


MEMORANDUM

TO: Town Council

FROM: David E. Cox, Town Manager 

DATE: April 8, 2021

SUBJECT: Agenda Information – 4/13/2021

The following is additional or summary information regarding matters on the upcoming Town Council Agenda. The numbering below follows the agenda and some routine or self-explanatory items are not discussed in this memo. As you review your packet materials, please do not hesitate to contact the appropriate staff member or me prior to the Council meeting with any questions or concerns. Often, these conversations can help staff and me be prepared for the Council meeting and be ready to facilitate a more productive and efficient meeting for everyone.

7 Resolutions/Ordinances/Policies/Proclamations

7a Resolution regarding the purchase of the Christopher Pond Property and setting a Town Meeting

– As the Council will recall, the Town entered into an agreement with the owners of the property adjacent to 20 Christopher Road, commonly referred to as the Christopher Pond property, giving the Town an option to purchase the property. That Purchase and Sale Agreement was amended in December 2020 allowing the Town additional time to complete the purchase so that the results of a grant application would be known. Further, the acquisition of the property was discussed and included in the Town’s Capital Improvement Plan approved with the FY 2021 budget. The Town’s application for an Open Space and Watershed Land Acquisition grant to assist in the funding was approved although at a rate lower than the amount contemplated in the budget. The Town received grant funds in the amount of \$46,500 toward the purchase price of \$142,500. Funding of \$50,000 was identified in the Capital Improvement Plan Land Acquisition – Open Space line for the purchase. In order to move the land purchase ahead, the Conservation Lake Commission voted to recommend that the remaining needed funds be taken from funds accumulated and earmarked for Water Quality Infrastructure Improvements. As a reminder, the purchase of this property and improvement of Christopher Pond is identified in the Lake Pocotopaug Nine Elements Watershed Based Plan as an important contributor to the health of the lake.

As part of the final steps toward purchasing the property, the Council is asked to approve a Resolution and set a Town Meeting at which formal approval of the purchase would be sought. The proposed resolution sets a Town Meeting for Monday, May 3 beginning at 6:30pm in the Town Hall and identifies the method by which the purchase would be funded. Before the Town Meeting would be officially noticed, the Board of Finance is asked to consider and approve the proposed Town Meeting Resolution in accordance with Town Charter. The acquisition of the property was considered by the Planning and Zoning Commission at its meeting on April 7 in accordance with Section 8-24 of the Connecticut Statutes. The Commission’s report is included in this agenda packet.

Recommended Action: Approve the Resolution.

9 New Business

9a Consideration of Proposed Community Garden at the Cranberry Bog Property – The East Hampton Rotary, in partnership with the Parks and Recreation Department, is proposing to establish and operate a community garden on property owned by Kiely Enterprises, LLC but used for recreational purposes by the Town of East Hampton through an easement granted to the Town. The owner of the property supports the use of the land under the Town’s easement. The proposed community garden program calls for a portion of the property east of the bog to be developed into several small garden plots, which would be “rented” to members of the community on a seasonal or other appropriate basis. Rotary will be in the lead position on preparing and maintaining the gardens with support from the Parks and Recreation Department for communication, marketing and coordination. Members of the Rotary will present the concept to the Council and the Council is asked to authorize the use of the Town’s easement rights for this purpose.

Recommended Action: Approve use of the Town’s easement for this purpose.

9b Discussion of the FY 21/22 Budget and Council Review Schedule – The Council is asked to determine its plan for final review of the Fiscal Year 2021/2022 Annual Town Budget, which was amended and recommended by the Board of Finance at its meeting on April 7. Staff is currently preparing a formal budget revision document based on the action taken by the Board of Finance through which the Town Manager’s Recommended Budget was reduced by approximately \$105,000 between the Education and Town Budgets. The document outlining the initial proposal for budget modification and from which the Board of Finance worked is included in this agenda packet. A unanimous action was taken by the Board of Finance to recommend a budget based on this document. It should be noted that the Town Charter requires a Town Meeting on the budget to be held by May 10 (second Monday of May), which would require the Council to adopt a recommended budget by Tuesday, April 27 in order for publication of the Town Meeting notice to occur. Referendum would then occur on May 18. That notwithstanding, Governor Lamont has again issued an Executive Order allowing municipalities to delay this timeline if necessary or desired. The Governor’s Order requires a decision to delay be taken by May 20, 2021 and a Town Meeting on the budget to be held by June 30, 2021. A Town Meeting is required unlike last year. In order to maintain a schedule that allows approval of a recommended budget on April 27, the Council could request that individual Council members or party caucuses send questions on the proposed budget to the Town Manager, School Superintendent or Finance Director by April 20 for response and consideration prior to or at the meeting. The Council is asked to discuss and determine its preferred timeline.

9c Discussion regarding appointment of a Poet Laureate – The Town was recently solicited to appoint a new Poet Laureate by Robert Claps, a recently published poet. Mr. Claps indicates his desire to use an official designation to work with the schools and community to celebrate and encourage literary efforts. The Town has appointed a Poet Laureate in the past and that individual held the honor

until his passing. If the Town Council is interesting in considering the position, I recommend the matter be referred to the Arts and Cultural Commission for its review and recommendation regarding the position and the potential appointee.

Recommended Action: Refer the matter to the Arts and Cultural Commission

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, March 23, 2021
Town Hall Council Chambers and Zoom

MINUTES

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

Call to Order

Chairman Brown called the meeting to order at 6:35 p.m. in the Town Hall Council Chambers and via Zoom.

Adoption of Agenda:

A motion was made by Ms. Moore, seconded by Mr. Reich, to adopt the agenda as written. Voted (7-0)

Approval of Minutes

A motion was made by Ms. Moore, seconded by Mr. Reich, to approve the minutes of the Town Council Regular Meeting of March 9, 2021 as written. Voted (7-0)

Public Remarks

None

Presentations

Revaluation Presentation

Tax Assessor Deborah Copp and Stephan Bourque from Vision Government Solutions were in attendance to provide information on the current Grand List amount as well as the process used in evaluating the current value of all real property in the community for the recent Revaluation. A copy of the presentation will be included with the minutes filed in the Town Clerk's Office.

Bids & Contracts

None

Resolution/ Ordinances/ Policies/ Proclamation

Resolution Regarding Acceptance of the Donation of Land Adjacent to 366 West High Street

At a prior meeting, the Council voted to accept the removal of reversionary interests in Fire Station #2 property at 366 West High Street. The owner of the property on which the parking lot is located was approached about donating that property to Town. The owner agreed and indicated they had intended to donate the parking lot as well. In consultation with the Town Attorney, it has been clarified that because there is no payment being made for the acquisition of the land, it does not require a Town Meeting.

