of public service; and recognize that the function of local government is to serve the best interest of all people.

Therefore, this code of conduct for the Police Department is hereby promulgated for the guidance of all employees to promote confidence and respect and to ensure the efficient operation and management of the East Hampton Police Department. The code is published under the authority of the Chief of Police who is responsible for the

effectiveness, discipline and good order of the Department, the safe care and custody of all Department prisoners and property as well as the security and well-being of the Town. The code cannot and does not cover every delinquent act or omission for which an employee is or may be responsible. Such acts or omissions not specifically mentioned in the code will be charged under Paragraph 1, Section 1.00 if necessary.

Nothing in this order precludes the Chief of Police or supervisor from mandating that an employee receive training as a function of discipline. When an employee's work performance, productivity or effectiveness falls below that which is expected of similarly tasked employees and said employee has no previous history of discipline in this area, a supervisor may find that training and/or remedial training may motivate the employee to perform as directed. This career development path will be coordinated through the employee's immediate supervisor.

Nothing in this order precludes the Chief of Police or supervisor from mandating that the employee receive professional counseling as a function of discipline. When an employee's duty-related performance falls below that which is expected of similarly tasked employees and supervisory efforts have failed to show improvement, the use of employee counseling combined with progressive discipline may be deemed an appropriate and effective tool. The counseling may be provided by an Employee Assistance Program or that sought by the employee.

For purposes of administering the code, the following classifications of offense with the maximum possible penalty for each class will be used:

Class	Maximum Penalty
A*	Dismissal
B*	30 days unpaid suspension
C*	15 days unpaid suspension
D*	10 days unpaid suspension
E	5 days unpaid suspension
F	Written reprimand

\* Demotion in grade is an alternative penalty when the Chief of Police or designee determines the violator has a past history or repetitious pattern of similar conduct.

Notwithstanding the foregoing and the penalties outlined below, the Town specifically reserves the right at its sole discretion to implement discipline at a higher level, up to and including dismissal, for egregious offenses, repeated offenses or multiple offenses beyond that which is described below.



## SECTION I

## GENERAL

§1.00 Any violation of the rules and regulations, violations of sections of the Employee Handbook, published orders, directives, memoranda, or any lawful order, or any act which tends to undermine the good order, efficiency and discipline of the Department, or which reflects discredit upon the Department or any member thereof, shall constitute conduct unbecoming an employee. Penalties for conduct unbecoming an employee are as follows:

1<sup>st</sup> Offense E                      2<sup>nd</sup> Offense B

## SECTION 2

## CONDUCT UNBECOMING AN EMPLOYEE

New § 2.01 Use of bias based profiling, including but not limited to use of race, ethnicity, religion, gender, sexual orientation, economic status, age, cultural group, or some other identifiable trait of a group, as the sole reason for stopping, detaining, searching or arresting an individual.

1<sup>st</sup> Offense B                      2<sup>nd</sup> Offense A

§2.02 Accepting a bribe or gratuity for permitting an illegal or potentially illegal act or for otherwise failing to perform the employee's duties or for implementing the employee's duties in an inappropriate manner.

1<sup>st</sup> Offense A

§2.03 Failure to report in writing to the Chief of Police an offer of a bribe or gratuity to act or fail to act as described in § 2.01 above.

1<sup>st</sup> Offense B                      2<sup>nd</sup> Offense A

§2.04 Soliciting any favor or privilege or other thing of value as a condition for performing or failing to perform official duties or to perform those duties in an inappropriate manner.

1<sup>st</sup> Offense A

§2.05 Recommending any professional or commercial service for personal gain.

1<sup>st</sup> Offense B                      2<sup>nd</sup> Offense A

§2.06 Abusing official position to obtain any special benefit or favor.

1<sup>st</sup> Offense E                      2<sup>nd</sup> Offense C                      3<sup>rd</sup> Offense A

§2.07 Failure of any employee to maintain themselves and their uniforms in a neat and clean condition.

1<sup>st</sup> Offense F                      2<sup>nd</sup> Offense E                      3<sup>rd</sup> Offense D

§2.08 Removing Department property without proper authorization without intent to permanently deprive the Department of said property.

1<sup>ST</sup> Offense F                      2<sup>nd</sup> Offense E                      3<sup>rd</sup> Offense A

§2.09 Removing Department property without proper authorization with intent to permanently deprive the Department of said property.

1<sup>st</sup> Offense A

§2.10 Unauthorized entry into any office, desk or locker of another.

1<sup>st</sup> Offense F                      2<sup>nd</sup> Offense E                      3<sup>rd</sup> Offense A

§2.11 Arrest and conviction of a crime (Class A misdemeanor or above and/or moral turpitude related crimes)

1<sup>st</sup> Offense A

§2.12 Arrest and conviction of all other crimes or offenses.

1<sup>st</sup> Offense F                      2<sup>nd</sup> Offense A

§2.13 Knowingly and willfully making a false entry in any official Department document, report or record.

1<sup>st</sup> Offense B                      2<sup>nd</sup> Offense A

§2.14 Negligent entry in any official Department document, report or record

## Section 4.3

## CODE OF CONDUCT

1<sup>st</sup> Offense F                      2<sup>nd</sup> Offense E                      3<sup>rd</sup> Offense A

§2.15 Using unnecessary, violent, abusive or profane language to citizens while on duty.

1<sup>st</sup> Offense F                      2<sup>nd</sup> Offense D                      3<sup>rd</sup> Offense A

§2.16 Using violent, abusive or profane language toward another employee.

1<sup>st</sup> Offense F                      2<sup>nd</sup> Offense E                      3<sup>rd</sup> Offense A

§2.17 Making public statements regarding confidential Department material.

1<sup>st</sup> Offense B                      2<sup>nd</sup> Offense A

§2.18 Making public statements which are known to be false or to be in reckless disregard of known facts related to Department policy or Department business.

1<sup>st</sup> Offense D                      2<sup>nd</sup> Offense C                      3<sup>rd</sup> Offense A

§2.19 Failure to wear the prescribed uniform for assigned duties.

1<sup>st</sup> Offense F                      2<sup>nd</sup> Offense E                      3<sup>rd</sup> Offense D

§2.20 Members of the Department, except in the discharge of official duties or with permission of the Chief of Police, shall not knowingly associate with criminals, racketeers, gamblers or persons engaged in unlawful activities, nor shall they knowingly enter or socialize in places where frequent violations of law are suspected or known to occur.

