


MEMORANDUM

TO: Town Council

FROM: David E. Cox, Town Manager 

DATE: December 7, 2023

SUBJECT: Agenda Information – 12/12/2023

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.

9 New Business

9a Consideration of a Motion encouraging residents to participate in the Shared Clean Energy Facility Program – In follow up to the presentation from the Clean Energy Task Force, the Council is asked to consider a motion encouraging residents and businesses to sign up to be considered for participation in Eversource’s Shared Clean Energy Facility Program. The program, as the Task Force will describe, allows selected residential and small business customers to receive a credit on their electric bill for Eversource’s purchase of electricity from clean energy sources, principally, solar generation. While Town staff might help interested residents and small businesses find the information on Eversource’s website, the Town has no role in the program. The application and selection process is handled by Eversource. The Clean Energy Task Force could be asked to produce a media release and, perhaps, create information and links on the Town website.

Recommendation: Approve the motion to encourage participation.

9b Consideration of a Motion to urge the State to make a program like Virtual Net Metering available to residential electric customers – In follow up to the Clean Energy Task Force presentation, the Council is asked to consider a motion that would encourage the State Legislature and the electric utilities to make a Virtual Net Metering program available to residential customers. Currently, a program exists that allows State, municipal and agricultural customers to receive the benefit of a distributed generation facility such as a solar energy facility to reduce their cost of electricity. The primary difference in the “virtual” program is that the solar facility is not located on the property using the energy. Currently, the Town benefits from this program using a solar facility on Skinner Street that generates about 2 million kilowatts annually and offsets the energy costs for nine (9) Town related facilities including education, general government and wastewater locations. A similar off-site program does not currently exist for residential or other commercial users and changes in State law would be required to allow it. If this motion is approved, the Town would encourage the legislature to make the changes and require Eversource and other utilities to provide for the program.

Recommendation: Approve the motion to encourage the change.

9c Consideration of an amendment to the Town's pension plan – The Council is asked to approve an amendment to the Town's pension plan to implement two changes. The first is to amend the plan to implement the small change that was made in the way Police Officer pensions are calculated based on the most recently approved Collective Bargaining Agreement, which was approved in October. The second reinserts language that was erroneously omitted during the previous amendment. The annual financial impact to the plan related to the Police Officer amendment is estimated at less than \$30,000 and was considered as part of the negotiations around the contract renewal. The second correction does not have a financial impact.

Recommendation: Approve the proposed amendments.

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

**Town of East Hampton
Town Council Regular Meeting
Tuesday, November 28, 2023
Town Hall Council Chambers and Zoom**

MINUTES

Present: Chairman Dean Markham, Vice Chairperson Karen Wanat, Council Members Deborah Cunningham, Brandon Goff, Richard Knotek, Jack Solomon, and Jordan Werme and Town Manager David Cox.

Call to Order & Pledge of Allegiance

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

Adoption of Agenda

A motion was made by Mr. Solomon, seconded by Mr. Werme, to adopt the agenda as submitted. Voted (7-0).

Approval of Minutes

Organizational Meeting of November 8, 2023

A motion was made by Mr. Solomon, seconded by Mr. Werme, to approve the minutes of the Town Council Organizational Meeting of November 8, 2023 as submitted. Voted (7-0).

Regular Meeting of November 14, 2023

A motion was made by Mr. Solomon, seconded by Mr. Werme, to approve the minutes of the Town Council Regular Meeting of November 14, 2023 Regular Meeting as submitted. Voted (7-0).

Public Remarks

None

Presentations

Presentation from the Conservation-Lake Commission

Chuck Yenker, the Chairman of the Conservation-Lake Commission, presented to the Council members about the Conservation-Lake Commission. Mr. Yenker gave an update on the activities and goings on of the commission. The commission members give recommendations and advice on project and development plans and site plans in the watershed and lake front properties. He explained the on-going problems with the lake, like the algae blooms within the lake. The phosphorous and nitrogen are the two main ‘problem makers’ in the lake. The Chairman also stated that the commission is always looking for natural and biological means of helping the lake rather than using chemicals. Recently, the members have started testing a new polypropylene plastic product that traps pollutants without taking the water. The members have been testing the material to see how much phosphorous is being trapped in the material from the water. The commission also oversees projects in the watershed and lakefront to help alleviate any infiltration into the lake. Fourteen projects have been completed by 2018 that have helped the watershed and lake front. The commission also deals with lake remediation, which cleans up what is already in the lake. The members have also developed a Lake Smart Program where property owners perform projects on

