


MEMORANDUM

TO: Town Council

FROM: David E. Cox, Town Manager 

DATE: February 6, 2020

SUBJECT: Agenda Information – 2/11/2020

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.

8 Continued Business

8a Renaming the Eastern Portion of Pine Brook Road – The Council is asked to continue its consideration regarding the renaming of the eastern portion of Pine Brook Road to East Pine Brook Road. As a reminder, the request came from the owner and developer of the three parcels using this portion of Pine Brook Road and is intended to address issues that have been encountered by delivery services and confusion in mapping applications in determining where properties on Pine Brook Road are located. Like others in the Town, Pine Brook Road exists in multiple, disconnected sections (see attached map). Currently, there are no occupied properties using this portion of the road that would be impacted by the road name change and the person who requested the change is the builder developing the two parcels at the eastern end and is the owner of the large parcel bisected by the road easement/reservation. According to Section 273-1 of the Town Code, the authority to name/rename streets in the Town is held by the Town Council. Based on Council's direction and in accordance with the Town Code, a notice was published in the newspaper indicating the Council would be considering the name change. Additionally, notice was directly mailed to property owners on the affected portion of the road.

Recommended Action: Approve the resolution renaming the eastern portion of Pine Brook Road to East Pine Brook Road.

8b Discussion of the property at 3 Walnut Avenue – In follow up to the Council's request, staff has developed a concept for parking on this Town-owned property. At the meeting, staff will be able to discuss how a parking lot project on this property might be coordinated with the planned dredging in the fire system pond on the property and any known environmental issues that may exist on the site. If the Council approves of the concept, staff will work to finalize the estimated costs and develop a plan for including the project in the Town's budget.

9 New Business

9a Discussion of possible future of 94 Main Street (BOE Building) – The Board of Education has indicated that it is not accepting the State’s offer to operate a Birth to Three program and, as such, the 94 Main Street building does not have a primary potential BOE use. The Council is asked to initiate a conversation about what the future for the Town-owned building should be. Among options may be re-use by other Town-related entities, reuse by others, outright sale or disposal through an RFP process. No decision needs to be made but because the property will be essentially vacated after the new Town Hall opens, it is appropriate to begin the conversation.

9b Receipt of Town Council Bylaws Subcommittee Recommendation – At the last Council meeting, the Council Chair appointed a subcommittee to review the Council bylaws and policies and provide a recommendation. The subcommittee has provided its recommendations for the Council’s review. No action is necessary at this meeting unless the Council wishes to discuss the current recommendations. In advance of the next meeting, a version of the bylaws and policies would be provided showing the proposed changes in context. Additional comments and suggestions may also be provided by the Town Manager.

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

RESOLUTION

East Hampton Town Council

A Resolution Renaming a Portion of
Pine Brook Road to East Pine Brook Road

Draft – February 6, 2020

WHEREAS, pursuant to section 273-1 of the Code of the Town of East Hampton, the Town Council shall have the authority to name streets in the Town of East Hampton, and

WHEREAS, Pine Brook Road currently exists in multiple disconnected sections with one portion accessible from the west and another portion accessible from the east from what is currently referred to as Old Young Street, and

WHEREAS, a request was received from a property owner fronting on the easterly portion of Pine Brook Road to rename said portion to East Pine Brook Road, and

WHEREAS, the Town Council preliminarily considered the name change at meetings held on January 14 and January 28, 2020 and indicated it wished to give final consideration to a potential name change at its meeting on February 11, 2020, and

WHEREAS, in accordance with the aforementioned section 273-1, a notice was published in a newspaper having substantial circulation in the Town of East Hampton indicating the Council's intent to consider the matter at the February 11, 2020 meeting.

NOW, THEREFORE, BE IT RESOLVED by the Town of East Hampton Town Council that the portion of Pine Brook Road between the westerly edge of the parcel identified as Map 14, Block 31A, Lot 9 and the west edge of the Old Young Street Right of Way as depicted in the attached Exhibit A is hereby renamed East Pine Brook Road.

BE IT FURTHER RESOLVED, that the Town Manager take appropriate steps to record this change in the records of the Town Clerk, to notify owners of property abutting the renamed road, to notify public safety officials serving the Town of East Hampton and undertake efforts to notify third party mapping services of the change.

Approved this 11th day of February, 2020.

