


MEMORANDUM

TO: Town Council

FROM: David E. Cox, Town Manager 

DATE: March 7, 2024

SUBJECT: Agenda Information – 3/12/2024

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 updated Job Descriptions** – The Council is asked to consider revised and updated Job Descriptions for the Social Services Director and the Senior Center Coordinator. The descriptions are being revised as the Town prepares to fill vacancies in the two positions and the updates reflect both current activities and responsibilities, but also as a means to redivide work between the positions. Both positions report directly to the Town Manager, but they work closely together to provide related services. Under the revisions, the Social Services Director is assigned primary responsibility for the social services aspects of the work for people of all ages in the Town. This includes coordination of various social programs like supporting fuel/utility assistance programs, overseeing the nutrition programs and transportation programs, providing direct assistance, overseeing counseling services the Town may provide, coordination and support of veteran services, and youth and prevention related services such as the work of the Prevention Partnership and the Prevention Coordinator. The Senior Center Coordinator focuses on the programmatic and operational aspects of the Senior Center as well as coordinating with the Social Services Director and supporting the services provided to older adults through the Social Services Department. The updated descriptions, which are based on the original descriptions, have been modified using language from other municipalities based on desired enhancements. The proposed descriptions have been reviewed by Human Resources as well as by related staff currently in the departments.

Recommendation: Approve the revised Job Descriptions.

**9b Consideration of an intergovernmental agreement with members of the RiverCOG for Household Hazardous Waste Collection** - The Council is asked to consider and approve an intergovernmental agreement with other members of the Lower Connecticut River Valley Council of Governments (RiverCOG) related to the joint, regional collection and disposal of hazardous waste from households and small businesses. The agreement is the successor to an agreement the Town entered into with the other municipalities in the region many years ago to provide a permanent collection location in Essex and several satellite locations for the collection of hazardous chemicals and substances from households as part of the towns' obligation to provide for the disposal of these materials. The revised agreement comes after RiverCOG member municipalities determined to shut down the permanent facility and move to an all-satellite collection system. Under the agreement, the towns in

the region, working through RiverCOG staff, jointly hire a contractor to conduct seven or so Household Hazardous Waste collections around the RiverCOG region and provide proper disposal of the collected materials. Each of the satellite collections is open to residents of all participating municipalities. This cost effective service is provided at no cost to the residents and eligible small businesses and is funded through each town's budget. In addition to the agreement, this packet includes the pamphlet describing this year's program.

Recommendation: Approve the agreement.

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, February 27, 2024  
Town Hall Council Chambers and Zoom**

**MINUTES**

**Present:** Chairman Dean Markham, Vice Chairperson Karen Wanat, Council Members Deborah Cunningham, Tim Feegel, 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. Knotek, to adopt the agenda as submitted. Voted (7-0).

**Approval of Minutes**

**Regular Meeting of February 13, 2024**

A motion was made by Ms. Wanat, seconded by Mr. Feegel, to approve the minutes of the Town Council Regular Meeting of February 13, 2024 as submitted. Voted (7-0).

**Public Hearing**

**Public Hearing for an Ordinance Amending Chapter 273 of the Code of the Town of East Hampton Regarding Streets and Sidewalks Concerning Excavation of Streets and Activities Impairing Traffic Flow**

Town Manager David Cox provided an overview of the ordinance and proposed language changes. Language was added to the draft to have police officers required unless the Chief of Police determines they are not needed on a particular job.

No comments were given.

Chairman Markham closed the Public Hearing.

**Public Remarks**

Russell Kaplan, Chairman of the Clean Energy Task Force, invited the Town Council to a presentation from the Sierra Club regarding the Inflation Reduction Act at 6:00pm on Tuesday, March 5 in the Police Training Room.

**Presentations**

None

**Bids & Contacts**

None

## **Resolutions/ Ordinances/ Policies/ Proclamations**

### **Review and Possible Action on an Ordinance Amending Chapter 273 of the Code of the Town of East Hampton Regarding Streets and Sidewalks Concerning Excavation of Streets and Activities Impairing Traffic Flow**

Members discussed the ordinance changes. Mr. Solomon preferred the original amendments, but the new amendments make the police officers required for all jobs on a certain list of roads and gives the Police Chief the option to tell a company that police officers are not required.

A motion was made by Ms. Wanat, seconded by Ms. Cunningham, to approve the amended version of the ordinance presented at the meeting. Voted (7-0)

A motion was made by Mr. Solomon, seconded by Mr. Werme, to amend the motion to approve the original version of the ordinance without the changes presented at the meeting. Voted (1-6) Mr. Solomon in favor.

A motion was made by Ms. Wanat, seconded by Ms. Cunningham, to add a designee for the Chief of Police and reverse the words “other” and “such” in Section 273-23 Item B. Voted (7-0)

Chairman Markham suggested keeping a record of how the process is working so if needed, changes could be made in the future.

## **Continued Business**

### **Sub-Committee Reports & Updates**

Mr. Knotek noted that the Appointment Sub-Committee met prior to the regular meeting and interviewed residents for various board and commission positions. No appointments will be made tonight but reappointments will be done later in the meeting.

Mr. Werme attended the Board of Education meeting where their budget was voted (8-1) in favor to be put forward to the Board of Finance. It is a significant increase in dollars but status quo for staff and services.

The first Listening Session was held prior to the regular meeting. A handful of residents attended. The next session is Wednesday, February 28<sup>th</sup> at 2pm at the Senior Center. Future sessions are Tuesday, March 5 at 6pm at the Public Library and Saturday, March 16<sup>th</sup> at 9am at the Air Line Trail.

## **New Business**

### **Review and Possible Action on Library Strategic Planning Community Survey**

Library Director Christine Cachuela provided an overview of the Library Strategic Planning process and a Community Survey they would like to distribute online and on paper.

Mr. Markham also welcomed Christine as the new Library Director. Ms. Cunningham noted she met with Christine recently and she is doing a great job at the Library.

A motion was made by Mr. Solomon, seconded by Ms. Wanat, to approve the Library Strategic Planning Community Survey as presented. Voted (7-0)

## **Review and Possible Action on Engineering Services Agreement for Sodium and Chloride Testing on Residential Wells**

Ms. Cunningham recused herself due to a conflict of interest.

Mr. Cox explained that the Town received notice from the State about two residential wells that were impacted by chloride and/or sodium and there were questions about whether it was caused by road deicing. The testing that would be conducted under the agreement will demonstrate any seasonality to the issue and show potential links, or lack thereof, to the deicing activities.

A motion was made by Mr. Knotek, seconded by Mr. Werme, to approve the engineering services agreement for chloride and sodium testing in residential wells by GEI Consultants in the amount of \$20,700 as presented. Voted (6-0) Ms. Cunningham was recused.

Ms. Cunningham returned to the meeting.

## **Review and Possible Action Regarding Police Department Policies/General Orders - General Order 10.7 – Fingerprint-Based Criminal History Record Information Checks Made for Non-Criminal Justice Purposes**

Police Chief Dennis Woessner provided an overview of General Order 10.7. Changes will be made to the wording as follows:

- Item VI – B – The acronym LASO will be spelled out
- Item VIII – The acronym TAC will be spelled out.

A motion was made by Ms. Wanat, seconded by Mr. Werme, to approve the Police Department General Order 10.7 Fingerprint-Based Criminal History Record Information Checks Made or Non-Criminal Justice Purposes, as amended above. 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 highlighted the Listening Session dates, the budget information on the Town website and provided additional information on the Wopowog culvert. He noted that the Army Corps of Engineers regulations are different dependent on the time of year. Projects starting by April 1<sup>st</sup> need to have the site de-watered completely and projects that begin July 1<sup>st</sup> can work in the water. Pricing will be obtained through the RFP for de-watering.