1<sup>st</sup> Offense E                      2<sup>nd</sup> Offense C                      3<sup>rd</sup> Offense A

§ 2.21 Knowingly associating with or joining an organization and actively advancing the cause of an organization that has been labeled as a racist, hate or terrorist group by the Federal Bureau of Investigations.

1<sup>st</sup> Offense B                      2<sup>nd</sup> Offense A

§2.22 Gambling which is illegal or in violation of department regulations.

1<sup>st</sup> Offense F                      2<sup>nd</sup> Offense E                      3<sup>rd</sup> Offense A

## Section 4.3

## CODE OF CONDUCT

§2.23 Outrageous, insolent, offensive or overt disrespect towards a supervisory officer.

1<sup>st</sup> Offense F                      2<sup>nd</sup> Offense E                      3<sup>rd</sup> Offense A

§2.24 The use of rude, insulting language or other offensive or demeaning language by a supervisory officer towards a subordinate.

1<sup>st</sup> Offense F                      2<sup>nd</sup> Offense E                      3<sup>rd</sup> Offense A

§2.25 Fighting or quarreling with one or more other employees or a supervisory officer.

1<sup>st</sup> Offense F                      2<sup>nd</sup> Offense E                      3<sup>rd</sup> Offense A

§2.26 Failing to supply the Department with a current telephone number and address.

1<sup>st</sup> Offense F                      2<sup>nd</sup> Offense E                      3<sup>rd</sup> Offense A

§2.27 Arbitrary or abusive use of police power or arbitrary or abusive action taken under the color of the police power in personal disputes or affairs.

1<sup>st</sup> Offense A

§2.28 Failure to respond to official Department telephone calls.

1<sup>st</sup> Offense F                      2<sup>nd</sup> Offense E                      3<sup>rd</sup> Offense A

## SECTION 3

### INTOXICATION OR OTHER IMPAIREMENT

For the purpose of this Paragraph, intoxication will include the involvement of alcoholic beverages and/or narcotics.

§3.01 On duty intoxicated

1<sup>st</sup> Offense B                      2<sup>nd</sup> Offense A

§3.02 Off duty, consuming alcohol in uniform without a weapon

1<sup>st</sup> Offense E                      2<sup>nd</sup> Offense C                      3<sup>rd</sup> Offense A

## Section 4.3

## CODE OF CONDUCT

§3.03 Off duty, consuming alcohol in uniform or not, but in the possession of a Department issued weapon or unable to respond to duty because of intoxication or when on standby basis or when previously assigned to duty.

1<sup>st</sup> Offense C                      2<sup>nd</sup> Offense B                      3<sup>rd</sup> Offense A

§3.04 Use of any narcotic substance or any controlled drug pursuant to a doctor's order without reporting same to a supervisory officer where such drug may impair an employee's judgment or ability to operate a motor vehicle or handle implements.

1<sup>st</sup> Offense E                      2<sup>nd</sup> Offense C                      3<sup>rd</sup> Offense A

§3.05 Failure of any employee to report any medical condition which might render the employee unfit for assigned duty.

1<sup>st</sup> Offense F                      2<sup>nd</sup> Offense E                      3<sup>rd</sup> Offense A

§3.06 Consumption of alcoholic beverages while on duty or during the eight (8) hours immediately prior to scheduled duty.

1<sup>st</sup> Offense C                      2<sup>nd</sup> Offense B                      3<sup>rd</sup> Offense A

## SECTION 4

### INSUBORDINATION

§4.01 Refusal to obey legitimate orders of a supervisor, whether oral, in writing, by hand signal or other method known to both parties involved.

1<sup>st</sup> Offense E                      2<sup>nd</sup> Offense C                      3<sup>rd</sup> Offense A

§4.02 Giving an order knowing such to be unlawful or beyond the scope of his/her authority by a supervisory officer.

1<sup>st</sup> Offense E                      2<sup>nd</sup> Offense C                      3<sup>rd</sup> Offense A

§4.03 A supervisory officer shall not reprimand any employee in a degrading or defamatory manner nor shall such reprimands be done in the view of other employees except where operational or exigent circumstances require immediate action.

1<sup>st</sup> Offense F                      2<sup>nd</sup> Offense E                      3<sup>rd</sup> Offense C

## SECTION 5

## NEGLECT OF DUTY

§5.01 Failure to properly supervise subordinates, to refer Disciplinary charges, or to take other appropriate disciplinary action.

1<sup>st</sup> Offense F                      2<sup>nd</sup> Offense B + Reduction in rank                      3<sup>rd</sup> Offense A

§5.02 Failure to take appropriate action when necessary and/or failure to complete a written report of same at the conclusion of the employee's daily tour of duty unless specifically waived by a supervisory officer.

1<sup>st</sup> Offense F                      2<sup>nd</sup> Offense E                      3<sup>rd</sup> Offense A

§5.03 Inattention to duty assignment or asleep on duty.

1<sup>st</sup> Offense F                      2<sup>nd</sup> Offense E                      3<sup>rd</sup> Offense A

§5.04 Unauthorized absence from duty assignment.

1<sup>st</sup> Offense F                      2<sup>nd</sup> Offense E                      3<sup>rd</sup> Offense A

§5.05 Intentional or willful failure to comply with any lawful orders, procedures, directives, regulations, oral or written.

1<sup>st</sup> Offense E                      2<sup>nd</sup> Offense D                      3<sup>rd</sup> Offense A

§5.06 Negligent failure to comply with any lawful orders, procedures, directives, oral or written.

1<sup>st</sup> Offense F                      2<sup>nd</sup> Offense E                      3<sup>rd</sup> Offense A

§5.07 Failure to report as a witness when duly notified within reasonable time limits or when subpoenaed.

1<sup>st</sup> Offense F                      2<sup>nd</sup> Offense E                      3<sup>rd</sup> Offense A

§5.08 Permitting an unauthorized person in patrol car.

## Section 4.3

## CODE OF CONDUCT

1<sup>st</sup> Offense F                      2<sup>nd</sup> Offense E                      3<sup>rd</sup> Offense A

§5.09 Unauthorized or intentional misuse of patrol car for personal use.