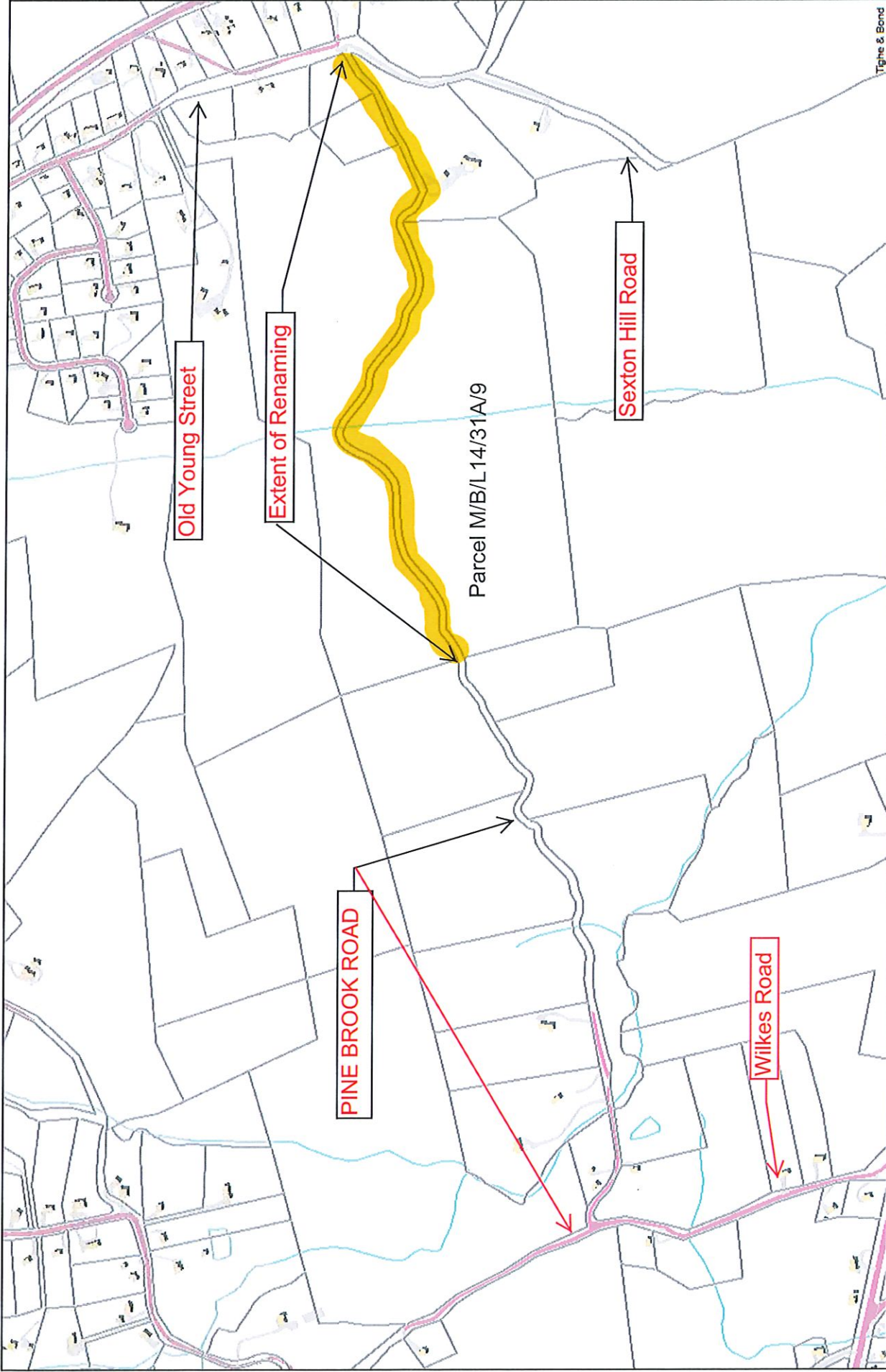
TOWN COUNCIL

ATTEST

James Brown, Chairperson

Kelly Bilodeau, Town Clerk

EXHIBIT A