## **Appointments**

A motion was made by Mr. Knotek, seconded by Ms. Wanat, to reappoint the following:

- Elizabeth Sennett – Arts & Culture Commission – term through December 31, 2026
- Jonathan Searles – Clean Energy Task Force – term through December 31, 2025
- Cynthia Shirshac – Library Advisory Board – term through December 31, 2026
- Casey Donnelly – Middle Haddam Historic District Commission Alternate – term through December 31, 2028
- Kara Pederson – Middle Haddam Historic District Commission – term through December 31, 2028
- Ted Hintz, Jr. – Planning & Zoning Commission Alternate – term through December 31, 2025

Voted (7-0)

A motion was made by Mr. Knotek, seconded by Mr. Solomon, to move Beth Angel from an alternate member on the Commission on Aging to a full member with a term through December 31, 2026. Voted (7-0)

A motion was made by Mr. Knotek, seconded by Mr. Solomon, to appoint John Pionzio to the final seat on the newly created Water Commission with a term through February 28, 2026. Voted (7-0)

Chairman Markham noted that Tim Feegel will replace Brandon Goff on the sub-committees and liaison positions he had been assigned to which includes: Appointments, Bylaws, Ambulance and Water.

### **Tax Refunds**

A motion was made by Mr. Feegel, seconded by Mr. Solomon, to approve tax refunds in the amount of \$734.01. Voted (7-0).

### **Public Remarks**

None

### **Communications, Correspondence & Announcements**

None

### **Adjournment**

A motion was made by Ms. Wanat, seconded by Mr. Solomon, to adjourn the meeting at 7:50pm. Voted (7-0).

Respectfully Submitted,

Cathy Sirois  
Recording Clerk

**EAST HAMPTON, CT**  
**SOCIAL SERVICES DIRECTOR**

The Social Services Director is responsible for creating, planning, organizing, coordinating and providing community social services programs including older adult services, positive development, delinquency and drug prevention and diversion programming, as well as other social services programs for the Town of East Hampton.

*General Description*

The Director coordinates, directs, and provides programs and services for older adults, adults, veterans, youth, and families in crisis or in need of other social services for the Town. Works with Town departments, community groups and outside agencies to develop resources for older adults, adults, veterans, youth and families in crises and provides information and referral services for residents of the community and others in need of various support services.

*Supervision Received*

The Director works under the general supervision of the Town Manager.

*Supervision Exercised*

The Director is responsible for the oversight and supervision of prevention staff, counseling staff and interns, clerical personnel and related department personnel.

*Essential Duties and Responsibilities*

The essential duties and responsibilities listed are typical examples of work performed by positions in this job classification and are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. Specific duties and responsibilities may vary depending on department or program needs without changing the general nature and scope of the job or level of responsibility. The duties listed here are intended only as illustrative of the various types of work that may be performed.

- Identifies needs for social services and plans for anticipated future needs.
- Performs services in assisting clients with completing local and state forms for assistance programs for citizens in need of financial or other assistance.
- Oversees and conducts interviews and determines eligibility for fuel assistance, emergency assistance for food, shelter, etc., local assistance programs and donated funds.
- Interprets state and federal regulations governing eligibility and grants, methods of payments and legal rights.
- Applies for and administers approved grants within the purview of the department.
- Prepares and monitors budgets and maintains financial and statistical records; prepares monthly, quarterly and annual reports for social programs as required or requested.
- Interacts with community and civic organizations as the liaison for the Town, and advocates for human services programs; establishes good community relations with schools, churches, social groups, etc.
- Administers and provides in-take for state programs.
- Serves as the Municipal Agent for the Elderly for the Town.

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- Collaborates with and supports Veterans Service Representative. Offers referrals to programs and services, and educational outreach for veterans and for veteran benefits.
- Provides counseling to persons and families in crises as approved.
- Supervises and assigns work to Marriage/Family Therapy and other counseling interns, staff and contractors.
- In cooperation with the Senior Center Coordinator, coordinates older adult/senior and disabled transportation programs including scheduling and driver oversight and oversees older adult/senior nutrition site management including daily lunch and Meals on Wheels.
- Assesses the needs of the community appropriate to department and develops programs to meet these needs.
- Oversees programs related to drug and alcohol use prevention and recovery, including programs designed for drug and alcohol use prevention in youth.
- Refers persons for therapy or other services to state or private agencies.
- Maintains a community awareness of problems faced by community members with a variety of public relations efforts.
- Provides crisis intervention and follow-up as needed.
- Acts as an advocate for individual youths as needed.
- Receives referrals from other agencies and responds to the specific case with appropriate resources as needed.
- Assists the health department regarding housing matters as requested and provides services related to evictions as may be required under State Statutes.
- Oversees youth diversion efforts the related juvenile offender activities in coordination with the Police Chief.
- Maintains confidential files and financial records on all clients from general assistance, including the disposal of said records according to State Statute.
- Prepares and administers budgetary accounts and authorizes expenditures for client services.
- Plans administrative schedule and department routine acknowledging the needs of the department for variations in days and times during which services and programs are provided.
- Performs related duties as required.

#### Knowledge, Skills & Abilities

- Working knowledge of the problems and issues facing older adults, adults, veterans and youth and the principles, practices, theories and methodologies utilized in municipal services operations and programs for these groups.
- Working knowledge of the federal, state, regional and local legislation, regulations and community programs and services for individuals and groups served.
- Ability to acquire an effective working relationship with the schools, police and court system as well as members of the general community.
- Ability to relate to people of all ages.
- Ability to train and supervise staff and volunteers.
- Ability to seek out and write grant applications.

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- Ability to make written and oral presentations in a clear, concise and effective manner.
- Ability to develop and implement programs for older adults, adults, veterans, youth and families.
- Thorough knowledge of pertinent municipal, state and federal law governing local wellbeing activities and objectives of federal assistance.
- Thorough knowledge of the general theory and practices of social services administration.
- Thorough knowledge of community facilities and resources available to assist in the handling of relief cases.
- Ability to deal with the public and to interpret departmental objectives and policies, including the ability to present recommendation of findings effectively and writing and orally.

#### Preferred qualifications

Master's degree in social work, counseling, psychology, gerontology, or closely related field and at least four (4) years of direct services and/or work in the social services field, plus two (2) years of supervisory experience or an equivalent combination of experience and training. Possession and maintenance of professional licensure or certification in social work, marriage and family therapy, or similar or related field is desirable.

#### Special Requirements

- Computer literacy required.
- Must possess and maintain a valid Connecticut motor vehicle operator's license.

#### Tools & Equipment Used

Operates a computer, word processing, financial and database programs, printer, calculator, telephone, fax machine, microphone equipment and standard office equipment.

#### Physical Demands

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

Work is performed mostly in an office setting. Some outdoor work may be required. Some evening and weekend work will be required. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands or arms. The employee is occasionally required to stand or walk. The employee must occasionally lift and /or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance 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

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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 may be exposed to wet and /or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office.

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.

**EAST HAMPTON, CT**  
**SENIOR CENTER COORDINATOR**

The Senior Center Coordinator is responsible for the development, implementation and coordination of programs for older adults in the community, consisting, primarily, of oversight of the operations, activities, educational and entertainment programs of the Town’s Senior Center. In coordination with the Social Services Director, supports the provision of direct services and general assistance to older adult citizens, their families and caregivers on a variety of topics and issues.

*General Description*

The Senior Center Coordinator plans, organizes and coordinates a multi-service program designed to promote psychological, educational, cultural, physical and social needs of older adults of the community, generally through the Town’s Senior Center. Works with the Social Services Director to assist in the provision of direct services and general assistance to older adults, their families and caregivers on a variety of topics and issues.

