

MEMORANDUM

TO: Town Council

FROM: David E. Cox, Town Manager 

DATE: December 6, 2019

SUBJECT: Agenda Information – 12/10/2019

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.

**9 New Business**

**9a Proposed Job Description for Facilities Foreman** – The Council is asked to review the proposed job description for a Facilities Foreman position and the related Memorandum of Agreement with the union regarding implementation of the position. The position, which is similar to other Foreman positions in the Public Works Department, is being created to provide a lead supervisory employee in this functional area under the management and guidance of the Director of Public Works. The Facilities Foreman, which is a working foreman position with daily maintenance responsibilities as well as oversight duties, will oversee and coordinate the maintenance and cleaning work at the Town's general government buildings (primarily Library/Community Center and Town Hall) including coordination of contractors and the Building Maintenance Worker being hired shortly in conjunction with the opening of the new Town Hall. Both employees will provide services at all Town buildings. Funds for the position(s) are included in the Town Budget. If approved, it is anticipated that the current Building Maintenance employee will be promoted to the position of Foreman in advance of the new employee hiring. Staff is moving to hire the previously-approved additional Building Maintenance Worker quickly as the contractor for cleaning of Town Facilities has given notice of its intent to cease provision of services to us in January due to the fact that we anticipated a termination by us in April. The new employee will be responsible for cleaning of existing facilities before the new Town Hall opens. The Council will note that the Memorandum of Agreement, which serves to temporarily amend the union agreement, addresses the hours for the new Foreman and the new Building Maintainer and provides that the Foreman will generally work early hours (5:30am to 2pm) and the new Building Maintainer position may be assigned hours late in the day (1pm to 9:30pm) to accommodate the Town's needs at the new building.

Action: The Council is asked to consider waiving second reading of this matter and approve the new Job Description and the Memorandum of Agreement to allow the function to be restructured in advance of the new hire.

**9b Proposed Job Description for Project Specialist** - The Council is asked to review the proposed job description for a Program Specialist in the Park and Recreation Department. The part time position, which will be funded through program fees in the Department's Special Revenue Fund, will be responsible for the development, implementation and oversight of new programs under the guidance and direction of the Director and the full time Program Coordinator. The anticipated programming will generally occur during evening and weekend hours and will provide increased flexibility to the Department to offer expanded programming.

Action: The Council is asked to consider waiving second reading of this matter and approve the description to facilitate immediate efforts to fill the position in order to implement programming during the winter months.

**11 Appointments** – The Council, as part of its organization activities, will be asked to select various Council Liaisons to several Boards and Commissions as noted below.

- 1) **Board of Finance** – Meets monthly on the 3rd Monday, 7pm Town Hall
- 2) **Board of Education** – Meets monthly on the 2nd & 4th Monday, 6:30pm, High School
- 3) **Economic Development Commission** - Meets monthly on the 3rd Tuesday, 6:30pm, Town Hall
- 4) **Conservation/Lake Commission** – Meets monthly on the 2nd Thursday, 7pm, Town Hall
- 5) **Fire Commission** – Meets monthly on the 2nd Monday, 7pm, Co. #1 Fire House
- 6) **Brownfields Redevelopment Agency** – Meets monthly on the 4th Monday, 7:00pm, Town Hall
- 7) **Parks & Recreation Advisory Board** – Meets monthly on the 1st Tuesday, 4:30pm, Park & Rec Office

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

# Facilities Foreman

The Facilities Foreman shall maintain the Town's building in a state of operating condition so that they do not present any problems or interruptions in services. The Foreman directly plans, assigns, coordinates and participates in activities of work crews engaged in Town facility maintenance, construction and repair projects on daily basis, as well as participates in public works maintenance as directed, does related work as required by Public Works Director.

### **General statement of duties:**

This is responsible supervisory work which involves assisting the Director of Public Works in the planning and coordinating of work activities of work crews engaged in facility maintenance, construction and repair projects and public work maintenance. General supervision is received; however, the incumbent exercises some independence of action in planning work assignments and work methods, ensuring that work is accomplished in conformance to required standards.