Pine Brook Road

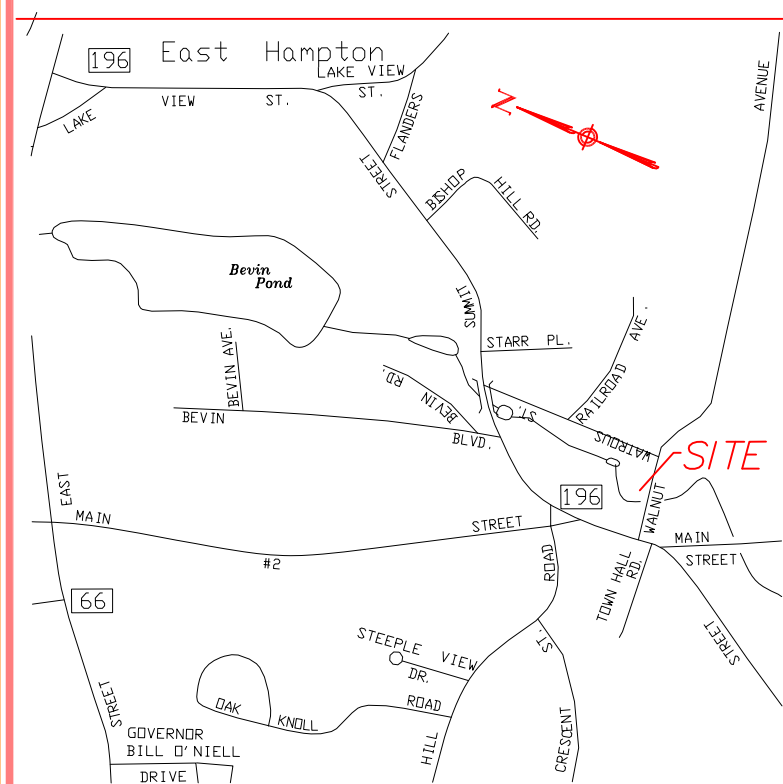
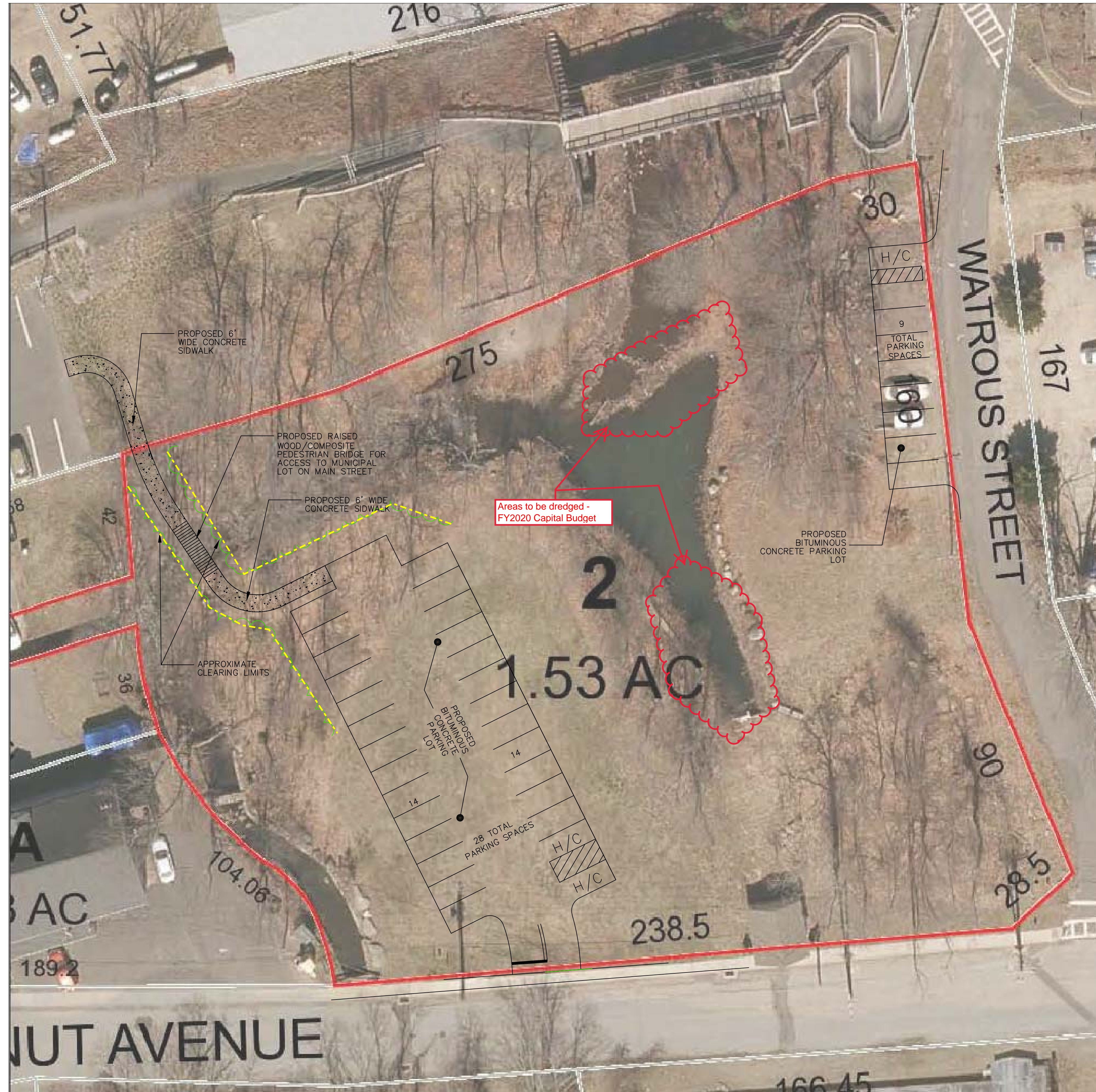
1/13/2020 12:53:45 PM