their land to become more lake friendly. A property owner could add a rain garden or buffer zone on their land to get evaluated and awarded from the program. There have been fourteen properties that have been evaluated and awarded so far. The members have also drafted criteria to include housing associations in the Lake Smart Program.

Bids & Contacts

None

Resolutions/ Ordinances/ Policies/ Proclamations

None

Continued Business

Sub-Committee Reports & Updates

The Ambulance Association is waiting to get results from running their monthly and year-to-date reports. They are planning an open house event on December 6th. The Association is trying to set up a Tri-Board meeting with the Ambulance Association, Town Council, and Board of Finance to discuss future procedures and payment for the volunteers.

Discussion and Possible Action on the Budget Policy Statement

The statement was worked on and drafted by the sub-committee. Instead of zero-base budgeting, the new policy would use hybrid budgeting.

A motion was made by Mr. Solomon, seconded by Ms. Wanat, to approve the Budget Policy Statement as submitted. Voted (7-0).

New Business

Discussion and Possible Action on Revisions to the Job Description for the Police Lieutenant

A new job description was drafted for the Police Lieutenant position. The description was created using a variety of surrounding town's Lieutenant position descriptions. An added duty to the description would be the accreditation manager for the department.

A motion was made by Mr. Solomon, seconded by Mr. Knotek, to approve the job description for the Police Lieutenant as submitted. Voted (7-0).

Discussion and Possible Action on Filling the Vacancy on the Board of Finance

The members discussed filling the vacancy on the Board of Finance. Ms. Wanat, Mr. Werme, and Mr. Solomon expressed their trepidation in nominating James Radavich. Mr. Knotek, Mr. Goff, and Ms. Cunningham voiced their support of Mr. Radavich.

A motion was made by Ms. Cunningham, seconded by Mr. Goff, to nominate James Radavich to fill the vacancy on the Board of Finance. Voted (4-0-3). Ms. Wanat, Mr. Werme and Mr. Solomon abstained.

Discussion and Possible Action on 2024 Meeting Dates

A motion was made by Mr. Solomon, seconded by Ms. Wanat, to adopt the 2024 meeting dates as submitted. Voted (7-0).

Town Manager's Report

Mr. Cox provided his written report for the Council members which will be included with the minutes filed in the Town Clerk's Office. Mr. Cox also reported the second installment of tax bills will be mailed out this Friday. They will go out with the vehicle supplemental bill. The Jingle Bell Parade is December 8th and will start at the Library at 5pm. The parade will travel to the gazebo for the tree lighting at 6pm. The Police Department and Social Services departments will kick off the 'Fill a Cruiser' event on December 9th from 9am to 3pm.

Appointments

Moderator

A motion was made by Mr. Knotek, seconded by Mr. Solomon, to nominate Dave Shulman and Ted Hintz Jr. as moderators. Voted (7-0).

Tax Refunds

A motion was made by Mr. Goff, seconded by Mr. Werme, to approve tax refunds in the amount of \$7,500.99. Voted (7-0).

Public Remarks

None

Communications, Correspondence & Announcements

Correspondence was given to the Council members about the upcoming 250th anniversary for the United States of America on July 4, 2026. The members will review the handout and think of ideas for the celebration.

Adjournment

A motion was made by Mr. Solomon, seconded by Mr. Knotek, to adjourn the meeting at 7:28pm. Voted (7-0).