*Supervision Received*

The Senior Center Coordinator works under the general supervision of the Town Manager.

*Supervision Exercised*

The Senior Center Coordinator is responsible for the oversight and supervision of staff, volunteers and contract providers assigned to or providing services at or on behalf of the Senior Center.

*Essential Duties and Responsibilities*

- Oversees the development and operation of all activities and programs offered at the Senior Center.
- Coordinates community service activities utilizing Senior Center participants.
- Coordinates program activities with boards and committees relating to older adult issues and programs, including the Commission on Aging. Also serves as staff liaison to the Commission on Aging.
- In cooperation with the Social Services Director, supports coordination of older adult/senior and disabled transportation programs including scheduling and driver oversight and supports oversight of older adult/senior nutrition site management including daily lunch and Meals on Wheels.
- In coordination with the Social Services Director, develops near term and long range planning for services to meet human needs of the older adult population.
- Develops and maintains a public awareness program to promote an understanding of older adult population services available.

- Develops interest in older adult citizens by speaking to individuals and groups.
- Organizes and implements group programs for older adult citizens according to a planned schedule.
- In coordination with the Social Services Director/Municipal Agent for the Elderly, may contact health and social agencies to provide health and service related referrals as needed and requested.
- Prepares monthly and annual reports, including financial records.
- Develops, maintains and updates contact information for members of the Senior Center and, to the extent possible, members of the East Hampton older adult population.
- Prepares newsletters, activity calendars, press releases, and brochures to publicize activities and programs.
- Applies for and administers approved grants within the purview of the Center.
- Prepares grant reports for inter-government and foundation assistance.
- Prepares budget recommendations and administers approved budget.
- Supervises staff, volunteers and contract providers assigned to or providing services at or on behalf of the Senior Center.
- Performs related duties as required.

#### Knowledge, Skills and Abilities

- Working knowledge of federal, state, and regional programs available to the older adult population.
- Working knowledge of the principles and practices needed to effectively administer older adult programs.
- Working knowledge of psychological, social and health needs of the older adult population.
- Ability to plan, coordinate and direct programs.
- Ability to effectively relate to a variety of people, particularly the older adult population.
- Ability to type and to prepare effective narrative and statistical reports.

#### Preferred Qualifications

Possession of a degree in Recreation Management, Gerontology, Counseling, Psychology or Social Work, and two (2) years' experience in the development and supervision of group recreation activities for older adults, plus one (1) year of employee supervision experience and some experience in office administration and practices or an equivalent combination of experience and training.

Special Requirements

- Computer literacy required.
- First aid, CPR and AED certification within one year of hire.
- Must possess and maintain a valid Connecticut motor vehicle operator’s license.

Tools & Equipment Used

Operates a computer, word processing, financial and database programs, printer, calculator, telephone, fax machine, microphone equipment, kitchen equipment, and standard office equipment.

Physical Demands

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

Work is performed mostly in an office setting. Some outdoor work may be required. Some evening and weekend work will be required. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job the employee is frequently required to talk or hear; sit, stand or walk; use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands or arms. The employee must occasionally lift and /or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance 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 may be exposed to wet and /or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office.

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.

<b>Youth &amp; Family Services/Social Services Director</b>
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The Youth & Family Services/Social Services Director is responsible for creating, organizing and coordinating positive development, delinquency prevention and diversion program, as well as the administration of the Social Services programs for the Town of East Hampton.

**General Description**

The Director coordinates and directs programs and services for youths and families in crisis, or in need of prevention services for the Town. Works with community groups and agencies to develop resources for youths and families in crises and provides referral services for the economically and medically indigent residents of the community and others in need of counseling or other support services.

**Supervision Received**

The Director works under the general supervision of the Town Manager.

**Supervision Exercised**

The Director is responsible for the supervision of interns and clerical personnel.

**Essential Duties and Responsibilities**

- Provides counseling to youths and families in crises.
- Plans administrative schedule and department routine.
- Supervises and assigns work to Marriage/Family Therapy interns.
- Assesses the needs of youth appropriate to department and develops programs to meet these needs.
- Works with groups of young people to develop self-help programs.
- Involves young people in planning and assuming responsibility for appropriate activities.
- Is responsible for case management.
- Refers youths for therapy or services to state or private agencies.
- Maintains a community awareness of problems faced by young people with a variety of public relations efforts, as well as how youth services help young people to respond to these problems.
- Works with funded grant programs, including preparing and submitting required reports.
- Provides crisis intervention and follow-up as needed.
- Provides individual, family and group counseling.
- Acts as an advocate for individual youths as needed.
- Receives referrals from other agencies and responds to the specific case with whatever resources are needed.
- Co-teaches special education life skills/cooking classes.
- Chairs juvenile review board at the East Hampton Middle School.
- Works with school social workers and school counselors to plan and implement programs in school.
- Meets with clients on an as needed basis to ascertain the facts necessary to provide aid with rental, medical, energy or any other need.
- Promotes public wellbeing activities through meetings and conferences with civic and community leaders and various social agency members.
- Maintains confidential files and financial records on all clients from general assistance, including the disposal of said records according to State Statute.
- Prepares and administers budgetary accounts and authorizes expenditures for client services.
- Performs related duties as deemed necessary.

**Nonessential Duties**

- Assists Town staff in other related municipal projects.

**Knowledge, Skills & Abilities**

- Ability to acquire an effective working relationship with the schools, police and court system as well as members of the general community.
- Ability to relate to young people.
- Ability to train and supervise paid staff and volunteers.
- Ability to seek out and write grant applications.
- Ability to make written and oral presentations in a clear, concise and effective manner.
- Ability to develop and implement programs for youth and families.
- Thorough knowledge of pertinent municipal, state and federal law governing local wellbeing activities and objectives of federal assistance.
- Thorough knowledge of the general theory and practices of social services administration.
- Thorough knowledge of community facilities and resources available to assist in the handling of relief cases.
- Ability to deal with the public and to interpret departmental objectives and policies, including the ability to present recommendation of findings effectively and writing and orally.

**Preferred qualifications**

Master's degree in social work, counseling, psychology or closely related field and at least four (4) years of counseling youths and families in crisis.

**Special Requirements**

- Experience in private or public social services agency or in a closely allied field.
- Computer literacy required.
- Must possess and maintain a valid Connecticut motor vehicle operator's license.

**Tools & Equipment Used**

Personal computer including word processing applications, calculator, phone, copy machine and fax machine.

**Physical Demands**

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

Work is performed mostly in an office setting. Some outdoor work may be required. Some evening and weekend work will be required. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands or arms. The employee is occasionally required to stand or walk. The employee must occasionally lift and /or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance 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 may be exposed to wet and /or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office.

1/1/2009

**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.**



# SENIOR CENTER COORDINATOR

## NATURE OF WORK

Plans, organizes and coordinates a multi-service program designed to promote psychological, educational, cultural, physical and social needs of senior citizens of the community. Works under the general direction of the Town Manager.

## EXAMPLES OF WORK

- Coordinates community service activities utilizing senior center participants.
- Coordinates program activities with boards and committees relating to senior issues and programs.
- Coordinates with CAGM meal program.
- Develops near term and long range planning for services to meet human needs of the elderly.
- Develops and maintains a public awareness program to promote an understanding of elderly services available.
- Develops interest in senior citizens by speaking to individuals and groups.
- Organizes and implements group programs for senior citizens according to a planned schedule.
- Organizes and implements senior transportation system.
- Contacts health and social agencies to provide health and related referrals as needed.
- Prepares monthly and annual reports, including financial records.
- Prepares newsletters, activity calendars, press releases, and brochures to publicize activities and programs.
- Prepares grant reports for inter-government and foundation assistance.
- Assists in preparing budget recommendations and administrating approved budget.