Scale: 1"=750'

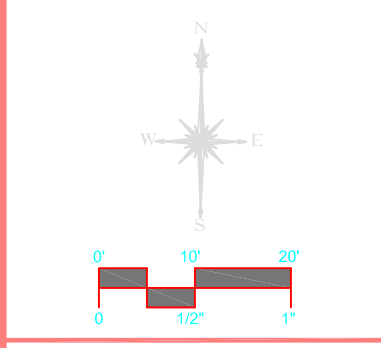
Scale is approximate



The information depicted on this map is for planning purposes only. It is not adequate for legal boundary definition, regulatory interpretation, or parcel-level analyses.



LOCATION MAP 1"=1000'



DEPARTMENT OF PUBLIC WORKS
1 PUBLIC WORKS DRIVE
EAST HAMPTON CONNECTICUT

DESCRIPTION	DATE	BY

CONCEPT PLAN
PUBLIC PARKING LOT
3 WALNUT STREET
EAST HAMPTON
CONNECTICUT

M.W. DESIGNED	M.W. DRAWN	M.W. CHECKED

SCALE 1"=20'
DATE JAN, 29 2020

1 OF 1

CP-1
SHEET NAME



EAST HAMPTON
PUBLIC SCHOOLS

PAUL K. SMITH
Superintendent of Schools

MARY E. CLARK
Director of Curriculum and Instruction

94 MAIN STREET
EAST HAMPTON, CONNECTICUT 06424
860-365-4000

RODNEY L. MOSIER II
Director of Special Education
and Pupil Personnel Services

KAREN HITCHCOCK ASETTA
School Business Manager

February 5, 2020

Mr. David Cox, Town Manager
Town of East Hampton
20 East High Street
East Hampton, CT 06424

David,

This letter is to inform you that the Board of Education has regrettably turned down the offer from the State of Connecticut to host a Birth-to-Three program involving 8 towns in the immediate vicinity. Without support from the Town Council, it was felt that the program was too risky. Programs like this generally operate with a surplus, but as the award came without initial funding from the state there were financial concerns, specifically paying rent for a space in which this program could operate.

As a result, the Board of Education will turn over 94 Main Street to the Town effective June 30, 2020. Offices currently housed at 94 Main Street will either be part of the new Town Hall or relocated to other schools in the district. The Board of Education will rent space for storage of equipment that is currently located in the garage on the property. It will also be necessary for the Parks and Recreation Department to locate an alternate storage site for the items they own in that storage facility.

If the Town wishes to keep this historic building, which served as the original Center School (1866), the Board of Education would agree to continue to populate it for office space, storage, and training area for our Technology Department and other users. The Town would also have access to office space and the garage could continue to be used for storage for both the schools and the Park and Recreation Department. However, we have not included any funding in the budget to support the costs to run and maintain the building as we will be shifting those costs as of July 1 to support the Town Hall.

Anticipating that the Town will sell the building, I have directed all offices to be vacated, including those not moving to the Town Hall, by the anticipated move date of April 10, 2020. I anticipate that on or around May 1 all items will be out of the main building and by June 30 all storage items will be out of the garage.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Paul K. Smith
Paul K. Smith

cc: Christopher Goff, Chair, Board of Education

Review of Town of East Hampton Town Council By-Laws
Subcommittee – February 4, 2020

Section 1.2 iii

Since the Town Manager is now getting agenda and informational materials to Councilors a day sooner on Thursday preceding the stated meeting date from what has been Friday, does this mean information should be now 6 days rather than 5?