### **Essential duties and responsibilities:** (illustrative only)

- Instructs Building Maintenance Worker(s) verbally or in writing in building and grounds, custodial and routine preventive maintenance activities.
- Inspects for acceptable quality and conformance to required standards and oversees work in progress and upon completion, as directed by the Public Works Director.
- Performs ongoing preventive maintenance and minor repair on plumbing, painting, custodial equipment, ventilation, building structure and hardware.
- Performs normal operator adjustments and services to facility operational equipment such as, but not limited to, compressors, boilers, unit ventilators and fans and maintains records on operational and maintenance activities.
- Performs minor electrical maintenance and repairs.
- Ensures that proper safety precautions are observed and maintains building and grounds security.
- Requisitions and inspects materials, equipment and supplies
- Keeps time, material and work records and prepares periodic reports as required by the Director of Public Works
- Confers with other supervisory and skilled employees on technical problems.
- Oversees emergency and repair projects
- Maintains inventory of custodial/maintenance supplies and equipment.
- Cleans and preserves designated spaces, equipment, etc., in the buildings.
- Assists departments, boards or commissions, public, etc., utilizing the facilities with directions within the buildings or in obtaining and setting up needed equipment and/or material.
- Performs outside maintenance with mowing, shoveling/plowing snow and maintaining grounds and equipment.
- Performs duties of Building Maintenance Worker and Public Works Maintainer I, II, III or Foreman as required to complete assigned projects.
- Performs other assignments that are similar.

**Reports to:**

Director of Public Works or their designee.

**Supervisory responsibilities:**

Oversees Building Maintenance Worker(s) and in absence of the Public Works Foreman, may oversee Maintainers.

**Required knowledge's, skill and abilities:**

Thorough knowledge of the methods, materials, equipment and techniques used in maintenance and construction activities incidental to the specialized areas to which assigned; mathematical skills, (ability to add, subtract, multiply and divide in all units of measure) and reasoning skills required; ability to schedule work for work forces and plan the effective use of time and equipment; ability to inspect work in various stages of progress; ability to keep accurate records; ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals; ability to write routine reports and correspondence; ability to speak effectively; ability to establish and maintain effective working relationships with contractors, Town Officials, subordinates and the general public, and good physical condition.

**Acceptable experience and training:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills and abilities required. Considerable responsible experience in facility maintenance, construction and repair and public works activities, including some supervisory experience and completion of a standard high school or vocational school course; or any equivalent combination of experience and training which provides the required knowledge's, skills and abilities. Minimum three years appropriate experience.

**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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle or feel objects, tools or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 40 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 90 pounds such as salt and bulk furniture. The employee will sometimes push/pull items such as tables, scrubbing machines and other equipment. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works indoors and outdoors. The employee will work near or with moving mechanical equipment. The employee may work with toxic or caustic chemicals such as petroleum products, degreasers and sprays while performing the duties of this job. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

**General Guidelines:**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This is a non-exempt position.

DRAFT

## MEMORANDUM OF AGREEMENT

This Agreement is made by and between the Town of East Hampton (hereinafter the "Town") and Local R1-216 of the National Association of Municipal Employees (hereinafter the "Union").

1. The Town and the Union are signatories to a collective bargaining agreement dated July 1, 2018 through June 30, 2021.
2. The Town desires to create a "Facilities Foreman" position.
3. The position will be a Union position covered by the aforementioned collective bargaining agreement.
4. The starting wage rate for the Facilities Foreman position will be equal to the starting wage rate for the Public Works Foreman position, as set forth in Appendix A of the July 1, 2018 through June 30, 2021 collective bargaining agreement.
5. Prospective wage increases set forth in Appendix A of the July 1, 2018 through June 30, 2021 collective bargaining agreement for the Public Works Foreman position shall be applicable to the Facilities Foreman position.
6. Additionally, the benefits set forth in the July 1, 2018 through June 30, 2021 collective bargaining agreement shall be applicable to the Facilities Foreman position in accordance with the terms of the collective bargaining agreement.
7. The hours of work for the Facilities Foreman position shall normally be 5:30 a.m. to 2:00 p.m. (Monday through Friday) with an unpaid one-half (½) hour lunch. The Town may, however, adjust the start and end time for the position based on the needs of the Town. Under such circumstances, the Town will provide the Union and impacted employee with fourteen (14) calendar days' advance written notice of the change.
8. Due to the Town's current cleaning service discontinuing services effective at the close of business on December 31, 2019, the Town will seek applicants for the vacant Building Maintainer position.
9. The Building Maintainer position is a Union position covered by the collective bargaining agreement between the parties.
10. The hours of work for the Building Maintainer position shall normally be, based on the needs of the Town, either 5:30 a.m. to 2:00 p.m. (Monday through Friday) with an unpaid one-half (½) hour lunch or 1:00 p.m. to 9:30 p.m. (Monday through Friday) with an unpaid one-half (½) hour lunch.