A motion was made by Mr. Reich, seconded by Mr. Philhower, to adopt the resolution regarding the acceptance of the donation of land adjacent to 366 West High Street as presented. Voted (7-0)

Resolution Regarding Acceptance of the Donation of Land Adjacent to the Middle School

The owner of a parcel of land on Route 66 which abuts the Middle School property has offered to donate the property to the Town/Board of Education. The Board of Education considered the donation at a meeting earlier this month and recommends the Town accept the donation. The Board of Education believes this parcel could serve to allow expansion or enhancement of the athletic fields or opportunities at the school and could be used to provide an alternative entrance to the Middle School site. As this is a donation of land with no payment being made, this process does not require a Town Meeting.

A motion was made by Mr. Reich, seconded by Mr. Philhower, to adopt the resolution regarding the acceptance of the donation of land adjacent to the East Hampton Middle School as presented. Voted (7-0)

Continued Business

None

New Business

None

Town Manager Report

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

Appointments

A motion was made by Ms. Moore, seconded by Mr. Markham, to appoint Jeff Leith, AJ LaPlant, Jason Serra and Ted Shumbo, Jr. to the High School Athletic Fields Building Committee. Voted (7-0)

A motion was made by Ms. Moore, seconded by Mr. Markham, to appoint Glenn Curtin to the Design Review Board. Voted (7-0)

A motion was made by Ms. Moore, seconded by Mr. Markham, to reappoint Peter Zawisza, John Purple, Chuck Yenkner and Martin Podskoch to the Conservation-Lake Commission. Voted (7-0)

Additional reappointments will be made to the Conservation-Lake Commission at a future meeting.

Tax Refunds

A motion was made by Mr. Philhower, seconded by Mr. Feegel, to approve tax refunds in the amount of \$367.82. Voted (7-0)

Public Remarks

None

Communications, Correspondence & Announcement

Mr. Cox noted there is a document in the Town Manager's Report outlining the Salmon River Watershed Partnership 2020 Accomplishments.

Adjournment

A motion was made by Mr. Reich, seconded by Mr. Philhower, to adjourn the meeting at 7:27pm.

Voted (7-0)

Respectfully Submitted,

Cathy Sirois
Recording Clerk

RESOLUTION

East Hampton Town Council

A Resolution Approving the Purchase of Real Estate
and Establishing the Required Resolution
and Special Town Meeting

DRAFT – April 8, 2021

WHEREAS, pursuant to Town Charter Section 4.1, any resolution authorizing the purchase or sale of real estate shall be acted upon by the Town Meeting, and

WHEREAS, the Town of East Hampton (“Town”) desires to purchase certain real estate owned by the Jane S. Christopher Family Trust and the Ronald Christopher Revocable Trust identified as Map 04A, Block 45, Lot 29, which property is located adjacent to 20 Christopher Road in the Town of East Hampton (the “Christopher Pond Property”), and

WHEREAS, the Christopher Pond Property is identified on the survey attached hereto as Exhibit A and is more precisely described in the legal description attached hereto as Exhibit B, and

WHEREAS, the owners of said Christopher Pond Property and the Town of East Hampton have agreed upon a sale price of \$142,500 after performing two independent appraisals of the property, which price is described in a Purchase and Sale Agreement dated May 14, 2020 and a First Addendum to Purchase and Sale Agreement dated December 10, 2020, and

WHEREAS, in accordance with Town Charter Section 4.1, the Board of Finance is requested to review the Resolution herein prescribed at its Regular meeting on April 19, 2021 and to indicate its approval or disapproval, and

WHEREAS, in accordance with section 8-24 of Chapter 126 of the Connecticut State Statutes, the Planning and Zoning Commission has accepted referral of the proposed sale for its consideration and report at its meeting on April 7, 2021 and a report regarding the proposed sale has been provided.

NOW, THEREFORE, BE IT RESOLVED:

By the Town of East Hampton Town Council that the Town Meeting of the Town of East Hampton, upon approval of the Board of Finance, consider and act upon the following Resolution, which the Council hereby recommends be approved and which the Town Council hereby adopts.

Town of East Hampton

Resolution of the Town Meeting authorizing the purchase of certain real estate owned by the Jane S. Christopher Family Trust and the Ronald Christopher Revocable Trust identified as Map 04A, Block 45, Lot 29 in the Town of East Hampton, for a purchase price of \$142,500.

Resolved, the Town of East Hampton hereby authorizes the purchase of a parcel identified as Map 04A, Block 45, Lot 29, which property is located adjacent to 20 Christopher Road in the Town of East Hampton and more particularly depicted and described on the survey attached hereto as Exhibit A and in the legal description attached hereto as Exhibit B (“Christopher Pond Property”) from the Jane S. Christopher Family Trust and the Ronald Christopher Revocable Trust for a purchase price of \$142,500, subject to the terms and conditions of that certain Purchase and Sale Agreement dated May 14, 2020 and First Addendum to Purchase and Sale Agreement dated December 10, 2020, and as may be amended or restated by a final contract prior to closing having substantially the same terms and conditions.

Be it further Resolved that the purchase of the Christopher Pond Property shall be funded through proceeds of a grant received by the Town of East Hampton from the State of Connecticut, through funds allocated in the East Hampton Capital Improvements Plan in a line identified for Land Acquisition – Open Space and through funds allocated in the East Hampton Capital Improvements Plan for Water Quality Infrastructure Improvements.

Be it further Resolved that the Chairman of the Town Council, the Town Manager or any other proper officer or official of the Town is authorized on behalf of the Town to enter into any agreement, to execute any document and to take any other actions necessary or desirable to effect the purchase of said parcel of land in accordance with this Resolution.

BE IT FURTHER RESOLVED, that the that the Town Council hereby authorizes and directs that the Chairperson of the Town Council call for a Special Town Meeting to be held on Monday, May 3, 2021 beginning at 6:30pm to be held at the Town Hall to act upon the foregoing Resolution, subject to approval of the Resolution by the Board of Finance as described herein.

Approved this 13th day of April, 2021.