1<sup>st</sup> Offense F                      2<sup>nd</sup> Offense E                      3<sup>rd</sup> Offense A

§5.10 Failure to give name and badge number when properly requested.

1<sup>st</sup> Offense F                      2<sup>nd</sup> Offense E                      3<sup>rd</sup> Offense A

§5.11 Tardiness when reporting for duty, including roll call, court appearances and duty assignments.

1<sup>st</sup> Offense F                      2<sup>nd</sup> Offense E                      3<sup>rd</sup> Offense D

§5.12 Appear or give testimony as a character witness for any defendant in a criminal trial or inquiry in which the Department is involved without the approval of the Chief of Police or the Chief's designate.

1<sup>st</sup> Offense F                      2<sup>nd</sup> Offense E                      3<sup>rd</sup> Offense A

§5.13 Willfully damaging Police Department property and/or equipment.

1<sup>st</sup> Offense B                      2<sup>nd</sup> Offense A

§5.14 Willful interference with Police Radio broadcasting and tampering with Police Radio equipment.

1<sup>st</sup> Offense B                      2<sup>nd</sup> Offense A

§5.15 Knowingly failing to report the revocation or suspension of one's Motor Vehicle Operator's License.

1<sup>st</sup> Offense D                      2<sup>nd</sup> Offense A

§5.16 Allowing a prisoner to escape.

1<sup>st</sup> Offense E                      2<sup>nd</sup> Offense C

§5.17 Failure to thoroughly search for, collect and preserve and identify evidence of persons, property and locations in any arrest or investigation.

1<sup>st</sup> Offense F                      2<sup>nd</sup> Offense E                      3<sup>rd</sup> Offense A



§5.18 Loss of police vehicle due to failure to remove the keys when unattended.

1<sup>st</sup> Offense A

§5.19 Failure to properly care for assigned equipment and vehicles or any Police Department property; damaging or causing damage to same due to neglect or carelessness.

1<sup>st</sup> Offense E

2<sup>nd</sup> Offense D

3<sup>rd</sup> Offense A

§5.20 Failure to take appropriate action concerning illegal activity, including vice conditions and/or to make a written report of any such incident in which the employee is involved or has knowledge.

1<sup>st</sup> Offense B

2<sup>nd</sup> Offense A

§5.21 Failure to carry out assigned duties or to follow Department orders and procedures efficiently and expeditiously.

1<sup>st</sup> Offense F

2<sup>nd</sup> Offense E

3<sup>rd</sup> Offense A

§5.22 Performing assigned duties or other official work in a careless or negligent manner or in disregard of prescribed procedures or established practice.

1<sup>st</sup> Offense F

2<sup>nd</sup> Offense E

3<sup>rd</sup> Offense A

§5.23 Failure to observe Department procedures outlining safety practices or adhere to established practices relating to safety.

1<sup>st</sup> Offense F

2<sup>nd</sup> Offense E

3<sup>rd</sup> Offense A

5.24 Intentionally depriving a prisoner or suspect of basic rights and humane treatment.

1<sup>st</sup> Offense E

2<sup>nd</sup> Offense C

3<sup>rd</sup> Offense A

5.25 Failure to adhere to Town and Department rules on reporting illness within a "reasonable time" from the on-set of the illness and other medical role procedures.

1<sup>st</sup> Offense F

2<sup>nd</sup> Offense E

3<sup>rd</sup> offense C

## Section 4.3

## CODE OF CONDUCT

5.26 Willful or intentional abuse of sick time and procedures and/or leave related to compensable injuries.

1<sup>st</sup> Offense C

2<sup>nd</sup> Offense B

3<sup>rd</sup> Offense A

## SECTION 6

### GUIDELINES RELATING TO USE OF FORCE AND FIREARMS DISCHARGE

§6.01 Intentional and unnecessary deviation from the Department's Use of Force Policy, or excessive use of force in effecting an arrest, handling prisoners, or in the performance and execution of other official duties.

1<sup>st</sup> Offense A

§6.02 Inadvertent deviation from Department Use of Force Policy or Guidelines, technical in nature but under exigent circumstances.

1<sup>st</sup> Offense F

2<sup>nd</sup> Offense E

3<sup>rd</sup> Offense A

§6.03 Intentional, flagrant or wanton disregard of Department Firearms Policy and Guidelines.

1<sup>st</sup> Offense A

§6.04 Inadvertent deviation from Department Firearms Policy or Guidelines, technical in nature but under exigent circumstances.

1<sup>st</sup> Offense F

2<sup>nd</sup> Offense E

3<sup>rd</sup> Offense A

§6.05 Display of a firearm in an unnecessary and/or unreasonable manner.

1<sup>st</sup> Offense F

2<sup>nd</sup> Offense E

3<sup>rd</sup> Offense A

## SECTION 7

### AUTHORIZED EQUIPMENT

§7.01 Carrying equipment for which the employee has not demonstrated required

## Section 4.3

## CODE OF CONDUCT

proficiency.

1<sup>st</sup> Offense F

2<sup>nd</sup> Offense E

3<sup>rd</sup> Offense A

§7.02 Carrying or employing equipment not specifically authorized for use by the Department.

1<sup>st</sup> Offense F

2<sup>nd</sup> Offense E

3<sup>rd</sup> Offense A

Town of East Hampton  
Middlesex County, Connecticut

**Ordinance No. 2020.02**

**An Ordinance Amending Various Provisions of the Code of the Town of East Hampton Regarding Appointment of Members to Various Commissions and Agencies**

DRAFT – August 17, 2020  
(Showing Language Amendments)

**WHEREAS**, the Town of East Hampton created a Cemetery Board, a Conservation-Lake Pocotopaug Commission, an Economic Development Commission and a Brownfields Redevelopment Agency each with specific duties and areas of focus, and;

**WHEREAS**, members of the aforementioned Commissions and Agencies are currently appointed by the Town Manager, and;

**WHEREAS**, the Town Council has determined that such appointments are more appropriately made by the Town Council and that the Town Council should maintain appointment oversight of all such advisory or regulatory bodies of the Town that are not directly elected by the voters.