Section 5

In communication with Attorney, would suggest changing Town Council Chair or Town Manager to “Town Council Chair and Town Manager”

Delete 3rd paragraph concerning cost of legal fees. This might be more appropriate in Council Budget Policy Statement.

2nd Reading Policy

Under the Section - Policy

The intent to assure Councilors adequate time to Review New Business has become cumbersome in the orderly flow of business, and, considering that agenda and information is now being provided 6 days rather than 5 days prior to the meeting, Town Council members have ample opportunity to review new business and request other information if necessary.

Would suggest we eliminate automatic requirement for 2nd reading before action and in its place, afford a minority of Councilors (2) to request a second reading. It would then take a super majority of the Council (2/3 or 5 members) to override this request.

Last sentence of “Policy” the word “agendi” should be “agenda”

Under the Section – Procedure

#1 - Change 3 to 4 full days before business meeting

#3b - Delete and renumber 3c to 3b

Capital Improvement Plan, Special Revenue Funds Policy, Use of Surplus & Debt Policy

Recommend to have Board of Finance and Financial Director to review and update as appropriate and report to Town Council by June 15, 2020.

Special Revenue Funds

Update for TIF. Report to Council on viability to continue this fund



AGENDA
ITEM # 12

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

February 11, 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 three (3) refunds totaling \$1,479.50.

Respectfully Submitted,

Kristy L. Merrifield, CCMC
Collector of Revenue

	1,150.13	⊕
	42.88	⊕
	286.49	⊕
003	1,479.50	⊕

⊕ ⊕

**BOARD AND COMMISSION SUMMARY
JANUARY 2020****Arts & Culture Commission**

The Arts & Culture Commission met on January 16th. The members agreed to submit their 2020-2021 budget in the amount of \$2,500. No responses had been received for the Capstone or EHACC grants to date. Members discussed ideas for new grants and projects. The Town Council is in the process of amending the commission's ordinance to adjust the number of members from nine to seven with two alternates.

Board of Finance

The regular meeting of the Board of Finance was held on Tuesday January 21st at the EHMS Library at 7:00pm. While no motions were made or voted on topics discussed included:

- Public remarks made by multiple individuals asking for the Board's support for renovations to the EHHS baseball field when presented.
- 2021 Budget Calendar which is still being finalized
- Fund Balance Policy which may be revised at a future meeting

Brownfields Redevelopment Agency

The Brownfields Redevelopment Agency met on January 27th. The members elected Brian Corvo as the new Chairperson since Ms. Kerrigan resigned from the board. The members discussed the progress of the remediation and the need for further excavation on site at 13 Watrous since not enough of the contaminated soil was removed. The 1 Watrous project will receive a Phase 1 and the commission is applying for a grant from the State to cover the Phase 2.

Clean Energy Task Force

No meeting

Commission on Aging

The Commission on Aging met on January 9th. Ms. Ewing provided an overview of services and events at the Senior Center. The Advocacy Group invited the Town Manager to their next meeting. The Thriving in Place seminars are continuing in February. Dr. Rosenberg reviewed the survey study that the Commission completed in 2017.

Conservation-Lake Commission

The Conservation-Lake Commission met on January 9th. The members received an update about the watershed project and Federal funding. The members discussed the progress of the town projects. There was discussion of how to prevent runoff and pollutants entering the lake. The members reviewed the RFP for the proposed aeration project. There were some suggestions of what should be changed in the document. The lake level was discussed and the use of social media to spread information and knowledge of how to be lake smart was discussed.

Design Review Board

No meeting

Economic Development Commission

The Economic Development Commission met on January 21st. Two new members were welcomed onto the commission. The members discussed the progress of the town guide and which retail businesses to include in the pamphlet. The members decided to print the pamphlet after the new Town Hall is open and operational. The members decided where the banner will go to next and nominated the Bevin Brothers Manufacturing Company as the Belltown business of the month for February. A suggestion to use Facebook ads to promote local businesses and the EDC was discussed. More information and ideas will be presented at the next meeting. The members received an update for the Town Manager's Report. Issues with parking in the Village Center was addressed and discussed at the Town Council meeting. The 3 Watrous property remodeled into parking spots for the Village Center could be a solution to the parking issues.