TOWN COUNCIL

ATTEST

James Brown, Chairperson

Kelly Bilodeau, Town Clerk

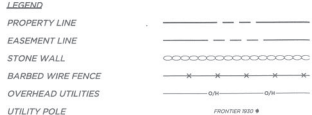
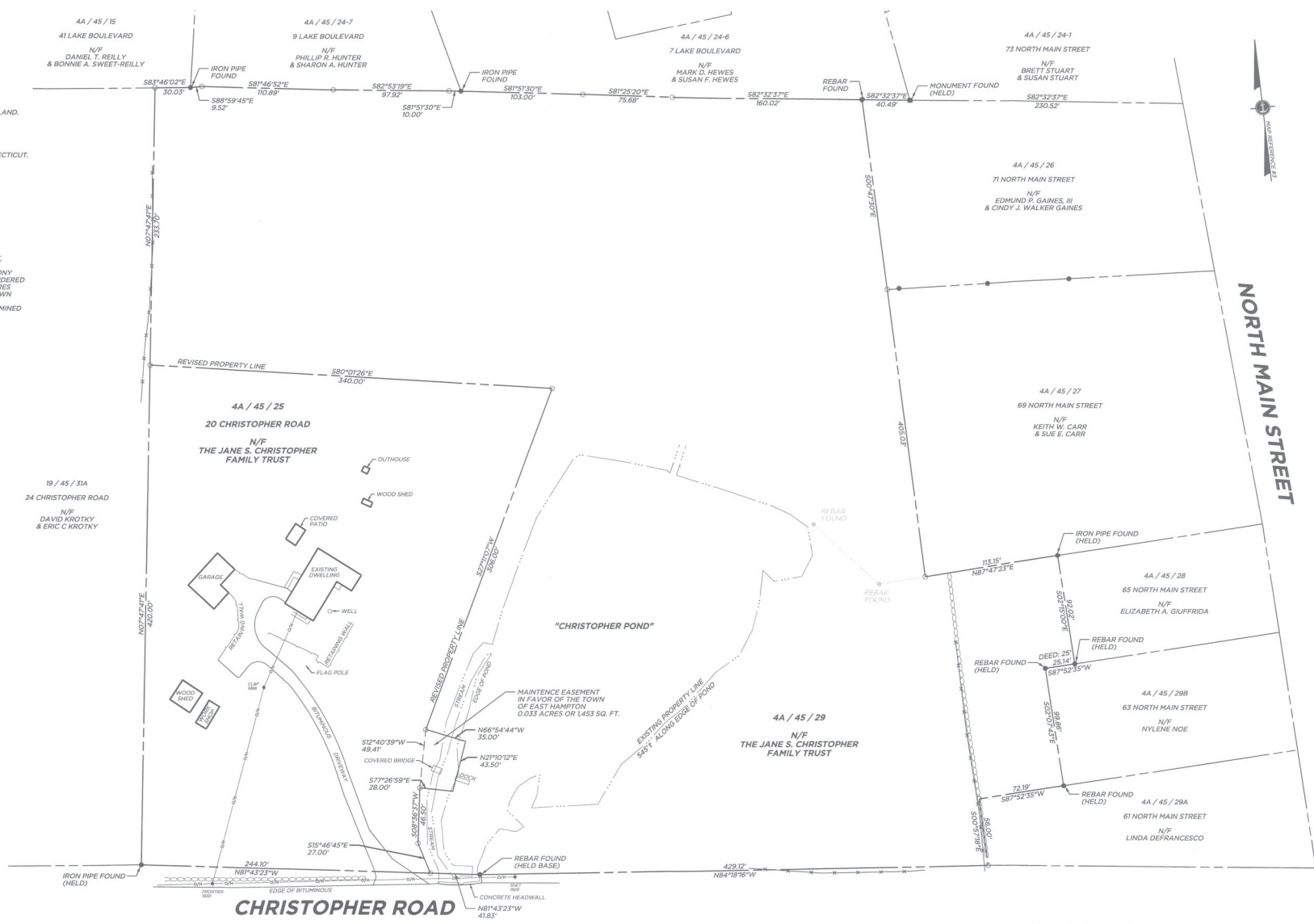
MAP REFERENCES

- 1) PREPARED FOR WILMER S. & VIDA M. CHRISTOPHER EAST HAMPTON, CONN. SCALE: 1"=50'. DATE: 7-7-71 BY: MEGSON & HYPPA.
- 2) MAP SHOWING "LAKESIDE" A.M. PAONESSA, OWNER. EAST HAMPTON, CONNECTICUT. SCALE: 1"=50'. DATE: APRIL, 1926 & MAR. 1, 1927. BY: P.A. MERIAN.
- 3) SUBDIVISION MAP, BAYBERRY POINT, NORTH MAIN STREET & LAKE BOULEVARD, EAST HAMPTON, CONNECTICUT. SCALE: 1"=40'. DATE: JULY 26, 1982. BY: KENNY & STEVENS
- 4) PROPERTY OF ELWIN C. CHRISTOPHER AND ADRIENNE M. MARTLAND. EAST HAMPTON, CONN. SCALE: 1"=40'. DATE: 12-8-84. BY: MEGSON & HYPPA.
- 5) PROPERTY SURVEY PREPARED FOR EDMUND P. GAINES, III & CINDY J. WALKER GAINES, 71 NORTH MAIN STREET, ASSESSOR'S MAP #4/VB/LOCK #5/LOT 26, EAST HAMPTON, CONNECTICUT. BY: KENNETH J. PICARD.

SURVEY NOTES

- 1) BEARINGS AND COORDINATES DEPICTED HEREON ARE BASED UPON MAP REFERENCE #3.
- 2) FIELD SURVEY WAS CONDUCTED BY ANCHOR ENGINEERING SERVICES, INC. IN APRIL, 2020.
- 3) UNDERGROUND UTILITY, STRUCTURE AND FACILITY LOCATIONS DEPICTED AND NOTED HEREON HAVE BEEN COMPILED, IN PART, FROM RECORD MAPPING SUPPLIED BY THE RESPECTIVE UTILITY COMPANIES OR GOVERNMENT AGENCIES, FROM PARCEL TESTIMONY AND FROM OTHER SOURCES. THESE LOCATIONS MUST BE CONSIDERED APPROXIMATE IN NATURE. ADDITIONALLY, OTHER SUCH FEATURES MAY EXIST ON THE SITE, THE EXISTENCE OF WHICH ARE UNKNOWN TO ANCHOR ENGINEERING SERVICES, INC. THE SIZE, LOCATION AND EXISTENCE OF ALL SUCH FEATURES MUST BE FIELD DETERMINED AND VERIFIED BY THE APPROPRIATE AUTHORITIES PRIOR TO CONSTRUCTION. CALL BEFORE YOU DIG: 1(800) 922-4455