**NOW, THEREFORE**, pursuant to Section 2.4 of the Town of East Hampton Charter, the Town Council of the Town of East Hampton does hereby ordain as follows:

Section 1: The Code of the Town of East Hampton is hereby amended as follows.

- A. Section 12-2 regarding the Cemetery Board is hereby repealed and replaced to read as follows.

12-2 Membership; term; compensation.

The ~~Town Manager, with the consent of the~~ Town Council, shall appoint four persons who are residents and taxpayers of the Town, who shall constitute and be called the "Town Cemetery Board." They shall each be appointed for a term of five years and until their successors are duly appointed and qualified and shall serve without compensation. ~~All initial appointments shall be made within 45 days of the effective date of this chapter.~~

- B. Section 20-3 A regarding the Conservation-Lake Pocotopaug Commission is hereby repealed and replaced to read as follows.

20-3 Membership and appointments.

A. The Commission shall consist of ~~not more than nine~~seven regular members, and not more than three alternates, all appointed to staggered, overlapping terms by the ~~Town Manager of the municipality, to serve for terms to be designated by the~~ Town Council. All appointments shall be for a term of four years, and terms shall expire on June 30 in each year, except that an appointment to fill an unexpired term shall be for the duration of said unexpired term only. Within a period not exceeding 30 days after the first day of July of each year, the members of the Commission shall elect a Chairman and Vice Chairman from their own members. ~~The Town Manager may remove any member for cause and may fill any vacancy.~~ Each of the said commissioners shall serve without compensation and shall be electors of the Town of East Hampton. No more than ~~six~~five regular members may be from any one political party.

- C. Sections 33-1 and 33-2 regarding the Economic Development Commission are hereby repealed and replaced to read as follows.

33-1 Establishment; membership; terms.

There shall be an Economic Development Commission of the Town of East Hampton, which shall consist of seven electors of the Town to be appointed by the Town ~~Manager~~ Council for ~~a staggered, overlapping~~ terms of four years. Vacancies arising from any circumstances shall be filled by appointments by the Town Manager Council for the unexpired portion of the term vacated.

33-2 ~~Removal of members; vacancies~~RESERVED.

~~The Town Manager shall have the right and power to remove any member for cause. Vacancies arising from any circumstances shall be filled by appointments by the Town Manager for the unexpired portion of the term vacated.~~

- D. Section 120-2 regarding the Brownfields Redevelopment Agency is hereby repealed and replaced to read as follows.

120-2 Membership; term; removal of members.

A. The Agency shall be composed of seven electors ~~resident in~~of the Town, appointed by the ~~Town Manager as the chief executive officer of the Town and approved by the~~ Town Council.

B. Of the members of the Agency first appointed, one member shall be designated to serve for one year; one member shall be designated to serve for two years; one member shall be designated to serve for three years; two members shall be designated to serve for four years; and two members shall be designated to serve for five years; with each term terminating on June 30 of the respective year. All subsequent appointments of members



shall be for terms of five years, commencing on July 1 of the respective year. Each member shall serve until such member's successor is appointed and qualified. Any vacancy shall be filled for the unexpired term in the manner of original appointment.

€.

~~Any member of the Agency may be removed by the Town Manager for cause and, on request of such member, after public hearing.~~

Section 2: Subject to the provisions of Section 143-1 of the Code of the Town of East Hampton, all positions on the Commissions and Agencies addressed herein shall be considered vacant due to the expiration of the terms of the members. In accordance with Section 143-1, which provides, in relevant part, "the incumbent may continue to hold office for up to 90 days following the expiration of his/her term ... until he/she has been reappointed or his/her successor has been duly appointed and qualified, whichever occurs first," all members may continue to serve until such time as they are reappointed or and their successor is appointed to fill the remaining term in accordance with the provisions of this Ordinance and Code, which reappointment or replacement shall occur within 90 days of the effective date of the ordinance establishing this provision.

Section 3: This ordinance is effective immediately upon its adoption and publication in accordance with Connecticut Statutes.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2020.

TOWN COUNCIL

ATTEST

---

James Brown, Chairperson

---

Kelly Bilodeau, Town Clerk

# **TOWN OF EAST HAMPTON AGENDA REPORT**

AGENDA ITEM: 9a (1)

DATE: September 8, 2020

SUBJECT: **Reference/Young Adult Librarian Position**

DEPARTMENT: Library

---

## **BACKGROUND**

The East Hampton Public Library recommends revising the Reference/Young Adult Librarian job description and retitling the position as: Adult and Young Adult Librarian. The Library further recommends the Council consider a Memorandum of Understanding between the Town of East Hampton and the NAGE Union to align compensation for the Adult and Young Adult Librarian with that of the Children's Librarian position.

### *Job Description:*

The Reference/Young Adult Librarian job description has not been updated in 15 years. Proposed job description changes mainly function to modernize language (e.g. swapping the term 'Reference' for 'Adult') and duties. The Council is asked to approve recommended changes to the Reference/Young Adult Librarian job description.

### *Memorandum of Agreement:*

The job descriptions, duties and educational requirements of the Reference/Young Adult and Children's Librarian positions have always been substantially similar yet, inexplicably, the starting salary of the Reference/Young Adult Librarian position is approximately \$10,000 less than that of the Children's Librarian position. The Council will be asked to consider a Memorandum of Agreement to achieve parity in the compensation of these two positions when one has been developed with the union.

**FISCAL IMPACT** Changes to compensation were budgeted in the FY 20/21 budget. No additional fiscal impact.



**East Hampton Public Library**  
**Reference/Young-Adult-Services- Adult and Young Adult Librarian**  
**Job Description**

**Position Title:** Reference/Young-Adult-Services-Adult and Young Adult Librarian  
**Minimum Qualifications:** A Master's degree in Library Science from an ALA accredited college or university plus two years in a supervisory or lead role in delivering adult and/or young adult children's library services, OR, an equivalent combination of education and experience substituting on the basis of one year of experience for each year of education.  
**Reports to:** Library ~~Services~~-Director

Works under the general supervision of the Library ~~Services~~-Director. The position requires professional level initiative and judgement and a demonstrated ability to plan, develop and deliver adult ~~reference~~ services and services that directly promote information literacy among young adults in grades 6 -12.