11. The Town will advise the successful applicant for the Building Maintainer position of the specific starting work hours for the position. Prior to changing the work hours for the position, the Town will provide the Union and impacted employee with fourteen (14) calendar days' advance written notice of the change.
12. The Town agrees to post the Facilities Foreman and Building Maintainer positions in accordance with Article XVIII of the collective bargaining agreement.
13. In filling both positions, the Town may consider internal and external candidates simultaneously, however, as set forth in Article XVIII, Section 2, "where the qualifications of two or more applicants are equal, the internal applicant with the greatest seniority will be given preference." Consequently, if an internal and an external candidate's qualification are equal, the internal candidate will be given preference for the applicable position.
14. The parties agree that this Memorandum of Agreement shall be affixed to the current collective bargaining agreement and the Facilities Foreman position will be incorporated in the successor collective bargaining agreement between the parties.

\_\_\_\_\_  
David E. Cox  
Town Manager  
Town of East Hampton

\_\_\_\_\_  
Ed Kosinski  
Local R1-216 of the National  
Association of Municipal Employees

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_



East Hampton Parks and Recreation Department  
20 East High Street, East Hampton CT 06424  
Phone: 860-267-7300  
Email: [jhall@easthamptonct.gov](mailto:jhall@easthamptonct.gov)

**Job Description**  
**Program Specialist**

**Position Purpose:**

The Purpose of this position is to develop, promote, initiate, supervise and otherwise conduct a wide variety of age appropriate passive, active and developmental recreation programs and other programs offered by or under the direction of the East Hampton Parks and Recreation Department. A program specialist is responsible for maintaining and improving the efficiency and effectiveness of all areas under his/her direction and control.

**Supervision:**

*Supervision Scope:* Performs responsible duties requiring a high level of initiative and judgment in developing, planning, supervising and implementing the department's programs, activities and services, and supervising program volunteers; formulates, recommends and implements decisions regarding policies, procedures and operations.

*Supervision Received:* Works under the general direction of the Parks and Recreation Director and according to professionally accepted and department policies, procedures and practices. The position is subject to review and evaluation according to the Town's personnel policies and procedures.

*Supervision Given:* A Program Specialist is responsible for the supervision of all programs and volunteers within his/her assigned areas of responsibility.

**Job Environment:**

Work is performed indoors and outside under all prevailing weather conditions and according to assigned work schedules including week days, weekends and holidays. The work involves supervising and being physically able to participate in a broad range of passive and active recreation programs. It involves the operation of manually controlled, electronic, motorized



and/or other powered equipment incidental to recreation programming requiring physical dexterity and communication skills. The nature of the work performed, or the work environment may be hazardous requiring a working knowledge of relevant job safety practices, the use of safety equipment and enforcing compliance with industry standard safety procedures and precautions.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Develops, plans, promotes, administers, enlists participation in and supervises community active and passive recreation programs including relevant program operational policies and procedures; assists in the development of program marketing materials.
- Assists in retaining and training seasonal and other recreation department employees and contractors; establishes employee/contractor program and other job-related objectives and expectations; provides effective and otherwise appropriate employee/contractor and program supervision; evaluations employee and program performance and effectiveness in relation to program objectives.
- Provides for a safe conduct of Town of East Hampton active and passive recreation programs; provides for the adequate protection and appropriate use of property, materials, equipment and supplies used in recreation programs.
- Plans for and timely purchases program materials and supplies according to the Town's purchasing policies and procedures.
- Assists the Program Coordinator and Director in appropriately managing the Department's financial resources, both revenues and expenditures, to achieve financial objectives.
- Promotes positive public relations with the public and with public, private, voluntary and commercial agencies sponsoring and/or co-sponsoring activities and programs with the Department.
- Prepares, presents and discusses periodic reports to the Program Coordinator and Director and otherwise as directed.

**Other Functions:**

- Publicizes programs and activities utilizing appropriate methods and media.
- Performs similar or related work as required or as the situation dictates.