### **EXAMPLES OF WORK (continued)**

- Supervises employees and volunteers assigned to the Senior Center.
- Performs related duties as required.

### **DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS**

- Working knowledge of federal, state, and regional programs available to the elderly.
- Knowledge of the principles and practices needed to effectively administer senior programs.
- Knowledge of psychological, social and health needs of the elderly.
- Ability to plan, coordinate and direct programs.
- Ability to effectively relate to a variety of people, particularly the elderly.
- Ability to type and to prepare effective narrative and statistical reports.

### **DESIRABLE EXPERIENCE AND TRAINING**

Possession of at least an Associates degree in Gerontology, Counseling, Psychology or Social Work, and two (2) years experience in the supervision of group recreation activities with some experience in office administration and practices.

**HOUSEHOLD HAZARDOUS WASTE MUNICIPALITY AGREEMENT with  
LOWER CONNECTICUT RIVER VALLEY COUNCIL OF GOVERNMENTS**

This Agreement (hereinafter referred to as “Agreement”) is entered into this \_\_\_ day of February, 2024, by and individually between the municipalities of Chester, Clinton, Cromwell, Deep River, Durham, East Hampton, Essex, Haddam, Killingworth, Lyme, Middlefield, Middletown, Old Lyme, Old Saybrook, Portland and Westbrook, all within the State of Connecticut (hereinafter referred to collectively as the “Participating Municipalities”), acting herein by their First Selectmen, Town Managers or Mayors to participate in the operation of a satellite program to receive, and ship for disposal of household hazardous wastes with the Lower Connecticut River Valley Council of Governments (“RiverCOG”).

**WITNESSETH:**

**WHEREAS**, the Participating Municipalities desire to continue to operate a household program in the region to provide a safe, convenient place where Participating Municipalities’ residents can dispose of small quantities of household hazardous waste, along with CESQG businesses; and,

**WHEREAS**, the Participating Municipalities have determined to continue to exercise their powers for the operation of facilities and the collection, and transfer of household hazardous wastes, and shall allocate the costs to each Participating Municipality and collect said amounts for proper disbursement as outlined herein below.

**NOW THEREFORE**, in consideration of the mutual covenants and benefits conferred, hereby, the Participating Municipalities agree as follows:

**I. Definitions, Understandings and Requirements**

- A. CESQG:** Conditional Exempt Small Quantity Generator – is a business that generates no more than 100 kilograms (220 lbs.) in a calendar month and accumulate no more than 1,000 kilograms (2,200 lbs.) of hazardous waste on a site and otherwise meets the requirements of a CESQG as described in §22a 449 (c)-101(b) of the Regulations of Connecticut State Agencies.
- B. Committee:** The Committee shall consist of five members representing a designee from a subset of the Participating Municipalities as defined herein. Said membership shall be approved by the RiverCOG with RiverCOG, acting as its agent as directed by committee. Voting status shall be defined as one (1) vote per municipality represented. Except as otherwise provided herein, action will be taken on majority vote. Quorum for the committee shall be three.
- C. C.G.S.:** The Connecticut General Statutes.
- D. Cost Sharing (by Population):** Program administration costs shall be apportioned in a ratio that a municipality’s population bears to the total population of the participating municipalities.

- E. Household Hazardous Waste:** Household hazardous wastes include the unwanted household products that contain materials of concern which pose a threat to our health, safety, and the environment when improperly disposed of. Common household hazardous wastes include solvents, insecticides, herbicides, rodenticides, cleaners and other materials, such as mercury thermometers, fluorescent light bulbs and batteries, that are commonly purchased and used in Connecticut households, purchasable or having been purchased in grocery, building supply, hardware and garden stores, which products are to be excluded from the normal solid waste stream because of their toxicity or potential to pollute ground and surface water or air. Representative examples include (but are not limited to): Paint thinners, lacquer thinners, carbon tetrachloride, sevin, DDT, poisons, Chlorodane, lead based paints, acids and bases, oxidizers, chemicals, chemistry sets, pool chemicals, drain cleaners, photo chemicals, mothballs, floor cleaners, rust preventatives and wood strippers and other potentially harmful substances that cannot be safely used; but exclude: explosives, infectious, pharmaceutical, medical and radioactive wastes.
- F. Household Hazardous Waste Contractor:** A licensed and permitted hazardous waste management firm hired under contract with RiverCOG to operate the collections and properly dispose of the Household Hazardous Waste collected therein.
- G. Operating Costs:** Actual or anticipated costs incurred in the operation of the program, including but not limited to: Site attendance, clerical work, administration, auditing, advertising and publicity, insurance, bonding requirements, payments to contractors, disposal fees and costs for household hazardous wastes or any other wastes, legal fees, other costs or fees imposed by any legal order and any other operational purposes.
- H. Quantities:** Household quantities of waste may be disposed under this program and such household quantity is defined as up to fifteen (15) gallons or twenty (20) pounds of a given material. If more waste is delivered, such quantities will be considered as multiple households rounding up to the next whole number. There is no limitation on the maximum amount of waste accepted from a household. CESQG quantities are limited to no more than 100 kilograms (220 lbs.) in a calendar month.
- I. Satellite:** Location of household hazardous waste collections in one of the sixteen (16) participating municipalities.
- J. Slam Fund (“SLAM”):** A fund designed to cover a municipality if an unusual amount of RiverCOG HHW waste is received beyond what would normally be anticipated. Disbursements from the fund are calculated after the last collection of the season has been completed and the total cost of disposal for the season is known.

If the current year's cost for a given municipality is greater than 10% above the prior year's cost and the difference is greater than \$2,500, the municipality will receive a reduction equal to 50% of that difference, which will be paid from the Slam Fund. For example, if a town spends \$9,000 on hazardous waste in the current year, and spent \$5,500 in the previous year, the SLAM reimbursement would be \$500.

[Example, CY cost \$9,000 less PY cost \$5,500 ( $\$5,000 \times 1.10$ ), minus \$2,500, times 50% equals \$500. ( $\$9,000 - \$5,500 - \$2,500$ )  $\times 50\% = \$500$ .] [HOW IS THIS FUNDED?]

- K. Participating Municipalities; also Municipality or Municipalities:** The sixteen (16) municipalities that are party to this Agreement plus any municipalities as may be added in the future in accordance with this Agreement referred to collectively or singularly.
- L. Municipality-Population:** The current population of each of the municipalities as used in the most recent calculation of RiverCOG dues for Participating Municipalities.
- M. Vendor Costs:** The cost of having the selected vendor(s) perform collection. This fee, set by the vendor, may be a set amount; or may be calculated by the costs of sorting, transporting, and disposing of waste; or may be calculated by a set per household price as determined in the approved contractor selected in accordance this Agreement. The costs are allocated to each municipality based on the usage number of households per event.

## **II. Municipality and Committee Obligations.**

- A. Establishment of the Committee.** The Committee herein described is hereby established and shall operate, establish the requirements, conditions, rules, and regulations for, and otherwise administer and control the program, and adopt applicable schedules.
- B. Preparation of Program requirements.** The Committee shall, in coordination with the contractor, prepare requirements for the manner of collection of the wastes, which may include, without limitation, the separation of wastes and measures for preparing materials for collection. These requirements shall be submitted to each municipality. Each municipality shall make its best efforts to disseminate this information to its residents as provided for in paragraph "G" below.
- C. Grants and Other Funding Sources.** The Committee shall pursue any grants from the state, federal or other source for purposes of the operation of the program. Should any state, federal, or other source of funding, reimbursement or otherwise, be received by the Committee, each participating municipality shall benefit in a proportionate amount as determined by the terms of the grant or other funding and

the terms of this Agreement. By agreement of the Committee, funding may be used for subsequent years or for future projects.