**Primary Duties**

- Regularly examines and evaluates adult ~~reference~~ and YA collections; works within an assigned budget to plan and develop collections of print and media materials using professional publications, independent selection and community knowledge.
- Oversees the implementation of authorized acquisition activities related to the addition or replacement of adult ~~reference~~-and YA library materials.
- Coordinates adult and young adult YA service operations with other library services and functions; develops programs and services to meet specific needs of adults pre-adolescents and teens.
- Maintains awareness of trends in adult and young adult YA library services and of issues affecting youth and families, with specific emphasis on youth development and information literacy.
- Participates in near and long-range planning for adult and young adult YA library services, including budget forecasting and public service demand reviews.
- Provides reference service to adults, young people and teachers and provides reader's advisory service to each group; may consult with school personnel on YA topics.
- Serves as the authority on adult and young adult ~~reference-and-YA~~ library services and represents the library on both adult and young adult ~~reference-and-YA~~-services committees, as assigned.
- Serves as the main support for users of day-to-day public service technology.
- Assists in drafting library service policies and procedures, as assigned.
- Prepares reading lists, bibliographic aides, and pathfinders for public distribution.
- Prepares statistics, reports and publicity.
- Supervises part-time staff and volunteers.
- Has strong knowledge of and performs Public Service Associate duties as needed.
- Performs other related work as required.

**Required Knowledge, Skills and Abilities**

- Considerable knowledge of the general principles and practices of public libraries.
- Considerable knowledge of the structure and content of print and online references, Internet searching methods and adult and young adult YA literature.

- Considerable knowledge of computer applications used to support or deliver public library services and ability to train the public and the staff in their effective use.
- Considerable knowledge of the needs and abilities of adult and young adult YA-patrons and the content and scope of library collections used by adults and young adults, YAs, parents or caregivers, and teachers.
- Considerable ability to develop short and long-range strategic and operating plans and programs that address the changing abilities and needs of adults, pre-adolescents and teens.
- Considerable ability to administer adult ~~reference~~ and YA service activities.
- Good interpersonal skills and ability to communicate with a variety of age groups.
- Good ability to make decisions in an environment of fixed resources and competing claims.
- Good ability to deliver brief, concise and attractive reports on assigned services, both orally and in writing.

### **Certificates, Licenses, Registrations**

The position requires a valid driver's license.

### **Physical Demands**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee will occasionally be required to attend off-site meetings.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is generally quiet. May be exposed to dust and fluctuation in inside temperature. The employee will be required to operate typical business office equipment, including computer hardware and related operational and public service software. Schedule includes a combination of day, evening and weekend hours.

### **Accommodations**

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

*This job description is not, nor is it intended to be a complete statement of all duties, functions and responsibilities that comprise the position.*

**Adopted: ~~2005~~2020**

## DRAFT

FACILITIES DIRECTOR
---------------------

**Nature of work:**

Directs, controls and coordinates all town-wide (both general government and education) public buildings, physical plant maintenance and improvement programs, and construction/renovation projects, including ongoing supervision of all related projects and activities associated with same. Exercises authority and responsibility under the direction of the Town Manager and the Superintendent to ensure proper physical plant maintenance and improvements of assigned structures. Work involves maintenance scheduling, coordination, oversight and management as well as carrying out applicable town policies along with state and federal regulations pertaining to areas of jurisdiction and ensuring compliance with same.

Works under the general direction of the Town Manager and Superintendent and in coordination with all town department heads including the Parks and Recreation Department, through its Director, which department is responsible for grounds maintenance and all park facilities, and the Department of Public Works, through its Director, which department is responsible for parking lot snow removal and assistance related to parking lot maintenance.

**Examples of work:****Communication and Coordination**

1. Serve the Town of East Hampton in the dual capacity as the Facilities Director for the East Hampton Public School District and for General Government.
2. Provide maintenance and project direction while acting as the liaison for all building projects.
3. Maintain active communication with the Town Manager, Superintendent of Schools, Principals and Department Directors on general facilities and maintenance needs. Guide facilities personnel in carrying out both scheduled work and day-to-day assignments.
4. Cooperate with each Principal in the operation and maintenance of individual school buildings.
5. Confer with the School's Director of Technology to monitor installation of equipment, operation and/or repair of IT infrastructure, security equipment and devices. Coordinate as needed with the General Government IT staff.
6. Confer, support and work in conjunction with the Parks & Recreation Director and the Public Works Director on a regular basis in coordination of grounds keeping, snow removal and special events/projects.
7. Work with Town officials, such as the Fire Marshal, Building Official, Health Official to make sure the District and Town complies with Ordinances, regulations or directives.

8. Maintain a liaison with appropriate regulatory officials.
9. Actively conduct periodic inspections of the buildings and grounds to properly manage operations and maintenance.

### **Budgeting and Finance**

1. Prepare and recommend to the Town Manager and the Superintendent the Facilities budget for the East Hampton Public Schools and General Government.
2. Maintain accountability of both facilities operating budgets.
3. Develop and update a Five-Year Capital Improvement Plan for all facilities and present same to Town Manager, Superintendent and Capital Improvement Committee for approval. Coordinate with the Parks and Recreation Director for the long-term planning for grounds and fields.
4. Prepare bid specifications for maintenance contracts and coordinate purchases in line with Town and BOE purchasing policies and generally accepted accounting procedures
5. Provide recommendations on products, supplies and materials for use within the District and General Government.

### **Planning & Supervision**

1. Develop operational schedules for project and maintenance.
2. Share management responsibilities over Facilities/Custodial staff with respective Principals and Town Manager.
3. Be responsible for mechanical and operational tradespersons.
4. Maintain maintenance schedules.
5. Oversee the planning, development and implementation of maintenance systems, procedures, standards, forms and controls for buildings and grounds. As necessary and appropriate, coordinate with the Parks and Recreation Director as to grounds.
6. Develop and implement a comprehensive District and General Government wide preventive maintenance program.
7. Be responsible for the proper operation, maintenance and repair of buildings and building equipment systems.
8. Ensure training programs are implemented and refreshers are provided to facilities staff personnel.