**Physical and Mental Effort:**

While performing the functions of this job, the employee is required to sit, stand, stoop, walk and run for varied durations; is frequently required to talk and listen; uses hands to finger, handle or feel objects, tools, or controls; reaches with hands and arms; kneels and bends to work on projects or with equipment and tools; specific vision abilities required include close, color and distance vision, peripheral and depth perception and the ability to adjust focus; ability to operate motor vehicles, tools and office and recreation equipment efficiently in a skilled manner; ability to lift up to 50 lbs. and over 50 lbs. with assistance; must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using commonly understood American English.

**Minimum Required Qualifications:**

**Education Training and Experience:**

Four years' experience in recreation, athletics or a closely related field. College training in recreation management or similar major may be substituted for general experience on the basis of fifteen semester hours equaling one half year of experience to a maximum of four years for a bachelor's degree. Must have some experience conducting and supervising recreation programs or work of a like or similar nature; prior public recreation experience is preferred; a working knowledge of recreation program software is preferred; or any equivalent combination of education and experience. Within First (6) Months of employment required to get first aid, CPR, blood borne pathogens training.

**Special Requirements:**

A person in this position must have and maintain a current valid motor vehicle operator's license; A person in this position must be able to pass a background check and maintain a history free of any criminal convictions; is required to take and successfully complete additional training in recreation programs, tools and equipment, and safety policies and procedures; must be able to work evenings, weekends and some holidays as assigned.

**Knowledge, Ability and Skill:**

*Knowledge:* A strong working knowledge of the theories, principals and practices of current recreation program planning, administration, supervision, promotion and control; a working knowledge of the principles and practices of business and public administration as this knowledge relates to active and passive recreation; knowledge of current first-aid skills, CPR, medical administration, and blood borne pathogens.

*Ability:* An ability to communicate orally and in writing clearly and concisely; ability to develop, administer, coordinate, supervise and analyze the effectiveness and appropriateness of recreation programs, participants, officials and other facilitators; an ability to evaluate the

appropriate use and acquisition of materials, tools, equipment and facilities relative to the conduct of related recreation programs; an ability to develop and maintain effective and appropriate working relationships with the public, employees, contractors, suppliers and program participants; an ability to effectively and appropriately evaluate and make operational judgements regarding recreation programs, facilities, materials, equipment, supplies and the involvement of participants, parents, other public officials or employees and spectators; must develop and maintain an ability to work effectively with the Recreation Department's computer applications and business procedures.

*Skill:* Has highly developed skills in the development, initiation, promotion, supervision and conduct of a wide variety of age appropriate active, passive and developmental recreation programs; is proficient in the use of standard office equipment and in the use of Microsoft Office automation applications and in particular Word and Excel.

(This job description does not constitute an employment agreement between the employer and the employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs and requirements of the job change.)



AGENDA  
ITEM # 12

Office of the COLLECTOR OF REVENUE  
**KRISTY MERRIFIELD, CCMC**  
kmerrifield@easthamptonct.gov

December 10, 2019

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 two (2) refunds totaling \$57.81.

Respectfully Submitted,

Kristy L. Merrifield, CCMC  
Collector of Revenue

002

44.63

13.18

57.81

**BOARD AND COMMISSION SUMMARY  
NOVEMBER 2019**

**Arts & Culture Commission**

The Arts & Culture Commission met on November 21<sup>st</sup> at the Joseph N. Goff House. The 2020 meeting dates were approved. Plaques were delivered for the artwork at the Center School and Senior Center. The members discussed their membership and two vacancies. A notice went out to the Superintendent of Schools to have students notified of a grant available for Capstone projects.

**Board of Finance**

A Special Organizational Meeting as well as the Regular Meeting of the Board of Finance was held on November 18, 2019 at 6:30 and 7:00 pm respectively in the EHMS Library.

**Special Organizational Meeting**

Following the election where three (3) new members (Matthew Bennington- elected, Wes Jenks – elected and Bob Hein – appointed) and one (1) returning member (Eric Peterson) joined sitting members (Richard Brown, Alannah Coshow and Ted Turner), Chair and Vice-Chair nominations and election took place along with other organizational discussion and agreement:

Chairman – Matthew Bennington

Vice Chairman – Wes Jenks

Capital Committee – Dr. Richard Brown & Ted Turner

2020 Meeting Dates/Times – 3<sup>rd</sup> Monday of each Month at 7:00pm (unless otherwise noted)

**Regular Meeting**

Board members unanimously approved motions to recommend the following additional appropriations: FY2020 Additional Appropriation for Library Ceiling Tile Replacement, FY2019 Additional Appropriation for BOE STARS Program and FY2019 End of Year Budget Transfers.