**D. Cost Sharing: Proportionate Amount.** Each municipality shall pay to RiverCOG its share of the Operating Costs. A base fee and in accordance with the Cost Sharing formula, as determined by the Committee, be based upon the population of the Municipality, and done in accordance with the formula set forth herein:

(1) **Formula.** A base fee, as determined by Committee, with addition to a cost sharing formula. The total population of a Municipality (as defined hereinabove) shall be multiplied by a fraction, the denominator of which is the total population of the Municipalities and the numerator of which is the costs. The result along with the base fee, shall be the amount due from the Municipality.

(2) **Invoice and Payment.** Payments shall be made within thirty (30) business days of a Municipality's receipt of an invoice. Costs shall be billed at least quarterly, or at such sooner times and more frequent intervals as the Committee may prescribe.

(3) **Acknowledgement of Prior Payments.** The parties acknowledge that each Municipality has made payments before the date of this Agreement, for which each Municipality shall be credited respectively.

**E. Operating Budget.** In advance of January 31<sup>st</sup> of each year, the Committee shall recommend an operating budget to the RiverCOG—for the upcoming fiscal year (beginning July 1<sup>st</sup>) and forward it along with the calculation of each Municipality's anticipated proportionate share to all Municipalities for incorporation in their respective budgets.

**F. Retention of Qualified Household Hazardous Waste Contractor.** The RiverCOG shall provide for the operation, a properly qualified Household Hazardous Waste Contractor. The agreement with said contractor shall comply with all applicable State and Federal laws and regulations including but not limited to C.G.S. §§22a-1341 and 22a-1340 and shall, at a minimum, require:

(1) the Contractor to indemnify and hold harmless all Municipalities against liability for materials accepted for sorting, transportation and disposal;

(2) the Contractor to indemnify and hold harmless all Municipalities against liability for the off-site processing and/or disposal of all materials;

(3) the Contractor to ensure that all wastes be transported by licensed transporters to licensed processing and/or disposal facilities;

- (4) that the Contractor supply complete manifest documentation for all materials received and transported through and including final disposal;
- (5) that the Contractor obtain prior written consent of the Committee prior to assigning any rights or subcontracting any of his/her obligations under any agreement with the Committee;
- (6) the Contractor's certificate of insurance name each Municipality as an additional insured and include a hold harmless agreement. The Committee may provide additional requirements regarding the identity, business location, and rating of the insurer;
- (7) that the Contractor is deemed to be the generator of all household hazardous wastes accepted by the Contractor at the site;
- (8) that title to all household hazardous wastes accepted by the Contractor will pass to and remain with the Contractor;
- (9) that the Contractor will perform any agreement as an independent contractor with complete control over his/her employees, agents and operations; and,
- (10) that the Contractor will possess:
  - (a) a valid Environmental Protection Agency identification number for generation and transportation of hazardous and acutely hazardous wastes;
  - (b) valid state transporter's licenses for transportation of hazardous and acutely hazardous wastes;
  - (c) a vehicle identification device for each vehicle used by the Contractor to transport wastes from the site;
  - (d) authorization from the Interstate Commerce Commission and the appropriate state agency to operate a common carrier;
  - (e) adequate liability insurance for claims resulting from bodily injury or death and property damages evidenced by a Certificate of Insurance naming the Committee as Certificate Holder;
  - (f) all other state and federal permits and licenses necessary to legally transport wastes in intrastate and interstate commerce; and,

**G. Notification of Date, Times and Location of Satellite Sites.** Municipalities shall notify their residents of the dates and times the program's satellite locations are

available to receive household hazardous waste and of the requirements, conditions, and regulations that have been set by the Committee pursuant to this Agreement affecting the delivery thereto.

### **III. Liability and Indemnification**

- A. Municipalities shall jointly share in the liability arising out of the collection operations, which shall include any and all liability imposed by State or Federal law regulations, or regulation of satellite locations in each of the Municipalities. Such liability shall include fines, penalties, clean up expenses, legal fees and other costs and expenses resulting from any such action or any such proceeding by virtue of any Federal or State law or regulations. Municipalities shall in accordance with the Cost Sharing formula all fines, penalties, costs and expenses in connection therewith including reasonable attorney's fees.
- B. Each Municipality shall protect, indemnify and hold the other Municipalities and RiverCOG, including their officers, directors, and employees, harmless from and against all liabilities, action, damages, claims, demands, liens, encumbrances, judgments, losses, costs, expenses, suits or actions, including attorneys' fees and costs, and will defend the other in any action, suit or other proceeding, including appeals, for any personal injury to, or death of, any person or persons, loss or damage to property of third parties, or actual or alleged, existing or threatened claims, suits, causes of action, damages or orders to the extent it is caused by the indemnifying Municipality's negligent acts or omissions, willful misconduct, or performance or non-performance of the indemnifying Municipality's obligations hereunder. No Municipality shall be required to reimburse, defend, or indemnify another Municipality for loss or claim to the extent caused by the negligent acts or omissions, willful misconduct, or the performance or non-performance of such other Municipality's obligations hereunder. Any Municipality shall notify the indemnifying Municipality of the assertion of any claim against which such Municipality is indemnified hereunder and shall give the indemnifying Municipality an opportunity to defend such claim. After notice from the indemnifying Municipality to the indemnified Municipality of the indemnifying Municipality's election to defend such claim with counsel reasonably satisfactory to the indemnified Municipality, the indemnified Municipality shall not settle such claim without the approval of the indemnifying Municipality. After notice from the indemnifying Municipality to the indemnified Municipality of the indemnifying Municipality's election to defend such claim, the indemnifying Municipality shall not be liable to such indemnified Municipality for any legal or other expenses, other than reasonable costs of investigation subsequently incurred by such indemnified Municipality in connection with the defense thereof. The indemnified Municipality shall have the right to employ its own counsel in any such action, but the fees and the expenses of such counsel shall be at the expense of such indemnified Municipality unless (i) the employment of counsel by such indemnified Municipality has been authorized by the indemnifying Municipality, (ii) the indemnified Municipality shall have reasonably concluded that there may be a



conflict of interest between the indemnifying Municipality and the indemnified Municipality in the conduct of the defense of such action (in which case the indemnifying Municipality shall not have the right to direct the defense of such action on behalf of the indemnified Municipality to assume the defense of such action.) These indemnification provisions are for the protection of the Municipalities hereto party to this Agreement only and shall not establish any liability to, nor may they be relied upon by, third parties. The obligations under this section shall survive the termination of this Agreement.

#### **IV. Insurance**

- A. The RiverCOG shall procure the following minimum insurance coverages for the program, which shall name each Municipality and RiverCOG as insured beneficiary and include a hold harmless agreement (said obligation for providing this insurance may be passed on to the Household Hazardous Waste Contractor):
- (1) Workers compensation insurance as provided for by Connecticut General Statutes, for all employees for the program and all volunteers, and all employees of any contractor;
  - (2) Comprehensive general liability in the amount of \$5,000,000 per occurrence with a \$10,000,000 annual aggregate combined limit;
  - (3) Automobile liability insurance (covering property and bodily injury) in amounts of \$5,000,000 per occurrence; and,
  - (4) Environmental Impairment Liability for sudden and accidental occurrences, in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate annually, with an MCS-90 endorsement for hazardous materials transportation in the amount of \$5,000,000.
- B. Each insurance policy shall name each of the Municipalities as insured, and any insurance supplied by a contractor shall also insure each of the Municipalities as insureds.