**Safety**

1. Serves as the School District's Safety Committee coordinator.

**Other Related Responsibilities**

1. Perform other reasonably related duties as assigned by immediate supervisor.

**Required knowledge, skills & abilities**

1. Thorough knowledge of methods of building construction, plumbing, electrical and mechanical systems and troubleshooting malfunctions or causing same to be analyzed.
2. Considerable ability to interpret state and local codes, regulations and ordinances including, but not limited, building-related regulations, A.D.A and Zoning.
3. Ability to interpret blueprints, drawings and specifications and to prepare or cause to be prepared bids and specifications for structural and mechanical systems upgrades, repairs and/or new installations.
4. Ability to inspect projects and installation in various states of progress and to evaluate material and workmanship for compliance with codes, laws and regulations and quality in workmanship.
5. Ability to communicate effectively and respectfully with associates, subordinates, the general public and others contacts in work, as well as supervision.
6. Ability to work independently with minimal supervision.
7. Ability to manage complex projects, timelines and to solve challenging issues.
8. Capable of working within a flexible schedule.
9. Maintain a responsible attitude regarding performance and attendance.
10. Provide vision, oversight and leadership.
11. Ability to communicate with stakeholders, decision makers, subordinates and others effectively in written and oral expression.
12. Ability to maintain records.
13. Ability to review and prepare contracts and proposals.

## **Experience & training**

A bachelor's degree in business administration, facility management or related fields, or 10 years' experience commensurate with the areas of responsibilities is required as is three years of supervisory or demonstrated experience in the planning of work and supervision of employees. Employee must have experience in the operation, planning, organizing, managing and directing of educational and commercial real estate. Significant knowledge of and/or certification in building/fire code administration, ADA, asbestos management, project management, capital planning and regulatory procedures. Knowledge and skills regarding mechanical systems, building operations, budgeting, and personnel management are critical. Experience in managing a real estate portfolio consisting of school and public buildings, renovations, value engineering, construction, public bidding, supervision and contract management. Have working familiarity with the State of Connecticut, School Facilities requirements and possess the ability to read and interpret blueprints and technical specifications. Thorough knowledge of custodial operations and grounds management. Experience in building construction, including site preparations, mechanical systems, project management, specifications writing, supervision and inspection of design, college level training in architecture or civil engineering and employment as supervisor, project manager, inspector or designer of building and construction; or an equivalent combination of above experience and training including the specialized experience mentioned above. Must hold a valid Connecticut drivers' license.

## **Physical demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is preformed in both indoor and outdoor settings. Inspection of various land use developments, construction sites, and town owned facilities. Hand eye coordination is necessary to operate computers and various pieces of office equipment.

While performing duties of this job, the employee is periodically required to stand, walk, use hands to fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl, talk or hear; and smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.



- **Director of Facilities**
- **Salary Range:**
- **Start Date:**
- **Requirements: A bachelor degree in business administration, facility management or related fields, or 10 years' experience commensurate with the areas of responsibilities.**

#### Qualifications & Requirements:

Experience in the operation, planning, organizing, managing and directing of educational and commercial real estate. Significant knowledge of and/or certification in building/fire code administration, ADA, asbestos management, project management, capital planning and regulatory procedures. Knowledge and skills regarding mechanical systems, building operations, budgeting, and personnel management are critical. Experience in managing a real estate portfolio consisting of school and public buildings, renovations, value engineering, construction, public bidding, supervision and contract management. Have working familiarity with the State of Connecticut, School Facilities requirements and possess the ability to read and interpret blueprints and technical specifications. Thorough knowledge of custodial operations and grounds management.

#### Responsibilities:

##### Communication and Coordination

- Serves as the Facilities Director for the East Hampton Public School District and serves in a dual capacity supporting General Government as Facilities Director.
- As the District's Facility Director, provide maintenance and project direction while acting as the liaison for all building projects.
- Maintains active communication with the Superintendent of Schools, Town Manager, Principals and Department Directors on general facilities and maintenance needs. Guide facilities personnel in carrying out both scheduled work and day-to-day assignments.
- Cooperate with each Principal in the operation and maintenance of his/her building.
- Confers with the Director of Technology to monitor installation of equipment, operation and/or repair of IT infrastructure, security equipment and devices.
- Confers, supports and works in conjunction with the Parks & Recreation Director and the Public Works Director on a regular basis in coordination of grounds keeping, snow removal and special events/projects.
- Works with town officials, such as the Fire Marshal, Building Official, Health Official to make sure the District and Town complies with Ordinances, regulations or directives.
- Maintains a liaison with appropriate regulatory officials.
- Actively conducts periodic inspections of the buildings and grounds to properly manage operations and maintenance.

##### Budgeting and Finance

- Assists with the preparation of the Facilities budget for the East Hampton Public Schools and General Government.
- Maintains accountability of the facilities operating budget.
- Develops and updates a Five Year Capital Improvement Plan for facilities and grounds.
- Prepares bid specifications for maintenance contracts and coordinates purchases in line with generally accepted accounting procedures
- Provides recommendations on products, supplies and materials for use within the District and General Government.



## **Planning & Supervision**

- a. Develops operational schedules for project and maintenance.
- b. Shares management responsibilities over Facilities/Custodial staff with respective Principals and management personnel.
- c. Responsible for mechanical and operational tradespersons.
- d. Maintains maintenance schedules.
- e. Oversees the planning, development and implementation of maintenance systems, procedures, standards, forms and controls for buildings and grounds.
- f. Develops and implements a comprehensive District and General Government wide preventive maintenance program.
- g. Responsible for the proper operation, maintenance and repair of buildings and building equipment systems.
- h. Ensures training programs are implemented and refreshers are provided to facilities staff personnel.

## **Safety**

- a. Serves as the District's Safety Committee coordinator.

## **Special Requirements**

- a. Have the ability to communicate effectively and respectfully.
- b. Ability to work independently with minimal supervision.
- c. Effectively work with administration, students, staff and the public.
- d. Manage complex projects, time lines and have the ability to solve challenging issues.
- e. Capable of working within a flexible schedule.
- a. Maintain a responsible attitude regarding performance and attendance.
- b. Provide vision, oversight and leadership.
- c. Ability to communicate with stakeholders and decision makers.

## **Other Related Responsibilities**

- a. Perform other reasonably related duties as assigned by immediate supervisor.