Respectfully Submitted,

Katrina Aligata
Recording Clerk

Proclamation

SCOTT CLAYTON

*WHEREAS, **Scott Clayton** began his career with the Town of East Hampton in July, 1987 as a Pump Station Operator with the Water Pollution Control Authority; and*

*WHEREAS, **Scott Clayton** continued to expand his skills and provided dedicated service and was promoted to Pump Station Maintainer I in 1988, Operations and Maintenance Supervisor in 1994, to Superintendent in 2005 and was named the New England Water Environment Association's "Operator of the Year" in 2005; and*

*WHEREAS, 32 years into his career, **Scott Clayton** was promoted to Public Utilities Administrator in 2019; and*

*WHEREAS, **Scott Clayton**, throughout his 36-year career with the Water Pollution Control Authority, has demonstrated an excellent work ethic, and has always strived to provide the best service and value to the residents of East Hampton.*

*NOW, THEREFORE, WE THE EAST HAMPTON TOWN COUNCIL, on behalf of the citizens of East Hampton, congratulate **Scott Clayton** on his retirement, thank him for his many years of services to the Town, and extend to him our best wishes for an enjoyable retirement with his family and friends.*

EAST HAMPTON TOWN COUNCIL

Dean Markham, Chairman

Karen Wanat, Vice Chairperson

Deborah Cunningham

Brandon Goff

Richard Knotek

Jack Solomon

Jordan Werme

Dated this 12TH day of December, 2023

[Residential](#) / ... / [Clean Energy Options](#) / Connecticut SCEF Program

Shared Clean Energy Facility (SCEF) Program in Connecticut

SCEF provides eligible electric customers with an opportunity to receive benefits from clean energy sources in Connecticut.

How It Works

We plan to add **180 MW of locally generated, renewable and low carbon energy** to the electric grid over six years.

Program benefits

As these projects become operational, we'll select eligible customers to enroll as subscribers to receive some benefits from a local project. Subscribers will get a **fixed monthly bill credit** equal to \$0.025 multiplied by their average monthly electric usage. This credit will last for 20 years.

Become a SCEF Subscriber

Subscriptions are limited to customers who meet income requirements or otherwise may not be able to install clean energy generation at their home or business. Most eligible customers will be automatically subscribed, but you may be able to apply. There is no cost or obligation to participate in the SCEF program.



How to Subscribe

View SCEF eligibility information for residential and non-residential electric customers.

[Get the guidelines and apply](#)

Questions?

If you have questions about the SCEF Program at Eversource, please email scef_enrollment@eversource.com or call 844-726-7573.

Current SCEF subscribers can find [documents and answers to key questions](#), or learn more about [background information and current status of the SCEF program](#).

Become a SCEF Project Developer

We issue annual requests for proposal (RFP) for competitive bids to purchase Renewable Energy Credits (RECs) and energy from eligible clean energy projects.

[View project guidelines and submit a bid](#)

Mobile Apps



Residential

- Account & Billing
- Outages & Storms
- Services
- Save Money & Energy
- Safety
- Supplier Options
- Upload Documents

Our Company

- About
- Service Territory
- Investors
- News
- Diversity, Equity & Inclusion
- Accessibility
- Careers

Doing Business With Us

- Affiliates
- Energy Suppliers
- Builders & Contractors
- DG, Interconnections & Net Metering
- Municipal & State Officials
- Property Management Gateway
- Procurement

[Residential](#) / ... / [Connecticut SCEF Program](#) / SCEF Status and Overview

Connecticut SCEF Program Status and Overview

As part of Public Act 18-50 signed into law by Gov. Lamont on May 24, 2018, the state of Connecticut directed Eversource and The United Illuminating Company (UI) to launch a program to promote, fund and expand the installation of new community renewable generation projects.

This SCEF program creates a market-driven bidding process for projects to compete to obtain a 20-year revenue stream from the sale of RECs and energy to the electric utilities.

SCEF projects will help broaden participation in clean energy in Connecticut by providing underserved customers with an opportunity to benefit from in-state clean energy projects. The Public Utilities Regulatory Authority (PURA) directed Eversource and UI to administer the SCEF program in [Docket No. 19-07-01](#) on December 18, 2019.

Mobile Apps



[Residential](#) / ... / [Connecticut SCEF Program](#) / How to Become a SCEF Subscriber

How to Become a SCEF Subscriber

We're accepting applications for SCEF, a **shared clean energy program** designed to provide eligible electric customers with an opportunity to receive benefits from locally generated, renewable and low carbon energy sources in Connecticut.