AREA TABLE		
MAP / BLOCK / LOT	EXISTING AREA	PROPOSED AREA
4A / 45 / 25	8.23 ACRES ±	2.64 ACRES ±
4A / 45 / 29	1.92 ACRES ±	7.51 ACRES ±
MAINT. EASEMENT	N/A	0.035 ACRES ±



THIS SURVEY AND MAP HAS BEEN PREPARED IN ACCORDANCE WITH SECTIONS 20-300B-1 THROUGH 20-300B-20 OF THE REGULATIONS OF CONNECTICUT AGENCIES MINIMUM STANDARDS FOR SURVEY AND MAPS IN THE STATE OF CONNECTICUT AS ENFORCED BY THE CONNECTICUT ASSOCIATION OF LAND SURVEYORS, INC. IT IS A LOT LINE REVISION PLAN, BOUNDARY DETERMINATION CATEGORY SURVEY CONFORMING TO HORIZONTAL ACCURACY CLASS 2 TO THE BEST OF MY KNOWLEDGE AND BELIEF THIS SURVEY IS COMPLETELY CORRECT AS NOTED HEREON.

WILLIAM E. WERTZ, CT. L.S. #20087

ANY ORIGINAL OR DUPLICATE OF THIS MAP IS NOT VALID UNLESS THE EMBOSSED SEAL OF THE SURVEYOR WHOSE REGISTRATION APPEARS ABOVE, NO OTHER CERTIFICATION OR WARRANTY IS EXPRESSED OR IMPLIED.

ANCHOR ENGINEERING SERVICES, INC.
 Civil Engineering • Environmental Consulting • Land Surveying • Construction Management

41 Sequon Drive
 Glenbury, CT 06033
 Phone: (860) 633-5270
 Fax: (860) 633-5271
 www.anchor-eng.com

LOT LINE REVISION
 SHOWING LAND OF THE
JANE S. CHRISTOPHER FAMILY TRUST
 PREPARED FOR THE
TOWN OF EAST HAMPTON, CONN.
 CHRISTOPHER ROAD EAST HAMPTON, CT

PROJECT	DATE	SHEET NO.	OF
129-18	4/14/2020	1	1

SCALE: 1"=40'

NORTH MAIN STREET

EXHIBIT B

Christopher Property 4A/45/29 Legal Description

A certain piece or parcel of land laying in the Town of East Hampton, County of Middlesex and State of Connecticut shown as Map/Block/Lot 4A/ 45/ 29 on a certain map entitled "Lot Line Revision Showing Land of the Jane S. Christopher Family Trust, Prepared for the Town Of East Hampton, Conn., Christopher Road East Hampton, CT, Project 129-18, Scale: 1" = 40', Date: 4/14/2020, Sheet 1 of 1." by Anchor Engineering Services, Inc. more particularly described as follows:

Beginning at a point on the northerly side of Christopher Road, said point being the southeasterly corner of Lot 25 and the southwesterly corner of the parcel herein described, thence;

N 15-46-45 W a distance of 27.00' to a point, thence;

N 08-36-37 E a distance of 46.50 to a point, thence;

N 12-40-39 E a distance of 49.41' to a point, thence;

N 27-11-07 E a distance of 306.00' to a point, thence;

N 80-01-26 W a distance of 340.00' to land now or formerly of Krotky, the last 5 courses being along Lot 25, thence;

N 07-47-41 E a distance of 233.70' along land now or formerly of Krotky, to a point, thence;

S 83-46-02 E a distance of 30.03' to a point, thence;

S 88-59-45 E a distance of 9.52' to a point, thence;

S 81-46-52 E a distance of 110.89' to a point, thence;

S 82-53-19 E a distance of 97.92' to a point, thence;

S 81-51-30 E a distance of 10.00' to a point, thence;

S 81-51-30 E a distance of 103.00' to a point, thence;

S 81-25-20 E a distance of 75.68' to a point, thence;

S 82-32-37 E a distance of 160.02' to land now or formerly of Gaines, the last 8 courses being along land now or formerly of Reilly, Hunter and Hewes, in part by each, thence;

S 00-47-30 E a distance of 405.03' to a point, thence;

N 87-47-23 E a distance of 113.15' to land now or formerly of Giuffrida, the last 2 courses being along land now or formerly of Gaines and Carr, in part by each, thence;

S 02-15-00 E a distance of 92.02' along land now or formerly of Giuffrida to land now or formerly of Noe, thence;

EXHIBIT B

S 87-52-35 W a distance of 25.14' to a point, thence;

S 02-07-43 E a distance of 99.86' to land now or formerly of Defrancesco, the last 2 courses being along land now or formerly of Noe, thence;

S 87-52-35 W a distance of 72.19' to a point, thence;

S 00-57-18 E a distance of 56.00' to a point in the northerly line of Christopher Road, the last 2 courses being along land now or formerly of Defrancesco, thence;

N 84-18-16 W a distance of 429.12 along the northerly line of Christopher road, to a point, thence;

N 81-43-23 W a distance of 41.83' along the northerly line of Christopher Road to the point and place of beginning.

Containing 7.51 acres more or less.



Ray Zatorski, Chairman

Kevin Kuhr, Vice Chairman

Roy Gauthier

Rowland Rux

James Sennett

Angelus Tammara

Meg Wright

Ted Hintz, Jr. - Alternate

Mike Kowalczyk, Alternate

Tim Puglielli, Alternate

To: East Hampton Town Council
From: East Hampton Planning and Zoning Commission
Re: 8-24 Review – Acquisition of Land on Christopher Road – M04A/B45/L29
Date: April 7, 2021

In accordance with CGS 8-24, at the April 7, 2021 meeting of the East Hampton Planning and Zoning Commission, the proposal to purchase a parcel of land along Christopher Road, known as Map 04A/ Block 45/ Lot 29 on the East Hampton Assessor's Map, also known as the Christopher Property, was reviewed by the Commission.

The Commission unanimously voted to send a favorable recommendation to the Council for the purchase of the above mentioned property due to its importance for the water quality of Lake Pocotopaug and its proximity to other, already preserved lands. Further, the purchase is consistent with the Conservation and Lake Commission's Nine Elements Watershed Plan, and the purchase is consistent with the Plan of Conservation and Development.

The Commission applauds the Council on the pending purchase of this important parcel and thanks the Council for the opportunity to review this proposal.

East Hampton Community Garden

Pam Joslyn

April 13, 2021

February 12, 2021

- Rotary, Park & Rec and Garden Club
- 1st meeting was March 8
- 25 volunteers as of today
- Jack Solomon and Jeremy Hall found our property
- Zoned as farm land

What type of gardens?