Town of East Hampton  
Administrative Assistant - Fire Marshal  
Job Description

**Summary**

The Fire Marshal Administrative Assistant performs confidential and specialized administrative duties of the Fire Marshal Division as directed by the fire marshal and/or deputy fire marshal and provides assistance to the Building and Land Use Departments as may be assigned. Primary responsibilities include preparation of staff reports, agendas, briefing materials and presentations, providing support and attending meetings (may also include boards and commission meetings), supporting and assisting fire marshal staff with administrative activities, responding to public and citizen inquiries, and office management. The individual must be able to work independently and maintain confidentiality of specific operational matters.

**Essential Job Functions**

1. Coordinate office activities to ensure maximum efficiency. Respond to telephone inquiries, maintain appointments, calendars, schedules and follow-up systems as assigned.
2. Create and maintain forms, handouts, internal procedure and policy manuals, etc. Analyze and monitor internal processes.
3. Participate in public education outreach related to Fire Prevention topics as needed.
4. Establish and maintain filing systems, including electronic filing systems. Establish and maintain back-up files for data recovery in event of computer equipment failure.
5. Track and trend recurring violations, ineffective practices and delinquent systems. Ensure accurate business contact information, identify new ownership and property management contacts.
6. Attend meetings as required; distribute agendas, take, transcribe and distribute minutes as directed. Coordinate needed support for meetings.
7. Ensure the security, integrity and confidentiality of department data due to possible criminal prosecution
8. Develop and complete administrative projects as required by the fire marshal and/or deputy fire marshal.
9. Prepare and submit monthly, quarterly and annual department activity reports.

10. Verify changes to occupancy or systems as noted by inspectors, update necessary databases. Review violations and assign to fire marshal for follow up as needed.
11. Provide service and information pertaining to the Fire Marshal's Office to the public by telephone, and by written correspondence.
12. Maintain records management systems for prevention, research and provide documentation for requests for public records.
13. Performs scanning, copying, filing, and functions that may require interpretation, judgment and determining appropriate processes to be used. Transcribes investigation statements, orders supplies, maintains inventories, and prepares a variety of reports.
14. Provide assistance to customers and others in support of the Building and Land Use Departments as may be assigned by the Fire Marshal.

#### **Required Knowledge, Skills and Abilities**

1. Ability to learn and proficiently use new software systems.
2. Ability to maneuver through specific websites to extract information needed for processing.
3. Ability to cooperate with others and communicate in a diplomatic manner regarding fire prevention services and requirements.
4. Ability to assist and cooperate with the public and other departments of diverse backgrounds.
5. Knowledge of detailed filing and record management procedures and systems.
6. Ability to perform detailed and exacting work in a busy and noisy/distracting environment.
7. Ability to operate a computer with associated software and peripherals including Microsoft Office, and Adobe Acrobat.
8. Ability to prioritize tasks, elicit cooperation and coordinate efforts to accomplish assigned tasks.
9. Ability to communicate effectively both orally and in writing.

#### **Preferred Abilities**

1. Knowledge of basic International Fire Code, Code Enforcement, and understanding of legal terminology.

2. Knowledge of basic information needed on plans and documents to be submitted.
3. Knowledge of Firehouse Software

**Physical Demands**

1. Ability to sit, viewing a computer monitor for extended periods of time.
2. Manual dexterity of hands and fingers to operate a computer keyboard.
3. Ability to reach above shoulders and bend at the waist to file.
4. Visual acuity to read and compose various correspondences and other documentation.
5. Hearing and speaking ability to communicate and provide information with others in person or on the telephone.

**Background Check**

The chosen applicant would be required to submit to fingerprinting for the purpose of background check. The individual's suitability for employment would depend on the results of the background check.



September 3, 2020

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 thirty-two (32) refunds totaling \$5,261.91.

Respectfully Submitted,

Kristy L. Merrifield, CCMC  
Collector of Revenue

032

57.00	+
234.73	+
535.87	+
13.52	+
35.96	+
116.99	+
133.38	+
14.15	+
243.12	+
12.79	+
69.52	+
147.84	+
21.80	+
100.00	+
40.17	+
34.96	+
46.10	+
2,391.72	+
85.64	+
152.11	+
35.20	+
42.22	+
16.57	+
73.40	+
29.79	+
17.23	+
119.57	+
71.25	+
18.49	+
77.12	+
224.42	+
49.28	+
5,261.91	+

## **BOARD AND COMMISSION SUMMARY JULY 2020**

### **Arts & Culture Commission**

No meeting

### **Board of Finance**

The Board of Finance met on July 20. Mr. Jylkka reviewed revenues and expenditures with the board. The tax mailer has been drafted with a QR code to make payments and they will go out by the end of July.

### **Brownfields Redevelopment Agency**

The Brownfields Redevelopment Agency met on July 27. The members discussed the progress of the projects at 1 Watrous Street, 13 Watrous Street, and 3 Walnut Avenue. The members also discussed how to function if the agency doesn't obtain a grant this year. The grant system with the State is being affected by the Covid pandemic. There may not be as many grants as there have been in the past years and it was discussed how the agency can perform with minimal funding for the projects that need to be addressed. The topic of gaining more members was briefly discussed as well.

### **Clean Energy Task Force**

No meeting

### **Commission on Aging**

The Commission on Aging met on July 9. JoAnn Ewing provided an overview of Senior Center online and Zoom activities during COVID. Commission members are working with an aging mastery program. Members discussed many new changes to Medicare due to COVID. Workshops were held in July on managing loneliness and anxiety.

### **Conservation-Lake Commission**

The Conservation-Lake Commission met on July 9. The commission members were sent an update report for communications and the Watershed projects from Jeremy Hall. The members reviewed a plan for 82 Spellman Point Rd for Dave Bengston. There was discussion for the plan review. The members asked Mr. Bengston questions and made a few suggestions. The plan review was approved by the members. An updated budget review was emailed to the members. There was discussion on lake test monitoring, Chatham Health testing at Sears Park, the medallion for the Lake Smart award program, and the lake level. The members approved to order about 50 medallions for awarding for the Lake Smart Program. The dam is completely closed and is below the level it should be during this time of year. There was discussion of replacing broken or damaged buoys in the lake with new ones that the Friend of the Lake have in storage.