#### **V. Additional Municipalities.**

The Committee may, subject to any conditions established by said Committee, allow other Municipalities to use the facility, as long as such addition is approved by an affirmative vote of two-thirds (2/3<sup>rds</sup>) of the participating Municipalities and so long as the new Municipality or Municipalities agree in writing to the terms of this Agreement, and any additional costs incurred in adding said Municipalities to the Agreement-

#### **VI. Term of Agreement; Termination; Withdrawal of Municipalities**

- A. This Agreement shall be renewed and remain in full force and effect to replicate the contracted dates with the present Contractor commencing with the start of 2024

operating year, unless earlier terminated in accordance with this Agreement. Upon completion with Contractor, the following contract shall be renewed and remain in full force and effect for five (5) full consecutive calendar years, unless earlier terminated in accordance with this Agreement. Thereafter, the Agreement shall renew automatically for no more than two three-year (3) operating periods upon the same terms and conditions provided herein.

- B.** By affirmative vote of two-thirds (2/3<sup>rds</sup>) of the Municipalities party to the Agreement at the time of the vote, this Agreement may be terminated for any reason. The termination date shall be the conclusion of any collection season (after the last collection of the season, typically April - October) in which the vote is taken.
- C.** After the conclusion of the contracted dates with the present Contractor commencing with the start of 2024 operating year, any Municipality may terminate at the end of any fiscal year its participation in the facility and this Agreement, by giving notice to the Committee at least one hundred –eighty (180) days prior to the end of such fiscal year, effective only when all of said municipality’s financial obligations have been paid.
- D.** In the event of termination of this Agreement, the Committee shall pay all outstanding obligations, sell any equipment, and appurtenances, and the original signature Municipalities and all other participants shall share in these revenues and expenses proportionately by their respective populations.

## **VII. Dispute Resolution**

- A.** Any and all claims, controversies, disputes, and disagreements, including the interpretation of the provisions of this Agreement, shall be settled by arbitration in accordance with the Rules of the American Arbitration Association then prevailing. Judgment of the arbitrator shall be final against all parties and may be entered in any court having jurisdiction thereof. The prevailing party in said arbitration may be awarded reasonable attorney’s fees and costs.
- B.** Notwithstanding the foregoing, the parties agree that before an arbitration may be commenced, the following procedure must be followed: A party alleging a breach shall give the party(ies) alleged to be in breach written notice setting forth the nature of the breach. If the breach is not corrected within thirty (30) days after receipt of such notice by the party alleged to be in breach, or if additional breaches of a similar nature occur in that thirty (30) day period, the party alleging the breach shall send the other party a second written notice setting forth the time and place of a meeting to discuss the alleged breach. This meeting shall be held within ten (10) days after such second notice. The executive officer or their designee(s) shall attend such meeting for the purpose of attempting to resolve the alleged breach. After the date scheduled for such meeting, whether or not the same shall have been held, either party may initiate arbitration in accordance with the provisions herein.

- C. The arbitrators shall have exclusive jurisdiction to determine the fulfillment of the antecedent procedure set forth herein.
- D. In the event a dispute involves payments by one or any number of the Municipalities, the Municipalities shall continue to pay its proportionate share pending resolution of said dispute. Reimbursements or adjustments due to any Municipality as a result of the resolution of said dispute shall be paid or made promptly thereafter.

**VIII. Inspection of Program and Records; Regulation and Disposal of Non-Hazardous Materials**

- A. The officials of any Municipality may inspect any satellite site during hours when the program is open for business, or at such other times as the Committee may allow, by contacting the HHW coordinator.
- ~~B.~~ The officials of any Municipality may examine any program records, by contacting the HHW coordinator. The examination shall be allowed promptly. Such examination shall be made at the expense of the examining Municipality. Such examination of any of the Household Hazardous Waste Contractor's records shall be in accordance with the terms and conditions of the contractor's agreement with the Committee.
- C. Costs for the proper disposal or recycling of non-hazardous containers such as paint cans, corrugated containers, plastic and paper bags, and other incidental items received at the collection facility as part of the household hazardous waste collection process shall be included in the annual operating budget. If all or a portion of said materials are taken by the host Municipality, said Municipality will be paid for providing these services at a mutually agreeable price.
- D. Requirements made by the Committee pursuant to Section II.B. hereinabove for the satellite collections shall specify the types and quantities of containers and other incidentals that will or will not be accepted at the facility in addition to the household hazardous waste.

**IX. Assignment.**

This Agreement is not assignable.

**X. Modification**

- A. This Agreement constitutes the entire understanding among the parties hereto and shall not be considered modified, altered, changed, or amended in any respect unless an amendment is in writing and signed by all the parties hereto.

- B. Notwithstanding the above, the parties agree to meet on an as needed basis to consider amending this Agreement to provide for the sharing of annual facility operating costs based on the volume or weight of materials disposed of rather than the population of each Municipality.

**XI. Severability.**

If any provision of this Agreement shall be declared illegal, void, or unenforceable, the other provisions shall not be affected but shall remain in full force and effect.

**XII. Governing Law; Nondiscrimination.**

- A. All parties agree to abide by any and all applicable governmental laws regulations and rules for the satellite collections, including but not limited to those established by the Connecticut Department of Environmental Protection and other federal and state governments or any agency or department or officer thereof. This Agreement is subject to the approval of the legislative bodies of each Municipality.
- B. All Parties agree and warrant that in the performance of this Agreement they will not discriminate or permit discrimination, in any manner prohibited by the laws of the United States or of the State of Connecticut, against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, mental retardation or physical disability, including but not limited to blindness, unless it is shown by a Party that such disability prevents performance of the work involved.

**XIII. Notification.**

All notices required to be given or authorized to be given hereunder shall be in writing and either personally delivered or sent by certified United States mail to the other party at the address shown below, or at such other address specified by a party in a letter sent to the other party hereto by certified United States mail:

**Town of Chester**  
First Selectman  
203 Middlesex Avenue  
Chester, CT 06412

**Town of Clinton**  
Town Manager  
54 East Main Street  
Clinton CT 06413

**Town of Cromwell**  
Town Manager  
41 West Avenue  
Cromwell, CT 06416

**Town of Deep River**  
First Selectman  
174 Main Street  
Deep River, CT 06417

**Town of Durham**  
First Selectman  
P.O. Box 428  
Durham, Ct 06422

**Town of East Hampton**  
Town Manager  
1 Community Drive  
East Hampton, CT 06424

**Town of Essex**  
First Selectman  
29 West Avenue  
Essex, CT 06426

**Town of Haddam**  
First Selectman  
30 Field Park Drive  
Haddam, CT 06438

**Town of Killingworth**  
First Selectman  
323 Route 81  
Killingworth, CT 06419

**Town of Lyme**  
First Selectman  
480 Hamburg Road  
Lyme, CT 06371

**Town of Middlefield**  
First Selectman  
P.O. Box 179  
Middlefield, CT 06455

**City of Middletown**  
Mayor  
245 DeKoven Drive  
Middletown, CT 06457

**Town of Old Lyme**  
First Selectman  
52 Lyme Street  
Old Lyme, CT 06371

**Town of Old Saybrook**  
First Selectman  
302 Main Street  
Old Saybrook, CT 06475

**Town of Portland**  
First Selectman  
P.O. Box 71  
Portland, CT 06480

**Town of Westbrook**  
First Selectman  
866 Boston Post Road  
Westbrook, CT 06498

**RiverCOG**  
Executive Director  
145 Dennison Road  
Essex, CT 06426

**IN WITNESS WHEREOF:** The parties set their hands and seals on the day and year first above written. This Agreement may be executed by the participating communities separately any of which when properly executed and attested shall be regarded for all purposes as an original and all of which shall constitute one and the same Agreement.