Who's Eligible?

Most eligible customers will automatically qualify for a subscription without needing to apply. We'll let you know if you're one of these customers and are selected to receive a SCEF subscription.

A small number of subscriptions will be available for voluntary enrollment. Only customers that meet income requirements or who otherwise may not be able to install a clean energy generation at their home or business are eligible to apply.

Residential Customers

To apply as a residential customer, you must be **income-eligible** or a **residential customer who cannot install solar** on their home.

Income-eligibility guidelines

1 Person Household	2 Person Household	3 Person Household	4 Person Household	5 Person Household	6 Person Household	
\$69,255	\$90,565	\$111,874	\$133,184	\$154,493	\$175,802	

See list of required [income verification documents](#).

Even if you don't meet income guidelines, you're eligible to apply as a **residential customer who cannot install solar** if you're:

- A renter or other customer that does not have control of their roof **OR**
- A customer whose home is not suitable for solar (e.g. your roof is too shaded or structurally unsuitable)

How to apply

If you believe you meet the eligibility guidelines, you can submit an application. You may be asked to submit documentation to verify your eligibility.

If you qualify, you'll be entered into a lottery. We'll notify applicants that are selected. Capacity is limited and only Eversource can enroll you in the program.

[I qualify and want to apply as a residential customer](#)

Non-Residential Customers

To apply as a non-residential customer you must be **one of the following customer types**:

Low-income service organization

A low-income service organization is a for-profit or nonprofit organization that provides service or assistance to low-income individuals.

Affordable housing facility

- Tier I: Multifamily properties that are on a list of properties identified by Connecticut's Housing Agencies as either participating in the Low-Income Housing Tax Credit Program ("LIHTC") or that contain a majority of households earning 80% or less of AMI as set by HUD.
- Tier II: Multifamily properties with 5 or more units that are identified by Eversource as properties where more than 66% of the residents have a household income at or below 60% of SMI based on participation in the EnergizeCT Multifamily Initiative.
- Tier III: Multifamily properties that apply for review by the Agencies, are determined to meet the eligibility requirements of an affordable multifamily dwelling by the Agencies, and are approved as an affordable housing facility by PURA.

Commercial customer

A commercial customer includes any commercial or industrial customer, including small business customers.

State customer

A state customer must belong to an office, department, board, council, commission, institution or constituent unit of the state system of higher education, technical high school or other agency in the executive, legislative or judicial branches of the state of Connecticut.

Municipal customer

A municipal customer must represent a municipality in the state of Connecticut.

How to apply

If you believe you meet the eligibility guidelines, you can submit an application. If you qualify, you'll be entered into a lottery. We'll notify applicants that are selected. Capacity is limited and only Eversource can enroll you in the program.

[I qualify and want to apply as a non-residential customer](#)

Mobile Apps



Finance Department

Memo

To: David Cox, Town Manager
From: Jeff Jylkka, Finance Director
Date: 12/06/2023
Re: Pension Plan Amendment No. 2023-2

As a result of the ratification of the Police union contract and an omission of certain language in plan amendment 2023-1, the attached plan amendment (2023-2) is being proposed for Town Council consideration.

Section I plan amendment changes the definition of "Average Annual Earnings" for police officers from any five consecutive calendar years during the ten consecutive calendar years immediately preceding the date the participant's employment terminates to the highest average annual earnings based on sixty (60) consecutive months during the last ten consecutive years immediately preceding the date the participant's date of retirement or other termination of employment.

Section II adds language that was omitted from amendment 2023-1. The added language is highlighted below.

If a Participant terminates employment with the Employer on or prior to his Normal Retirement Date but does not elect to commence benefit payments until after his Normal Retirement Date, that Participant's monthly normal retirement benefit will be the Actuarial Equivalent of the Participant's benefit at Normal Retirement Date.

The preceding amendment allows a participant who terminated employment on or prior to their normal retirement date but does not elect to commence benefit payments until after their normal retirement date to receive an increase in their annual pension payment. The employee will have a choice to receive their normal benefit over a longer period of time or wait and receive a larger benefit over a shorter period of time. This change will have no financial impact on the pension plan.