### **Design Review Board**

No meeting

## **Economic Development Commission**

The Economic Development Commission met on July 21. The members held a discussion with the Building and Zoning officials and the Fire Marshal about opening a new business in East Hampton. The Fire Marshal explained what his duties entailed and discussed code requirements for building in town. Mr. DeCarli and Mr. LeConche discussed the zoning side of new businesses and possible new residents to the town. The members discussed the business package promotion and tourism pamphlet, reviewed the P&Z minutes and any new business updates, the new business banner locations, the Belltown spotlight on business, and the members will think of any projects for town beautification for the next meeting. A campaign to encourage residents to eat at local restaurants and to support local businesses was presented to the members by Mr. Reich. A few details need to be fixed before the campaign can be launched. The members decided to have this as an agenda item for their next meeting. The Town Manager gave an update about the aeration system in the lake and the possible grant for bringing drinking water to town.

## **Ethics Commission**

No meeting

## **Fire Commission**

The Fire Commission met on July 13. The members were presented with the ACG report for the 2019 awards program for the fire department. The members were able to review the report while the presentation was given. The members were informed about a complaint from some of the fire department about not receiving their stipend. Complaints about the installation of the flags in town were brought up as well. The members briefly discussed the dry hydrants, investigating new software for the fire department, and an ac upgrade for the fire department buildings.

## **Inland Wetland Watercourses Agency**

Continued Applications:

- A. IW-20-019: David Bengston, 82 Spellman Point Road, to demolish the existing home and construct a new 1,713.96 sq. ft. single family home within the Upland Review Area. Map 09A/Block 70/Lot 3. Approved

New Applications:

- A. IW-20-020: James Marino, 106 Main Street, to construct a duplex, driveway and parking area in the Upland Review Area Map 02A/Block 49/Lot 3-1. Continued
- B. IW-20-022: Paul Catalano, 33 Spellman Point, to place a 16' x 12' shed within the Upland Review Area. Map 09A/Block 70A/Lot 25. Agent Approval
- C. IW-20-021: Andrew Priest, 19 Hawthorne, for an extension of Existing Permit IW92593-15, Map 10A/Block 82/Lot 28A. Extension approved

## **Joint Facilities**

Mr. Clayton reported on the main sewer line break near Prospect Hill (Colchester) to Smith St (East Hampton) on the Airline Trail. The DEEP posted the East Hampton WPCA NPDES permit in the Hartford Courant on June 30. Permit is still pending approval. The new Grit classifier has been installed as well as the MAPS fuel storage tank. The replacement Crane truck was delivered in June. Mr. Gilmore presented specs on a used

2014 Jet/Vactor truck to replace the 1983 Vactor truck. The Board approved a purchase for and not to exceed \$150,000 a used 2014 Vactor Truck. Vote: 4-0.

### **Library Advisory Board**

The Library Advisory Board met on July 6. Members reviewed the Library's reopening plan and discussed phase two of reopening including expanding hours and programming. Members also discussed the Library's strategic plan.

### **Middle Haddam Historic District Commission**

The Middle Haddam Historic District Commission met on July 23. The commission members reviewed and discussed three public hearing items. One for alleviating standing ice during the winter by extending the roof line to have all the dormer windows match. There was another to replace and/or repair cedar clapboard siding for the house and the garage and to tear down a portion of a central chimney to repair and rebuild. And the last was to replace an existing shingle roof with a Tesla solar roof.

### **Parks & Recreation Advisory Board**

No meeting

### **Planning & Zoning Commission**

The Planning & Zoning Commission met on July 1.

Public Hearings:

- A. Application PZC-20-001: Sports on 66, LLC., 265 West High St., for a Special Permit to sell Alcohol as an accessory use. (Sec. 8.4.B). Map 6/Block 12/Lot 20. Continued
- B. Application PZC-20-002: Stanislaw Oleksenko, 11 Cone Road, 4 lot subdivision of 14.766 acres parcel. Map 6/Block 36/Lot 6A. Approved (7-0)
- C. Application PZC-20-004: Lisa Sherman, 50 Main St., for a Zone Change: R-1 to PO/R. Map 02A/Block 47/Lot 25. Continued (7-0)
- D. Application PZC-20-010: Edgewater Hill Enterprises, East High St., for a Re-Subdivision for 2 lots. Map 10A/Block 85/Lot 5C. Approved (7-0)
- E. Updates to Sec. 3.1 Lake Pocotopaug Protection Zone - Continued

New Business:

- A. Application PZC-20-013: Peter & Sheila Engel, 11 Markham Rd., for a Re-subdivision for 3 lots. Map 35/Block 91/Lot 2-3A. Public Hearing set for 8/5/2020 (7-0)

Old Business:

- A. Application PZC-20-011: Edgewater Hill Enterprises, East High St., for a site plan review for a new mixed-use building in accordance with the MUDD Zone Master Plan. Map 10A/Block 85/Lot 5C. Approved (7-0)
- B. Application PZC-20-003: Lisa Sherman, for an Amendment to Zoning Regulation 5.4.A PO/R Zone. Continued (7-0)

### **Town Cemetery Board**

The Town Cemetery Board met on July 9. The members did a site walk at Young Street Cemetery and discussed what steps needed for expansion of cemetery. An engineer is needed to map out the site, and plot location for road and additional plots. Staff will look



into what State and Town permits are needed. Members discussed planning for a workshop on headstone straightening/restoration. The group moved to the Skinnerville Cemetery to view work already started by Public Works, and to discuss additional work needed.

### **Town Facility Building Committee**

The Town Facility Building Committee met on July 2. The members received updates about the building from the project manager. There are two items that need to be fixed in order to obtain the Certificate of Occupancy and these problems are being dealt with. The members also approved of three change orders and two invoices.

The Town Facility Building Committee met on July 30. The members received an architect, construction manager, and OPM update on the status on the building. There were some last-minute fixes made, but two major issues have popped up. There are some issues with the HVAC and with the beads around the windows. Both issues are being addressed and will be fixed. The members were given a brief update on the remaining change orders. The members reviewed the plans for three plaques for the commission, the town council, and a memorial plaque for Robert McKinney. The members decided to table approving the plaques until the liaison can give their opinion. Two invoices were approved by the members and there was a brief discussion of possibly holding a party for the completed Town Hall building.

### **Water Pollution Control Authority**

No meeting

### **Zoning Board of Appeals**

No meeting