**TOWN OF CHESTER**

By: \_\_\_\_\_  
Cynthia Lignar  
First Selectman

**TOWN OF CLINTON**

By: \_\_\_\_\_  
Richard Brown,  
Acting Town Manager

**TOWN OF CROMWELL**

By: \_\_\_\_\_  
Anthony Salvatore  
Town Manager

**TOWN OF DEEP RIVER**

By: \_\_\_\_\_  
Carol Doak-Jones  
First Selectman

**TOWN OF DURHAM**

By: \_\_\_\_\_  
Brendan Rea  
First Selectman

**TOWN OF EAST HAMPTON**

By: \_\_\_\_\_  
David Cox  
Town Manager

**TOWN OF ESSEX**

By: \_\_\_\_\_  
Norman Needleman  
First Selectman

**TOWN OF HADDAM**

By: \_\_\_\_\_  
Robert McGarry  
First Selectman

**TOWN OF KILLINGWORTH**

By: \_\_\_\_\_  
Eric Couture  
First Selectman

**TOWN OF LYME**

By: \_\_\_\_\_  
David Lahm  
First Selectman

**TOWN OF MIDDLEFIELD**

By: \_\_\_\_\_  
Robert Yamartino  
First Selectman

**CITY OF MIDDLETOWN**

By: \_\_\_\_\_  
Benjamin Florsheim  
Mayor

**TOWN OF OLD LYME**

By: \_\_\_\_\_  
Martha Shoemaker  
First Selectman

**TOWN OF OLD SAYBROOK**

By: \_\_\_\_\_  
Carl Fortuna  
First Selectman

**TOWN OF PORTLAND**

By: \_\_\_\_\_  
Ryan Curley  
First Selectman

**TOWN OF WESTBROOK**

By: \_\_\_\_\_  
John Hall  
First Selectman

**LOWER CONECTICUT RIVER VALLEY  
COUNCIL OF GOVERNMENTS**

By: \_\_\_\_\_  
Samuel Gold  
Executive Director

## Acceptable HHW Materials

### **Household:**

- Cleaners
- Mothballs
- Photo chemicals
- Full/partially-full aerosols
- Arts & crafts supplies
- Mercury Thermometers
- Fluorescent light bulbs

### **Garage:**

- Hand-held propane torch cylinders
- Old chemistry kits
- Transmission fluid
- Gasoline, kerosene
- Waxes and polishes
- Brake fluid
- Rust preventatives

### **Workshop:**

- Wood preservatives
- Wood strippers
- Oil-based paint
- Latex paint
- Lead-based paint
- Paint thinner
- Degreasers
- Solvents
- Sealants

### **Yard/Garden:**

- Weed killer
- Insect sprays
- Rodent poison
- Muriatic acid/pool chemicals
- Cesspool cleaners

## Unacceptable HHW Materials

- **Explosives, fireworks, ammunition** – State Police
- **BBQ Propane tanks** – transfer stations
- **Fire extinguishers** – Shoreline Fire Equip, Old Saybrook, Roybal, Middletown
- **Empty aerosol cans** – food grade = recycling, other cans = transfer station
- **Drugs** – call local Police for details
- **Bottled Gas** – Airgas, Waterford
- **Electronics** – transfer stations

**Identification  
required**

**No fee to  
Participate**

### **Commercial HHW**

Commercial hazardous waste accepted  
by appointment only.

*Contact RiverCOG for information.*

*Come, dispose of waste  
correctly.  
Don't put it in the trash!!*



**RiverCOG**

Lower Connecticut River Valley Council of Governments

## **HOUSEHOLD HAZARDOUS WASTE**

Collections  
and

## **PAPER SHREDDING**

Events

# 2024

## **Change Alert!! New collection sites**

Selected Saturdays

April through October

For information: [www.rivercog.org](http://www.rivercog.org)  
[info@rivercog.org](mailto:info@rivercog.org)  
860-581-8554

## We've Made Changes!

We are now doing satellite collections. All 16 of the participating RiverCOG towns may come to any and all of the events!

### Participating Towns

Chester, Clinton, Cromwell, Deep River, Durham, East Hampton, Essex, Haddam, Killingworth, Lyme, Middlefield, Middletown, Old Lyme, Old Saybrook, Portland and Westbrook

All above towns may come to any and all events!

## Paper Shredding Selected Saturdays 9 a.m. - 12 p.m.

**East Hampton  
Water Pollution Control Facility**  
20 Gildersleeve Drive, East Hampton  
**May 4th**

**Westbrook Town Hall**  
866 Boston Post Road  
**June 22nd**

**Middlefield Community Center**  
405 Main Street, Middlefield  
**September 7th**

**Chester Fair Grounds**  
11 Kirtland Terrace, Chester  
**October 5th**

## Household Hazardous Waste Selected Saturdays 9 a.m. - 1 p.m.

**Clinton Public Works Garage**  
117 Nod Road, Clinton  
**April 20th**

**East Hampton  
Water Pollution Control Facility**  
20 Gildersleeve Drive, East Hampton  
**May 11th**

**Lyme/Old Lyme Middle School**  
49 Lyme St, Old Lyme  
**June 15th**

**Woodside Intermediate School**  
30 Woodside Road, Cromwell  
**July 20th**

**Deep River Town Garage**  
206 Winthrop Rd (Rte. 80)  
**August 17th**

**Middlesex Community College**  
100 Training Hill Road, Middletown  
**September 14th**

**Haddam Elem. School**  
272 Saybrook Road, Higganum  
**October 12th**

## ADDITIONAL RECYCLING INFORMATION !!!

### **CONSUMER ELECTRONICS, MATTRESSES, BATTERIES & FLUORESCENT BULBS**

These items can now be brought to each town's transfer station or landfill, at no cost; materials will be recycled.

### **LATEX AND OIL BASE PAINTS**

Unwanted leftover latex or oil base paints can be brought to participating retail stores, participating transfer stations or household hazardous waste collections. Go to [paintcare.org](http://paintcare.org) for additional information.

### **Paper Shredding Note:**

**This is NOT for businesses! Only for personal residential papers! !**

**LIMIT 5** bags or boxes  
Approx. 9" h. x 18"w. x 12"d.

No junk mail, magazines, books, cards, metal ring-binders, etc. will be accepted at events.





March 12, 2024

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 \$2,906.49.

Respectfully Submitted,

Kristy L. Merrifield, CCMC  
Collector of Revenue

	0.	CL
	20.00	⊕
	2,282.82	⊕
	603.67	⊕
003	2,906.49	TL

## **BOARD AND COMMISSION SUMMARY FEBRUARY 2024**

### **Arts & Culture Commission**

The Arts & Culture Commission met on February 15. Members reviewed the Capstone grant submissions and Community grant submissions, discussed the 2024 Garden Tour and their current and upcoming budget.

### **Board of Finance**

The Board of Finance met for their regular meeting on February 20 with all members in attendance. The FY2025 Capital Plan was reviewed in anticipation of the Tri-Board meeting taking place on February 22. Members also ensured BOF representation for the upcoming Budget Listening Sessions.

### **Brownfields Redevelopment Agency**

The Brownfields Redevelopment Agency met on February 26. The members received an update on the town from the Town Manager. The members discussed the Town Council approval of the VHB budget, the kick-off meetings held with both DECD & EPA. The members discussed providing access to the Brownfield properties to VHB so they can start their testing.

### **Clean Energy Task Force**

The Clean Energy Task Force met on February 6. Dorothy Piszczek from Sustainable CT attended the meeting via Zoom to present to the members and answer questions. The members gave updates for community solar, EV Charging, Shared Clean Energy Facilities, and the 2024 electric vehicle car show.

### **Commission on Aging**

The Commission on Aging met on February 8. Ms. Ewing provided an overview of Senior Center activities. The Housing, Transportation and Health & Wellness groups provided updates on their progress. The EH Community Cares program has reached their fundraising goal of \$15,000. More work needs to be done to educate the public about the services that are offered through the program.