- Organic
- Fruit & Vegetables
- Food Bank
- Educational/Children
- Senior Center
- Rent a lot

Subcommittees

- Planning
- Layout
- Rules
- Fundraising
- Irrigation

Things we know we need to still do

- Create a To-Do list
- Figure out how to protect from wildlife
- Need shed
- Need tools
- Need compost

First, we would like to thank Mr. Smith, Ms Asetta, the Town Department Heads, Mr. Cox and Mr. Jylkka for their assistance during this budget process.

The town manager and department heads have done an excellent job proposing a rational budget that addresses the needs of our town. The items laid out in this budget are targeted at areas of need, while maintaining services that have served the town over the past year. We would like to commend Mr. Cox and Mr. Jylkka's leadership throughout the past year and again thank them for their assistance in the budget process.

The Teachers, Staff, Superintendent, and Board of Ed should be applauded for all of their hard work to give their students the best school year they possibly can. The Superintendent and Board of Ed have presented a no frills budget requesting no new staff and bringing Chrome books out of capital and into the BOE budget request.

We largely agree with the budget presented, but would like to make the following adjustments:

Capital Budget

The Finance manager is currently projecting a significant increase in both revenues and savings in expenditures for the FY21 budget. We would like to use \$400K of those funds to close the gap in the current Town Managers capital budget.

Currently the Fire department has a sinking fund containing \$67,000. We would like to zero out the currently requested \$350K in the capital plan and ask the Town Manager and Fire department to use the existing funds to gain a better estimate on a phased approach on renovating the Fire House.

Given the relatively low interest rates and potential savings for purchasing two trucks we propose financing two pump trucks with this years budget. The financing dollar amount to be increased to \$590K, assuming a 10 year payoff schedule, with estimated payments for 2021 and 2022 to be included in the budget.

We appreciate Jeremy's vision to establish a Master Plan for Park's & Rec. We would like to move this request from the capital plan into the Park's & Rec operating budget and reduce the amount by \$10,000 to a total of \$15,000

Education:

In their presentation a few weeks ago the Superintendent discussed an opportunity to utilize unspent funds to potentially lower school taxes this year.

We would like to leverage those unspent funds to reduce the education budget by \$102K. This one time reduction in the education budget, could be used to pre-purchase chrome books for next school year and can help reduce the overall mil rate for the 2021-2022 budget.

Town Budget:

We would like to increase the Middle Haddam Library budget request by \$5,000 for a total of \$10,000 to meet their request.

Recognizing the extraordinary work the Registrar has done this past year in running an election with a number of challenges, last years election and turnout is a great reflection of the support of our town government. We propose increasing the Registrars budget by \$800 to be put towards salaries.

Given how important our IT infrastructure has become in a world of Zoom meetings, we would like to also recognize the important work the IT department has been doing. We propose increasing the IT budget by \$1,000 to be put towards salaries.

These adjustments would result in a mil rate increase of 1.55 Mills, which is a reduction from the Town Managers originally proposed budget of 1.59.

The table below has a detailed breakout of each item and projected mil rate impact.

Budget modification	Mil Rate Impact
Capital	
Use \$400K of FY2021 budget town surplus. Funds would be transferred from FY2021 to pre-fund the FY2022 plan.	Will not impact mill rate
Reduce Parks and Rec capital planning request(\$25K in the town manager's budget) by \$10K to now be \$15K and place in operating budget	Reduce mill rate by 0.01
Use currently available \$67K in the Fire Department's sinking fund to start the design process on the Fire House Renovations and eliminate \$350K line item	No Impact to the Mill Rate
Finance both pump trucks this year assuming 10 year payment schedule	Increase Mill rate by 0.05
Education	
Reduce education budget \$102K by using unspent funds to potentially pre-purchase chrome books	Mill rate reduction of 0.09
Town budget	
Increase Middle Haddam library by \$5000 Increase Registrar salary by \$800 Increase IT salary by \$1000	Increase mil rate by 0.01
Total Mill Rate Change from FY2021	1.55

STATE OF CONNECTICUT

BY HIS EXCELLENCY

NED LAMONT

EXECUTIVE ORDER NO. 10E

**PROTECTION OF PUBLIC HEALTH AND SAFETY DURING COVID-19 PANDEMIC –
ABSENTEE BALLOT USE FOR AN ELECTION, PRIMARY, OR REFERENDUM**

WHEREAS, on March 10, 2020, I declared public health and civil preparedness emergencies throughout the State of Connecticut as a result of the coronavirus disease 2019 (COVID-19) outbreak in the United States and Connecticut; and

WHEREAS, on September 1, 2020, I renewed the March 10, 2020 declaration of public health and civil preparedness emergencies and also issued new declarations of public health and civil preparedness emergencies, which new and renewed emergencies remained in effect until February 9, 2021; and

WHEREAS, on January 26, 2021, I renewed the March 10, 2020 and September 1, 2020 declarations of public health and civil preparedness emergencies and also issued new declarations of public health and civil preparedness emergencies, which new and renewed emergencies shall run concurrently and remain in effect until April 20, 2021, unless earlier terminated; and

WHEREAS, COVID-19 is a respiratory disease that spreads easily from person to person and may result in serious illness or death; and

WHEREAS, the World Health Organization has declared the COVID-19 outbreak a pandemic; and

WHEREAS, the COVID-19 pandemic remains a grave threat to public health and safety and civil preparedness in the State of Connecticut; and

WHEREAS, public health experts have determined that it is possible to transmit COVID-19 even before a person shows symptoms and through aerosol transmission; and transmission or “shedding” of the coronavirus that causes COVID-19 may be most virulent before a person shows any symptoms; and

WHEREAS, the CDC has recommended that people with mild symptoms consistent with COVID-19 be assumed to be infected with the disease; and

WHEREAS, public health experts have recommended that, to prevent transmission of COVID19, and in light of the risk of asymptomatic transmission and a significant rate of false negative tests, everyone should assume they can be carrying COVID-19 even when they have received a negative test result or do not have symptoms; and

WHEREAS, to reduce the spread of COVID-19, the United States Centers for Disease Control and Prevention (CDC) and the Connecticut Department of Public Health (DPH) recommend implementation of community mitigation strategies to slow transmission of COVID-19, including limitation on the size of gatherings, maintaining a safe distance from others, and wearing masks or face coverings; and

WHEREAS, because COVID-19 has caused unanticipated health effects that are not fully understood by the medical community, residents, businesses, and government, agencies face new and unanticipated economic, fiscal, and operational challenges as a result of the COVID-19 pandemic; and