**Brownfields Redevelopment Agency**

No meeting

**Clean Energy Task Force**

No meeting

**Commission on Aging**

The Commission on Aging met on November 14<sup>th</sup>. An update on Senior Center activities was provided. Holiday activities are underway between Thanksgiving and Christmas. The How Not To Fall and Home Health seminars had a good turnout. The Advocacy Group sponsored a successful Candidate Forum prior to the election. The Commission approved their 2020 meeting dates. The Chair spoke with Council Vice Chair Dean Markham about being involved in future interviews for Commission members.

### **Conservation-Lake Commission**

The Conservation Lake Commission met on November 7<sup>th</sup> for a special meeting. The members discussed the feasibility of installing an aeration system in the lake. Dr. George Knocklein discussed the science aspect behind the problems within the lake. Other aspects of the lake were discussed, like the external loading from the watershed and the development happening in East Hampton. Nothing was decided, but the members seemed optimistic about further investigating every opportunity in aeration systems for the lake.

The Conservation Lake Commission met on November 14<sup>th</sup>. The members discussed the items under watershed projects/ federal funding update, old business, and approved of the 2020 meeting dates. There was open discussion between the seated public and the commission members. There was a vote to pursue and investigate an aeration system for the lake with the town and town manager.

### **Design Review Board**

No meeting

### **Economic Development Commission**

The East Hampton Economic Development Commission met on November 19<sup>th</sup>. The members discussed the items under the old business section, while mainly focusing on trying to finish the town guide. The new business banner will be moved to the new location and two businesses were nominated for spotlight on business for December and January. The members approved of the 2020 meeting dates and the Town Manager gave the members a report on the town.

### **Ethics Commission**

No meeting

### **Fire Commission**

The Board of Fire Commissioners met on November 18<sup>th</sup>. The members were informed of an outstanding invoice for the Firehouse system and quickly approved to pay. The Fire Marshal and Fire Chief both gave their reports. The members then discussed the items under the unfinished business section of the agenda.

### **Inland Wetland Watercourses Agency**

Inland Wetland Watercourses Agency met on November 20<sup>th</sup>.

Continued Applications:

- A. IW-19-043, Town of East Hampton, 60 North Main St., construction of water quality bio-swale and parking lot modifications at Sears Park. Map 04A/Block 63B/Lot 20. Approved 4-0
- B. IW-19-046, Town of East Hampton – Culvert Replacement on Schoolhouse Lane. Approved 4-0

New Applications:

- A. IW-19-051, Town of East Hampton, South Wangonk Trail, removal of a portion of the drainage pipe and add a swale to improve the quality of the runoff entering the lake. Map 09A/Block 70C/Lot 12. Continued 4-0

- B. IW-19-052, Town of East Hampton, Skyline Dr., grading and constructing swales at Skyline Estates. Map 18/Block 44/Lot 78-OS1. Continued 4-0
- C. IW-19-053, Town of East Hampton, O'Neill La., Installation of new drainage system. Map 10A/Block 83/Lot 26-7. Continued 4-0
- D. IW-19-054, Town of East Hampton, Wangonk Trail, to improve the quality of the runoff entering the lake. Map 09A/Block 70C/Lot 48 Continued 4-0

New Business: Adoption of the 2020 Meeting Dates – Approved 4-0

Old Business:

- A. Cease and Desist – Sharon Allegra, 88 Young St. Work in the Upland Review Area and Wetlands Map 21/ Block 52/ Lot 22C
- B. 48 Pine Brook Rd. – Possible Work in Upland Review Area

### **Joint Facilities**

The meeting of the Colchester –East Hampton Joint Facilities Committee was held on Tuesday November 19<sup>th</sup> at 5:00pm. Mr. Clayton reported that the new Superintendent has been hired for the plant. The Committee approved the purchase of a used Mitsubishi fork lift to replace the 1981 fork lift. The replacement crane truck has been ordered and should arrive in February. The Committee continued the Capital Planning discussion with a focus on the Middletown Avenue pump station (MAPS) force main.