**AMENDMENT NO. 2023-2
TO THE
TOWN OF EAST HAMPTON RETIREMENT INCOME PLAN**

The Town of East Hampton Retirement Income Plan (the “Plan”) is hereby amended effective on the dates set forth below pursuant to Section 15.1 of the Plan as follows:

I.

Article I of the Plan is amended effective June 27, 2023, by deleting Section 1.8 thereof and substituting the following new Section 1.8 therefore:

1.8 “Average Annual Earnings” means:

- (a) if the Participant is a member of Local R1-216 National Association of Municipal Employees (NAGE) Town of East Hampton, Local R1-216 National Association of Municipal Employees Water Pollution Control Authority, Municipal Employees Union Independent, Local 506 (Town Supervisors) or is a non-bargaining unit employee eligible to participate in the Plan, and if the Participant retires from employment with the Employer on or after his Normal Retirement Date, or retires or otherwise terminates employment prior to his Normal Retirement Date, his highest average annual earnings received for the last sixty (60) months immediately preceding the date the Participant’s employment terminates;
- (b) If the Participant is a police officer, his highest average annual Earnings based on sixty (60) consecutive months during the last ten (10) consecutive years immediately preceding the Participant’s date of retirement or other termination of employment.
- (c) if the Participant is not in one of the groups set forth above and retires from employment with the Employer on or after his Normal Retirement Date, his highest average annual Earnings received for any five consecutive calendar years during the ten consecutive calendar years immediately preceding the date the Participant’s Employment terminates: or
- (d) if the Participant retires or otherwise terminates employment prior to his Normal Retirement Date, his average annual Earnings received for the last five consecutive calendar years immediately preceding the date his employment terminates.

If a Participant has been employed for fewer than five calendar years, his Average Annual Earnings shall be determined by multiplying a fraction, the numerator of which is his total Earnings during all full calendar months of employment and the denominator of which is his total number of full calendar months of employment as an Employee, by 12.

II.

Article V of the Plan is amended effective January 1, 2023, by adding the following paragraph at the end of Section 5.2 thereof:

If a Participant terminates employment with the Employer on or prior to his Normal Retirement Date but does not elect to commence benefit payments until after his Normal Retirement Date, that Participant's monthly normal retirement benefit will be the Actuarial Equivalent of the Participant's benefit at Normal Retirement Date.

III.

If there shall be any inconsistency between the provisions of this Amendment 2023-2 and the provisions of the Plan as amended; this Amendment 2023-2 shall control.

Executed this ____ day of _____, 2023.

TOWN OF EAST HAMPTON

By: _____
Its

APPENDIX B

Town of East Hampton Retirement Income Plan Plan Highlights Police

This is a summary of the major features of the Plan and reflects all amendments as of June 27, 2023:

Definitions:

Earnings:	Compensation reported was wages for federal income tax purposes (excluding private duty for bargaining unit employees hired on or after July 1, 2017), subject to IRS compensation limit.
Final Earnings:	Highest average earnings (excluding private duty for bargaining unit employees hired on or after July 1, 2017), based on sixty (60) consecutive months during the last ten (10) years before the specific date of retirement or termination of employment.
Service:	All years of employment with the Town from date of hire to date of retirement, termination or death. Measured in whole years and full months.
Credited Service:	All years of Service as a plan participant making contributions. Credited Services is measured in whole years and full months.
Normal Form of Annuity:	<u>Single</u> - Modified Cash Refund Equivalent of a life annuity with a guaranteed return of your contributions. <u>Married</u> - 50% Joint & Survivor.
Optional Forms of Annuity:	<u>Contingent Annuity Option</u> provides for reduced payments over your lifetime. Upon your death, 100%, 66 2/3% or 50% of your monthly benefit may be paid to your beneficiary. <u>10 Year Certain & Life Option</u> provides for reduced payments over your lifetime. If your death occurs within the first 10 years of your retirement date, payments in the same amount will continue to your beneficiary for the balance of the 10-year period only. Should your death occur after the 10 years following retirement, no further dates are due.
Normal Retirement Date:	For officers hired prior to July 1, 2017, the earlier of age 55 with 10 years of service or the completion of 20 years of service. For officers hired on or after July 1, 2017, the earlier of age 55 with 10

years of service or the completion of 25 years of service. Prior to 7/1/1991, the service requirement was 25 years.