WHEREAS, infections with highly transmissible variants of the coronavirus that causes COVID-19 have spread widely in the United Kingdom and elsewhere and have been discovered in Connecticut and other states, increasing the risk of greater transmission of COVID-19 throughout Connecticut; and

WHEREAS, elections and referendums will be held in the coming months to select candidates for various state and municipal offices; and

WHEREAS, while Connecticut has made significant progress in administering vaccines, significant portions of the population have not yet completed their course of vaccinations, and significant public health risks may still remain to poll workers and voters taking part in municipal elections and referendums; and

WHEREAS, absentee voting offers a proven method of secure voting that reduces the risk of transmission of COVID-19 by allowing individuals to vote by mail and thereby reducing the density of in-person voting at polling places; and

WHEREAS, secure and tamper-proof drop boxes manufactured specifically for the purpose of voting offer a safe and secure way for voters to deliver absentee ballots to election officials without in-person interactions that could increase the risk of transmission of COVID-19; and

WHEREAS, municipalities and regional boards of education do not in all situations have access to venues large enough to conduct town meetings or other meetings for the purpose of voting with sufficient space to provide adequate and safe distancing for all those likely to attend; and

WHEREAS, existing statutes related to permissible uses of absentee ballots in elections, primaries and referendums do not provide sufficient procedural and timeline flexibility to provide safe and secure voting while the risk of COVID-19 transmission remains significant;

NOW, THEREFORE, I, NED LAMONT, Governor of the State of Connecticut, by virtue of the authority vested in me by the Constitution and the laws of the State of Connecticut, and pursuant to the public health and civil preparedness emergencies declared on March 10, 2020 and renewed on September 1, 2020 and January 26, 2021 and the new public health and civil preparedness emergencies declared on January 26, 2021, do hereby **ORDER AND DIRECT**:

1. **Repeal of Executive Order No. 10, Section 8.** Executive Order No. 10, Section, 8 is repealed in its entirety and superseded by Section 2 of this order.
2. **Absentee Voting Eligibility During COVID-19 Pandemic.**
 - (a) Section 9-135 of the Connecticut General Statutes is modified to provide that, in addition to the enumerated eligibility criteria set forth in subsection (a) of that statute, an elector eligible to vote at a primary or an election and any person eligible to vote at a referendum may vote by absentee ballot for any election, primary or referendum held before May 20, 2021 if he or she is unable to appear at his or her polling place during the hours of voting because of the sickness of COVID-19. COVID-19 means the respiratory disease designated by the World Health Organization on February 11, 2020, as coronavirus 2019, and any related mutation thereof recognized by said organization as a communicable respiratory disease. It shall not constitute a misrepresentation under subsection (b) of Section 9-135 of the General Statutes for any person to communicate the provisions of this modification to any elector or prospective absentee ballot applicant.
 - (b) **Notice of Modification Required on Inner Envelope.** Section 9-137 of the Connecticut General Statutes is modified to provide that it shall not constitute a false statement for a person to represent his or her eligibility to vote by absentee ballot pursuant to the modifications of Section 9-135 in subsection (a) of this Section, and the inner envelope described in Section 9-137 shall contain a notice describing the modification in subsection (a) of this Section. For any election, primary, or referendum before May 20, 2021, election officials may use existing absentee ballot sets as directed by the Secretary.
 - (c) **Authority for Secretary of the State to Modify Absentee Ballot Applications, Envelopes, and Printed Materials Regarding Eligibility.** Notwithstanding any provision of Title 9 of the Connecticut General Statutes or any other law or regulation to the contrary, for any election, primary, or referendum held before May 20, 2021, the Secretary of the State shall be authorized to modify any application, required notice, statement, or description of the eligibility requirements for voting by absentee ballot on any printed, recorded, or electronic material in order to provide accurate information to voters about the modifications to absentee voter eligibility and related requirements of this order.
 - (d) **Modification of Requirement that Absentee Ballots be Mailed Within Twenty-Four Hours of Application.** Section 9-140(g) of the Connecticut General Statutes is modified to provide that for any election, primary, or referendum to be held before May 20, 2021, each absentee voting set

required to be mailed to an applicant shall be mailed by the municipal clerk within forty-eight (48) hours after the application for such absentee voting set is received by the municipal clerk.

(e) **Modification of Requirement that Absentee Ballots be Returned by United States Mail or In Person.** Section 9-140b(c) of the Connecticut General Statutes is modified to provide that the term “mailed” also means for any election, primary, or referendum to be held before May 20, 2021 deposited in a secure drop box designated by the municipal clerk for such purpose, in accordance with instructions prescribed by the Secretary of the State.

- i. In the case of absentee ballots mailed for any election, primary, or referendum to be held before May 20, 2021, beginning on the twentieth day before an election, primary, or referendum, and on each weekday thereafter until the close of the polls, the municipal clerk shall (A) retrieve from the secure drop box each such ballot deposited in such drop box, and (B) if the drop box is located outside a building other than the building where the municipal clerk’s office is located, arrange for the municipal clerk or municipal clerk’s designee to be escorted by a police officer during such retrieval. All other requirements of Section 9-140b(c) continue to apply.
- ii. No person shall be permitted to deposit an absentee ballot in a secure drop box after the hour prescribed for the closing of the polls in any election, primary, or referendum unless such person is in line at the drop box at the hour prescribed for the closing of the polls in any such election. An election official or a police officer of the municipality, who is designated by the municipal clerk, shall be placed at the drop box at the hour prescribed for the closing of the polls in any election, primary, or referendum. Such official shall direct all persons to form a line to deposit absentee ballots in the drop box and such official shall not allow any person who was not in such line at the hour prescribed for the closing of the polls in any such election, primary, or referendum to enter such line or to deposit an absentee ballot in the drop box. The municipal clerk, or municipal clerk’s designee, shall lock the drop box after the last person in line at the hour prescribed for the closing of the polls in any election has deposited such person’s absentee ballot in the drop box.

(f) **Modification of Time Period for Sorting of Absentee Ballots into Voting Districts by the Municipal Clerk.** Section 9-140c(b) of the Connecticut General Statutes is modified to provide that for any election, primary, or

referendum held before May 20, 2021, beginning the fourteenth day before the election or primary and on any weekday thereafter, all absentee ballots received by the municipal clerk not later than eleven o'clock a.m. of such day may be sorted into voting districts by the municipal clerk and checked on the official checklist. Ballots received not later than eleven o'clock a.m. on such last day before the special election or municipal primary shall be delivered by the municipal clerk to the registrars at six o'clock a.m. on the day of the election.