### **Library Advisory Board**

The Library Advisory Board met on November 4<sup>th</sup>. The Board was informed of the progress and likely start of the ceiling tile replacement project in late 2019 or early 2020. Members like the brightness of the new parking lot lights. The Board discussed requesting that the Town eliminate fines on overdue library materials. Progress is ongoing with strategic planning. The Board approved the 2020 meeting dates.

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

No meeting

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

The Parks & Recreation Advisory Board met on November 5<sup>th</sup>. Jessica Rurka motioned to approve Glastonbury Rowing's request to use Sears Park for rowing practices. Dan Roy seconded the motion and all approved. Jeremy Hall presented the new LID update for Sears Park improvements and Dan Roy motioned to approve the plan. Sheryl Dougherty seconded the motion and all approved. Shawn Mullen gave a report on past and future programs and outlined plans for Parks and Recreation basketball.

### **Planning & Zoning Commission**

The Planning & Zoning Commission met on November 6<sup>th</sup>.

Public Hearings:

- A. PZC-19-010: Roncalli Institute, Inc., 49 Oakum Dock, for a Zone Change from R-2 to Commercial. Map 02/Block 9A/Lot 2. PH closed. Application continued (7-0)
- B. PZC-19-011: Roncalli Institute, Inc., 49 Oakum Dock, for a Special Permit to construct an Assembly Hall in the Commercial Zone (Sec. 5.2.C). Map 02/Block 9A/Lot 2. PH closed. Application continued (7-0)

- C. PZC-19-018: American Equities, LLC., 35 West Point Road, for a Zone Change from R-1 to Commercial. Map 5A/Block 84/Lot 1. Approved with conditions (7-0)
- D. PZC-19-019: American Equities, LLC., 35 West Point Road, for a Site Plan Review for additional parking. Map 5A/Block 84/Lot 1. Approved with conditions (7-0)
- E. PZC-19-017: South Road Marlborough, LLC., 98 Middletown Ave., for a zone change from Industrial to R-4. Map 12/Block 48C/Lot 4. Denied (7-0)

New Business: Adoption of 2020 Meeting Dates – Approved (7-0)

### **Town Facility Building Committee**

The Town Facility Building Committee met on November 7<sup>th</sup>. An update was provided for the architect, the construction manager and the OPM. Four Newfield Prime Contract Potential Change Orders were approved, and one invoice was approved. The members approved the 2020 meeting dates.

The Town Facility Building Committee met on November 21<sup>st</sup>. The members received an update from the architect, the construction manager, and the operating project manager. The members approved of one change order and one invoice. There was a brief update from the public relations sub-committee.

### **Water Pollution Control Authority**

The Water Pollution Control Authority Committee held their regular meeting on Tuesday November 5<sup>th</sup> at 6:00pm. Mr. Clayton reported that letters were sent to all property owners abutting the Pine Trail Force Main regarding the restoration and that engineers will be on site in the next few weeks. The North Main Street generator startup is scheduled for December and bollards will be installed in lieu of a fence. Two carbon filters will be installed at Memorial School water pump station. Cost will be approx. \$18K. The sewers and roads are completed at Skyline Drive Phase II and III and Edgewater Hill “The Neighborhood” has started laying the sewer pipe in the roads. Capital Planning continues emphasizing on WPCA & Joint Facilities major capital items at the current year, the projected year, a 1-5yr. and a 5-10yr as well as the range of the projected cost to provide a justification to the rate payers.

### **Zoning Board of Appeals**

The Zoning Board of Appeals met on November 18<sup>th</sup>.

Public Hearings:

- A. Application ZBA-19-011, Keith LaBar, Jr. for Delia Sienna, 16 Hawthorne Rd., for a variance to reduce the side setback from 15’ to 8’ and reduce the front setback from 25’ to 8’ to construct a 12’ x 15’ carport over existing driveway. Map 10A/Block 81/Lot 6A. Approved with conditions 5-0
- B. Application ZBA-19-013, Paul Catalano, 49 Bay Rd., for a variance to reduce the side setback from 15’ to 12’ 11” to build a single-family home on existing footprint with a 24’ x 13’4” addition. Map 9A/Block 70/Lot 33. Approved 5-0

New Business: Adoption of 2020 Meeting Dates – Approved 5-0