Ethics Commission

No meeting

Fire Commission

The Fire Commission met on January 13th. The members discussed buying 12 SCBA bottles for the department. Under unfinished business the members discussed the dry hydrant problems. The hydrants by the lake need to wait for spring to be fixed. The one by Chestnut Hill will be fixed as soon as possible. The members also discussed figuring out who oversees the hydrants located on private properties. The members received an update on the new engine 212 project, the OSHA complaint follow up, and the chief's vehicle. The members also discussed the LED lighting changes for all three companies and the changes that should be made to the capital and operating budgets. The members briefly discussed the awards program for 2019 and any building issues or concerns that were brought up.

Inland Wetland Watercourses Agency

The Inland Wetland Watercourses Agency met on January 29th.

New Applications:

- IW-20-001: Margaret Wilcox, 25 Spellman's Point Road. Demolition of Existing Home and Construction of New Home in Upland Review Area – Map 9A/ Block 70A/ Lot 21. Continued to the next regularly scheduled meeting on February 26, 2020 (7-0)
- IW-20-002: Middlesex Habitat for Humanity of CT, 240 Lake Drive. Construction of New Single-Family Home in Upland Review Area, Map 9A/ Block 75/ Lot 3B. Continued to the next regularly scheduled meeting on February 26, 2020 (7-0)
- IW-20-003: Stanislaw Oleksenko, 11 Cone Road. Four Lot Subdivision, Map 06/ Block 37/ Lot 6A. Public hearing set for the next regularly scheduled meeting on February 26, 2020 (7-0)

Joint Facilities

The Colchester – East Hampton Joint Facilities Board met on January 21st. The Committee reviewed and discussed the recommended operating and revenue budget for 20/21 fiscal

year. Any changes or correction will be made at the February 18th meeting. A motion was made on the research and replacement of the Grit Classifier at approx. \$80k. Vote was unanimous. The new day tank was installed at MAPS. A new operator was hired and will start the end of January.

Library Advisory Board

The Library Advisory Board met on January 6th. The members reviewed potential 2020/2021 operating and capital budget requests. The members approved a community survey. The ceiling tile replacement project should begin in late January.

Middle Haddam Historic District Commission

No meeting

Parks & Recreation Advisory Board

No meeting

Planning & Zoning Commission

The Planning & Zoning Commission met on January 8th.

New Business:

- Application PZC-19-020: Dean Brown, 26 Barton Hill Rd., for a Special Permit to host events at a B&B. Map 02A/Block 47/Lot 40. Public hearing scheduled for March 4, 2020 - (8-0)
- 8-24 Review- Sale of Town owned property, 20 East High St., current Town Hall. Map 05A/Block 62/Lot 5A.

Old Business:

- 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. Applicant requested an extension to the February 5, 2020 meeting which was accepted (8-0)

Town Facility Building Committee

The Town Facility Building Committee met on January 9th. The architects are reviewing the detention control hardware and the outside stairway. The Construction Manager reported that they are working on the 2nd floor punch list and will then start on the 1st floor punch list. The members reviewed the moving company proposals. This will be voted on at the next meeting. The members approved three potential change orders, tabled one potential change order and approved three invoices.

The Town Facility Building Committee met again on January 23rd. The members received updates from the architect, construction manager, and the OPM. The members discussed the finishing items around the building and the items left to be installed and finished. The members discussed and approved of twelve potential change orders from the project. The members approved of changing the invoice number from a previous Amenta Emma invoice. The members also approved one Amenta Emma invoice and tabled three other Amenta Emma invoices. They also discussed the moving company proposals and approved of Manchester Moving for the project move.

Water Pollution Control Authority

The Water Pollution Control Authority Board met on January 7th. Mr. Clayton reported that the Carbon Filters have been installed at Memorial School. The Committee continued discussion regarding a twice a year sewer billing option and the concern of the availability of funds to cover unforeseen repairs to operations. After researching a possible Homeowner credit, it was reported that the DEEP does not support sewer credits of any kind and it recognized that all users are required to pay at their set cost. Mr. Clayton reported per the Town Manager/Town Council that the TCWS water fund will pay for the repair damage to the water main on Main Street over Columbus Day weekend.

Zoning Board of Appeals

The Zoning Board of Appeals met on January 13th.

Public Hearing: Application ZBA-19-014, Ty Sweet, 7 Main St., for an appeal of ZEO Decision: Illegal third apartment unit with inhabitant. Map 05A/Block 62/Lot 12 – Appeal denied (4-0)