- (g) **Waiver of Supervised Absentee Ballot Requirements.** For any election, primary, or referendum held before May 20, 2021, the Secretary of the State may waive any requirement under sections 9-159r and 9-159q of the general statutes, provided the Secretary (1) waives such requirement in recognition of the public health and civil preparedness emergency declared on March 10, 2020, and renewed on September 1, 2020 and January 26, 2021 and has consulted with the Commissioner of Public Health or said commissioner's designee regarding such waiver, and (2) has given written notice to the municipal clerk and registrars of voters in each municipality.
- (h) **Modification of Municipal and Regional Board of Education Budget Adoption Timelines.** For any municipal budget or regional board of education budget prepared for the fiscal year ending June 30, 2022, notwithstanding the provisions of Title 7 and Chapters 164, 170 and 204 of the Connecticut General Statutes and any special act, municipal charter, home rule ordinance, municipal ordinance, regulation or policy, a municipality or regional board of education, upon a majority vote of its legislative body, or in a municipality where the legislative body is a town meeting, the board of selectmen, or of the regional board of education, as applicable, may alter its budget adoption dates, provided such vote to alter budget adoption dates is taken before May 20, 2021 and the final budget is approved before June 30, 2021 or at a minimum the first town meeting, district budget meeting, or referendum that may be required to approve such budget is conducted before June 30, 2021. Such budget adoption dates may include, but need not be limited to, applicable dates relating to an executive presentation of a proposed budget, public hearings, fiscal authority action, publications, referenda or final budget adoption. Any vote by the legislative body of a municipality or of a regional board of education pursuant to this order shall include a reference to this order. For the purposes of this section, "municipality" has the same meaning as provided in section 7-401.
- (i) **Suspension of Three-Week Notice Provision for Municipal Referenda.** Notwithstanding the provisions of Section 9-369c(a) and 9-369(e) of the Connecticut General Statutes, absentee ballots may be made available for any referendum as defined in subsections (2) and (3) of Section 9-1(n) of

the Connecticut General Statutes to be held before May 20, 2021 provided that absentee ballots are made available not less than four (4) business days prior to the date on which the referendum is to be held. Absentee ballot applications and absentee ballot sets may be prepared by the municipal clerk, and may be mailed by the municipal clerk provided that such clerk determines that the application or ballot will reach the voter no later than the day before the referendum.

- (j) **Posting of Absentee Ballot Applications on Municipal or Regional Board of Education Web Sites.** Notwithstanding any provision of the Connecticut General Statutes to the contrary, for an election, primary or referendum to be held before May 20, 2021, a municipal clerk or regional board of education may make available on municipal or regional board of education web sites digital versions of absentee ballot applications for download and completion by any person eligible to vote in an election, primary, or referendum subject to this order.

Unless otherwise provided herein, this order shall take effect immediately and remain in effect for the duration of the public health and civil preparedness emergencies declared on March 10, 2020, September 1, 2020, and January 26, 2021, including any extension or renewal of such declarations.

Dated at Hartford, Connecticut, this 6th day of April, 2021.



Ned Lamont
Governor

By His Excellency's Command



Denise W. Merrill
Secretary of the State



Sirois, Cathy

Subject: FW: [East Hampton CT] Poet Laureate for East Hampton (Sent by Robert Claps, robertclaps@sbcglobal.net)

-----Original Message-----

From: cmsmailer@civicplus.com <cmsmailer@civicplus.com>
Sent: Tuesday, March 30, 2021 4:24 PM
To: Town Council <towncouncil@easthamptonct.gov>
Subject: [East Hampton CT] Poet Laureate for East Hampton (Sent by Robert Claps, robertclaps@sbcglobal.net)

CAUTION:

This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Remember to hover over any links and if you suspect the email is not legitimate or a phishing email, please contact Tom McMahon at x3363.

Hello Town Council,

Robert Claps (robertclaps@sbcglobal.net) has sent you a message via your contact form (<https://www.easthamptonct.gov/user/27/contact>) at East Hampton CT.

If you don't want to receive such e-mails, you can change your settings at <https://www.easthamptonct.gov/user/27/edit>.

Message:

Hello Town Council,

I am a longtime East Hampton resident who, last month, published a first book of poetry, Casting; an article regarding that appeared in RIVER East, as well as the Meriden Record Journal. Three writers of national reputation wrote great reviews of it, and work from the book has been nominated for a Pushcart Prize, and has appeared in respected national journals.

So if the town would like to entertain the possibility of re-instating the Poet Laureate position, I think I would serve it well; I would love to work with the schools or perhaps the larger community with the aim of celebrating and encouraging their literary efforts.

I welcome any opportunity to serve the community in this regard. Attached is a link to my page on the publisher's website with sample work, reviews, and ordering information.

Thanks!

Bob Claps
EH CT

<https://antrimhousebooks.com/claps.html>

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



April 13, 2021

To: The East Hampton Town Council,

The documentation for the tax refunds listed below is available in the Office of the Collector of Revenue for your review. There are three (3) refunds totaling \$1,010.28.

Respectfully Submitted,

Kristy L. Merrifield, CCMC
Collector of Revenue

U.	0.00
24.13	⊕
86.15	⊕
900.00	⊕
1,010.28	⊕

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BOARD AND COMMISSION SUMMARY MARCH 2021

Arts & Culture Commission

The Arts & Culture Commission met on Thursday, March 18 at the Joseph N. Goff House. The Commission members heard presentations from those that submitted applications for the grants they are offering. They awarded the two Capstone grants and will wait until the April 1st deadline has passed to award the other grants.

Board of Finance

The Board of Finance met on March 15 for their regularly scheduled meeting. No action of note was taken. The Board also held the FY2022 Budget Public Hearing on March 22 and Workshops on March 23 – 27. The first Budget Deliberation Meeting was scheduled for March 31 with the second scheduled for April 7.

Brownfields Redevelopment Agency

The Brownfields Redevelopment Agency met on Monday, March 22 via Zoom. The members welcomed a new member to the agency, Ms. Virginia Yenkner. The members discussed 1 Watrous, 13 Watrous, and 3 Walnut under Continued Business. There were a few updates to inform the members on the properties. The PowerPoint presentation to the Town Council was given two weeks prior. The presentation went well, and the PowerPoint was informative. There were two articles in different publications about the presentation to the Town Council. It was suggested to put the PowerPoint on the commission's page on the town website. The members briefly discussed reaching out to sister commissions about working on projects in the future.