Pension Benefits

Eligibility: Making periodic employee contributions to the plan.

Benefit Formula: 2.5% of average earnings multiplied by years of credited service.

Early Retirement Eligibility: Age 55 with 10 years of service.

Early Retirement Benefit: Benefit accrued to date of retirement or termination, reduced by 7.2% per year for the first 5 years early and 3.6% per year for the remaining years.

Vesting Schedule: Retirement benefits are 50% vested after 5 years, with 10% increase for each year thereafter to a maximum of 100% with 10 years. Benefits are 100% vested at Normal Retirement.

Termination with Vested Rights: Participants who are at least 50% vested and withdraw their employee contributions at termination retain a portion of their Employer provided benefit reduced to reflect the employee's contribution withdrawal.

Supplemental Benefits:

Pre-retirement Death Benefit Eligibility: Death while an active employee.

Benefit Formula: The present value of 50% of the retirement benefit accrued to date of death, payable as a lump sum or monthly annuity.

Disability Benefit Eligibility: Permanent and total disability of an active participant after the completion of ten years of service.

Benefit Formula: Retirement benefit accrued to date of disability. If disability is deemed job related, the benefit is minimized at 50% of current pay at the date of disability.

Employee Contributions Amount: 8.0% of earnings for each contract year of this Agreement.

Bargaining unit employees hired on or after July 1, 2017 shall contribute 10.0% of earnings for each contract year of this

Agreement.

Interest Credited: 5% per annum

Death Benefit: Single-Preretirement: Refund of employee contributions with interest to date of termination or death.

Married: Pre-retirement: 50% of Joint & Survivor coverage.

Post Retirement: Excess of participant contributions with interest over annuity payments received to date of death, unless another form of benefit becomes payable to the beneficiary based on the form of annuity elected at the time of retirement.

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



December 12, 2023

To: The East Hampton Town Council,

The documentation for the tax refunds listed below is available in the Office of the Collector of Revenue for your review. There are four (4) refunds totaling \$659.28.

Respectfully Submitted,

Kristy L. Merrifield, CCMC
Collector of Revenue

	0.	CL
	379.75	⊕
	51.13	⊕
	220.00	⊕
	8.40	⊕
004	659.28	TL

BOARD AND COMMISSION SUMMARY NOVEMBER 2023

Arts & Culture Commission

No meeting

Board of Finance

The Board of Finance met for their Organizational Meeting on November 15. They welcomed new members Anthony Spagnoletti and Kurt Comisky and welcomed back returning member, Ted Turner. Bridget McLennan and Alannah Coshow retained their positions as Chairperson and Vice-Chairperson respectively. Russell Bonaccorso tendered his resignation as he will be deployed in early 2024. This leaves an open (Republican) seat on the Board. The Board of Finance did not meet for their regularly scheduled meeting on November 20.

Brownfields Redevelopment Agency

No meeting

Clean Energy Task Force

The Clean Energy Task Force met on November 7. The members discussed the outcome of the fall 2023 energy fair, task force membership, goals for 2024, and an invitation to Kirt Mayland for the December meeting to discuss community solar options. The members deferred discussing the spring 2024 electric car show until next month's meeting. The members approved the 2024 meeting dates.

Commission on Aging

The Commission on Aging met on November 9. Ms. Ewing provided an overview of activities at the Senior Center. They are working on some issues with the new food service. There is still a high demand for transportation. Commission members discussed the East Hampton Community Cares program with possible solutions to increase the number of members and deed requests. Fundraising has been good.