### **Conservation-Lake Commission**

The Conservation-Lake Commission met on February 8. The members received an update on the hydrilla in the lake from Ben Burpee from GZA. The members reviewed and discussed a plan review for 33 Spellman Point to install a swim spa and add crushed stone in an area of the yard by the shoreline. The members discussed the watershed projects, the budget update, the fertilizer ordinance, and the washing system for residential boats.

### **Design Review Board**

The Design Review Board met on February 21. The members reviewed and discussed plan reviews for 195 West High Street for new commercial construction and 87 Main Street for new signs for Pizza on Main and Mateo's. The 195 West High Street plan review was recommended for approval, but the 87 Main Street plan review was continued to the next scheduled meeting.

### **Economic Development Commission**

No meeting

### **Ethics Commission**

No meeting

### **Fire Commission**

The Fire Commission met on February 12. The members approved the annual contribution in the amount of \$8,500. The members discussed adding firefighter cancer funds to next year's fiscal budget, the

Confined Space Rescue Team Mutual Aid Agreement, the change in computer software from RedNMX to IAmResponding, and OSHA's total updating of their regulations and guidelines. The members approved of the confined space agreement and the 2023 stipend as presented.

### **Inland Wetlands Watercourses Agency**

The Inland Wetlands Watercourses Agency met on February 28.

Continued 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. Wall made a motion to continue application IW-23-022 to the next regularly scheduled meeting. Mr. Johnson seconded the motion. Vote: 5-0
- B. Application IW-24-001: West High Enterprises, 195 West High Street, Construction of a Commercial Building in Upland Review Area. Map 12/ Block 36/ Lot 3. Mr. Johnson made a motion to approve application IW-24-001: West High Enterprises, 195 West High Street, Construction of a Commercial Building in Upland Review Area. Map 12/ Block 36/ Lot 3. Vice-Chairman Kavalkovich seconded the motion. Vote: 5-0 in favor
- C. Application IW-24-002: Paul Catalano, 33 Spellman Point Rd., Landscaping and install swim spa in Upland Review Area. Map 09A/ Block 70A/ Lot 25. Vice-Chairman Kavalkovich made a motion to approve application IW-24-002: Paul Catalano, 33 Spellman Point Rd., Landscaping and install swim spa in Upland Review Area. Map 09A/ Block 70A/ Lot 25. Mr. Hill seconded the motion. Vote: 5-0 in favor

New Applications:

- A. Application IW-24-003: East Hampton, Public Works Dept., Replacement of Wopowog Culvert. Map 21/ Block 53/ Lot 7. Vice-Chairman Kavalkovich made a motion to continue application to special meeting for March 14, 2024, location to be determined by Town Staff. Chairman Wilson seconded the motion. Vote: 5-0 in favor

### **Joint Facilities**

The Colchester-East Hampton Joint Facilities held a special meeting on February 27. Colchester Fire & EMS has created a Memorandum of Understanding (MOU) agreement with the Colchester East Hampton Joint Facilities for the purpose of providing emergency Confined Space Rescue Services. The MOU is being reviewed and revised by all necessary parties. The Joint Facilities Board approved the 2024/25 Joint Facilities Operating Budget totaling \$2,774,744. Voted 6-0. Mr. Cerreta reported on Operations and Maintenance for January. Mr. Cerreta received his Class IV Wastewater Operator Certification.

### **Library Advisory Board**

The Library Advisory Board met on February 5. The new Children's Librarian attended the meeting to introduce herself. Members discussed the strategic planning process. Ms. Cachuela presented the draft Library operating budget to the members for discussion.

The Library Advisory Board held a special meeting on February 19. They approved a draft of the Community Survey that will be presented to the Town Council for approval.

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

The Middle Haddam Historic District Commission met on February 22. The members reviewed and discussed two plan reviews for public hearing. One was for new copper gutters and the other was for stadium lighting for a horse corral. The members approved the first plan review and tabled the second plan review. There was discussion about the on-going problem spots in the district. The election of officers was tabled to the March meeting. The members briefly discussed the topic of their membership. Mr. Dart expressed his interest in becoming an alternate member so that Ms. Donnelly could become a regular member.

## **Parks & Recreation Advisory Board**

The Parks & Recreation Advisory Board met on February 6. Members received updates on the Air Line Trail clean up day, golf tournament planning, hiring for office and seasonal staff and an updated scope of work for the Sears Park tennis courts, pickleball courts and basketball courts.

## **Planning & Zoning Commission**

The Planning & Zoning Commission met on February 7.

Public Hearings:

- A. PZC-23-015: Text Amendment regarding Accessory Uses to Agriculture per Sec. 8.4.C Ray Zatorski made a motion to continue the public hearing to the next regular scheduled meeting of March 6, 2024 at the applicant's request. Rowland Rux seconded the motion. Vote: 7-0 in favor Ray Zatorski made a motion to continue the application to the next regular scheduled meeting of March 6, 2024 at the applicant's request. Rowland Rux seconded the motion Vote: 7-0 in favor
- B. Text Amendment Regarding Required Setbacks on Non-Conforming Lots in the R-1 Zone: Section 8.2 of the East Hampton Zoning Regulations Ray Zatorski made a motion to continue the public hearing to the regular scheduled meeting of June 5, 2024. Rowland Rux seconded the motion. Vote: 7-0 in favor. Ray Zatorski made a motion to continue the application to the regular scheduled meeting of June 5, 2024. Rowland Rux seconded the motion. Vote: 7-0 in favor. Jim Sennett arrived to the meeting via ZOOM and was seated in place of Mattie Walton.

New Business:

- A. PZC-24-002: West High Enterprises, 195 West High Street, Site Plan Review for Construction of a Commercial Building in C Zone. Map 12/ Block 36/ Lot 3 Application was accepted and will be discussed at the next regularly scheduled meeting of March 6, 2024.
- B. Request an extension of filing Mylars for Hampton Village, 37 South Main St. Subdivision. Ray Zatorski made a motion to extend filing of Mylars for Hampton Village, 37 South Main St. Subdivision for 90 days per applicant's request. Rowland Rux seconded the motion. Vote: 8-0 in favor.
- C. Application PZC-24-003 Ted Hintz, 46 Keighly Pond Rd., Special Permit for Lighting for horse rink in R2 Zone. Map 01C/ Block 10/ Lot 11. Commission accepted application. Ray Zatorski made a motion to schedule a public hearing for the next regularly scheduled meeting March 6, 2024. Michael Kowalczyk seconded the motion. Vote: 8-0 in favor.

Old Business.

- A. PZC-24-001: Jessicas Designed Landscapes, LLC, 87 Main Street, Site Plan Modification in VC Zone – Section 5.1.B, Retail to Restaurant. Map 06A/ Block 61/ Lot 7. Ray Zatorski made a motion to approve application PZC-24-001: Jessicas Designed Landscapes, LLC, 87 Main Street, Site Plan Modification in VC Zone – Section 5.1.B, Retail to Restaurant. Map 06A/ Block 61/ Lot 7 and liquor permit within 500' of school and church. Rowland Rux seconded the motion. Vote: 8-0 in favor.
- B. PZC-23-016: David & Melissa Baribault, 33 High Point, Gravel Path, Shed and Stairs in Conservation Easement. Map 02C/Block 9/Lot 12/8. Application was continued to the next regularly scheduled meeting of March 6, 2024.

## **Water Pollution Control Authority**

The East Hampton WPCA met on February 6. Mr. Clayton presented the proposed 2024/25 Expense Budget for review and discussion. Any changes or correction will be made at the March 5, 2024 meeting. Mr. DeSimone and Mr. Terry have been appointed to the East Hampton Water Committee.

## **Zoning Board of Appeals**

No meeting