Conservation-Lake Commission

The Conservation-Lake Commission met on November 9. The members reviewed and discussed two plan reviews. The members discussed the updates for the watershed projects, federal funding, budget, the Lake Smart Program, advisory panel, results of the Aquaflex testing, and the lake treatment plan for the 2024 season. The members approved the 2024 meeting dates. The members also discussed the phosphorous fertilizer ordinance, keeping a lake front property undeveloped, and a show about the invasive plants in Candlewood Lake.

Design Review Board

The Design Review Board met on November 20. The members reviewed and discussed the plan review for removing and replacing the existing siding on the library/senior center/community building. There are two options the members can choose from - pacific blue cedar style vinyl siding and slate grey clapboard style siding. Town staff asked some employees in the building and the pacific blue siding was the highly preferred option. The existing gutters will remain, but the trim for the gutters will be bronze. The members approved of the plan review with the pacific blue cedar style siding as their preferred option. The members approved the 2024 meeting dates. The members will need to nominate a chairman at the next monthly meeting.

Economic Development Commission

The Economic Development Commission met on November 21. The members received an update from the Town Manager. Brian Joy from The Pinshack and Ray and Heidi Serra from Serra & Associates attended the meeting to be awarded for New Business of the Month and Business Spotlight. The members nominated Wild Craft for New Business of the Month for February and Studio 201 as Business Spotlight for February. The members discussed an ad promotion for shopping at local businesses during the holiday season. Vice Chairman Jedziniak gave an update to the other members about the Middlesex County Chamber of Commerce Regional EDC meeting. The members approved the 2024 meeting dates.

Ethics Commission

No meeting

Fire Commission

No meeting

Inland Wetlands Watercourses Agency

The Inland Wetlands Watercourses Agency met on November 15.

Continued Applications:

- A. Application IW-23-019: John Brown, 209 East High St., Construct a single-family home within Upland Review Area. Map 32/ Block 71/ Lot 1/5. Mr. Wall made a motion to continue the application to the December 20, 2023 regular meeting. Vice-Chairman Kavalkovich seconded the motion. Vote: 4-0

New Applications:

- A. Application IW-23-022: Ryan Hulburt, 63 Spellman Point Rd, Pave driveway in Upland Review Area. Map 09A/ Block 70A/ Lot 35. Mr. Johnson made a motion to continue the application to the December 20, 2023 regular meeting. Mr. Wall seconded the motion. Vote: 4-0
- B. Application IW-23-023: Judith Bradway, 18 Laurel Trail, Landscaping in Upland Review Area. Map 10A/ Block 79A/ Lot 1. Vice-Chairman Kavalkovich made a motion to send this application to the Duly Authorized Agent for approval. Mr. Johnson seconded the motion. Vote: 4-0
- C. Application IW-23-024: Salt Pond Apartments LLC & Edgewater Hill Association, Inc., Edgewater Circle, Re-subdivision approval for the creation of 2 lots. Map 10A/Block 85/Lot 5C. Chairman Wilson made a motion to approve the application. Mr. Johnson seconded the motion. Vote: 4-0
- D. Application IW-23-025: Jacob Sapia, 15 Brook Trail, Construct a single-family home in Upland Review Area. Map 10A/ Block 78/ Lot 28. Vice-Chairman Kavalkovich made a motion to continue the application to the December 20, 2023 regular meeting. Mr. Wall seconded the motion. Vote: 4-0

New Business:

- A. Approval of 2024 Meeting Calendar. Chairman Wilson made a motion to approve the 2024 Meeting Calendar. Vice-Chairman Kavalkovich seconded the motion. Vote: 4-0

Joint Facilities

The Colchester- East Hampton Joint Facilities met on November 21. The Board approved the 2024 Joint Facilities meeting schedule. The repairs to the Lakeside receiving station (closed for approx. 2 weeks) has been completed. A new operator started in October. A copy of the condition assessment for MAPS was reviewed. Key items discussed were: electrical upgrades, possibility of additional land or variances. Mark Barmasse was elected Chairman by the board. Election of Vice president was tabled to next meeting.

Library Advisory Board

The Library Advisory Board met on November 6. Ms. Cachuela provided an update on the 2024 Strategic Plan. The Friends of the Library will be selling t-shirts, sweatshirts and other merchandise. They will also be involved in the Jingle Bell Parade. The Children's Librarian position has been posted and interviews will take place in late November. The 2024 meeting dates were approved.

Middle Haddam Historic District Commission

No meeting

Parks & Recreation Advisory Board

The Parks & Recreation Advisory Board met on November 7. Members received an update from the Air Line Trail Sub-Committee noting the Trail Clean Up Day was very successful. The department is working on winter programming. The Ghost Run and Trunk or Treat were also very successful. The Jingle Bell Parade will be held on December 8.

Planning & Zoning Commission

The Planning & Zoning Commission met on November 1.

Public Hearings:

- A. PZC-23-014: Flanders Road Estates LLC, Flanders Road, Fifteen (15) Lot subdivision, (Home Acres Estates), Map 26/ Block 87/ Lot 6. Ray Zatorski made a motion to continue the Public Hearing to the next regular meeting of December 6, 2023. Rowland Rux seconded the motion. Vote: 7-0. Ray Zatorski made a motion to continue the application to the next regular meeting of December 6, 2023. Rowland Rux seconded the motion. Vote: 7-0

New Business:

- A. PZC-23-015: Text Amendment regarding Accessory Uses to Agriculture per Sec. 8.4.C Ray Zatorski made a motion to set a public hearing for the application for the regular meeting of December 6, 2023. Rowland Rux seconded the motion. Vote: 7-0

Old Business:

- A. PZC-23-012: Michael Bakaj, 37 South Main Street, a 22-lot (33 units) HOD subdivision in existing HOD Zone, Map 20 Block 51/ Lot 27. Ray Zatorski made a motion to approve the application with the following modification, which are made with reference to site plan with revision date 9.29.2023:
 - a. Town Staff be notified prior to the start of construction;
 - b. Sheets 5 (Topographic Map) and 6 (Topographic Map) of the Plan Set shall be modified to add detail of the maintenance path including pedestrian access as well as providing for a minimum 4' width of a pedestrian path surrounding the detention basin;
 - c. Proposed Lots 2, 6, 13, 16, and 18 will be designated on the Site Plan and Affordability Plan as duplex lots that will be set aside as the required affordable units. Other lots may be also used as duplex properties per applicable zoning regulations in the future. Subject to review by the Town Planner or designee prior to the final plan set filing;
 - d. Final Affordability Plan shall be modified to be consistent with Plan Set changes and shall be subject to review by the Town Planner or designee prior to final plan acceptance and filing;
 - e. Final Site Plans shall be modified to provide for the location of a community postal delivery box as well as sufficient pull-off area for safe access. Shall be subject to review by the Town Planner or designator prior to final plan acceptance and filing;
 - f. Public improvements will not be accepted by the Town until completely installed and inspected by Town Staff;

- g. Town road name be reviewed to address Fire Marshal concerns;
- h. Boundary signage be placed along the north boundary and open space. Shall be subject to review by the Town Planner or designator.

Rowland Rux seconded the motion. Vote: 7-0

Water Pollution Control Authority

The East Hampton WPCA met on November 7. The Board approved the 2024 WPCA meeting schedule. Mr. Clayton reported that the water systems have been running well. There was one customer complaint regarding water quality. The water was tested and submitted to DPH. The results concluded that the water was fine.

Zoning Board of Appeals

The Zoning Board of Appeals met on November 13.

Public Hearings:

- A. ZBA-23-007: Tommaso Prozano, 12 Terp Road, Reduce westside setback from 25' to 16.75' for Garage, Map 06/ Block 14/ Lot 5/6. Mr. Tuttle made a motion to deny the application. Vice-Chairman Reed seconded the motion. Vote: 4-0
- B. ZBA-23-008: Flanders Road Estates LLC, Flanders Road, Increase height size from 30' to 32' 7.5" for single family home. Map 26/ Block 87/ Lot 6. Mr. Tuttle made a motion to approve the application. Vice-Chairman Reed seconded the motion. Vote: 4-0

New Business:

- A. Approval of 2024 Meeting Calendar Mr. Tuttle made a motion to approve the 2024 Meeting Calendar. Chairman Spack seconded the motion. Vote: 4-0