Clean Energy Task Force

The Clean Energy Task Force met on Monday, March 1 via Zoom. John Greeno with New England Conservation Services provided information on energy programs the town may want to consider such as the Home Energy Solutions and some low-income programs.

Commission on Aging

The Commission on Aging met on March 11 via Zoom. There was a senior services report and an update on the latest COVID vaccine clinic. The members held discussions with the housing authority staff regarding any possible collaborations. Within those discussions the topic of reforming the 'round table committee' was discussed. This committee would be made up of the aging commission from 7 different surrounding towns. This committee would discuss and form programs to help seniors within their communities. There were also discussions of building an assisted living center for seniors not able to live alone and affordable housing in town to help seniors on fixed incomes.

Conservation-Lake Commission

The Conservation-Lake Commission met on March 11 via Zoom. There was discussion of the RFQ Proposal for comparing limnologist companies in the state for the town and the commission. NEAR was the only company to send in a proposal for the RFQ. There were two other companies calling for inquiries about NEAR's reputation with the town and the commission. There was discussion for the town to purchase the Christopher Brook property

using a partially awarded grant. There will be new articles submitted showing homeowners being awarded a plaque when they complete the Lake Smart Program. The commission was informed that the lake dam is not registered with the State. DEEP has no records for the dam. It was suggested to have the town investigate this matter and see if there is a resolution. The Friends of the Lake will be holding a Clean the Lake Day on April 24th.

Design Review Board

No meeting

Economic Development Commission

The Economic Development Commission met on Tuesday, March 16 via Zoom. The members discussed the progress of the Masks for Small Businesses Initiative, the updates for the bells on the bridge event, the tourism pamphlet, the members reviewed and discussed the minutes and motions from the current Planning and Zoning meeting, new business banner locations were decided, the Business of the Month articles for the last two businesses were discussed, and the town beautification topic was tabled for the next meeting. The members received an update from commission member Jace Doane about the meeting held by the village center business owners. The Town Manager updated the members on the town budget and how far along the budget is in the process.

Ethics Commission

No meeting

Fire Commission

The Fire Commission met on Monday, March 8 at the Company #1 Fire House. The Fire Chief and Fire Marshal gave their reports to the board members. There were discussions on the dry hydrant updates, the new software migration, the awards program and tax stipend, and the new budget. The members tabled voting on the awards and tax reports since the software was fixed and the revised reports were sent out. There may be a special meeting to vote on the reports. The members also discussed the eligibility of junior members qualifying for the awards program and tax stipend. There are no restrictions in the by-laws about that, but the members want to investigate the wording in the by-laws to see if there needs to be any clarifications or revisions.

Inland Wetland Watercourses Agency

The Inland Wetland Watercourses Agency met on Wednesday, March 31 via Zoom.

Continued Applications:

- A. IW-21-004: JCG Properties, LLC., 9 Middle Haddam Road, Cobalt, for a 2 -lot subdivision of property containing wetlands Map 01C/Block 9/Lot 5. Approved

New Applications:

- A. IW-21-006: Grasshopper Landscaping, LLC., 41 Meeks Point Road, to install a paver walkway and steps on south side of house, install a 10' x 10' gazebo with crushed stone base, install stepping stones under deck to fence, install (2) retaining walls with steps, install a 20' x 4' paver walkway from garage door to deck steps and to install a stone pillar fence along Meeks Point Road. Work is within the Upland Review Area. Map 10A/Block 83/Lot 8. Continued to 4/28/2021 meeting
- B. IW-21-007: Po's Rice and Spice, 97 Main St., install 2 concrete pads, a stone patio,

fencing, gravel parking lot and greenery in the Upland Review Area Map 06A/Block 57/Lot 1A. Continued to 4/28/2021 meeting

- C. IW-21-008: Long Hill Estates, LLC, Long Hill Road, for a 7- lot residential subdivision within an upland review area. Map 06/ Block 12/ Lot 8. Continued to 4/28/2021 meeting

Joint Facilities

The Colchester –East Hampton Joint Facilities Board met on March 16 via Zoom. Mr. Paggioli reported that the design specs are still being finalized on the Colchester force main repair and is hoping for construction to begin around May or June. A representative from Garland Roofing gave a presentation and report of the roof study done in October. Three roofing bids were received. The board approved a motion to authorize Scott Clayton, PUA to award the lowest qualified bid up to \$235,000 which includes a 10% contingency. Vote: 5-0, motion passed

Library Advisory Board

The Library Advisory Board met on Monday, March 1 via Zoom. The members discussed the Library budget and budget narrative. The Circulation Policy was approved by Town Council. A proposal was received from 4D Design and Decorating to provide space planning services for the Library. The board members discussed the proposal.

Middle Haddam Historic District Commission

The Middle Haddam Historic District Commission met on Thursday, March 25 via Zoom. The commission members voiced their concern for the zone change and their support in opposing the zone change within the historic district. The members made a motion to have Chairman Roberts represent the commission at the Planning and Zoning meeting to voice the commission's opposition to the zone change.

Parks & Recreation Advisory Board

The Parks & Recreation Advisory Board met on Tuesday, March 2. Members received updates on the Glastonbury rowing and Wesleyan sailing MOU's. The Air Line Trail Subcommittee and Seamster Park Playground group provided updates. The Director provided an update on the budget and capital projects.

Planning & Zoning Commission

The Planning & Zoning Commission met on March 3 via Zoom

Public Hearings

- A. Application PZC-20-024: Paula Free, 249 West High St., for a special permit per Sec. 8.4 Motor Fuel Filling Station with a proposed convenience store in the Commercial Zone, Section 5.2. Map 06/Block 12/Lot 1B. Continued to the April 7, 2021 meeting per the applicant.
- B. Application PZC-20-026: Long Hill Estates, LLC., for a Zone Change from R-2 to C for a new 1.5 acre lot. Map 06/Block 12/Lot 8. Continued to the April 7, 2021 meeting per the applicant.
- C. Application PZC-21-001: Gloria & Troy Deleon, 16 Wells Ave., for a Special Permit for an Accessory Dwelling Unit per Sec. 8.3.M. Map 05A/Block 63A/Lot 1B. Approved (7-0)
- D. Application PZC-21-002: Timothy Puglielli, 155 Middle Haddam Rd., for a 2 lot

subdivision. Map 02/Block 18/Lot 24-3. Approved (7-0)

- E. Application PZC-21-005: JCG Properties, LLC., 9 Middle Haddam Road, for a 2 lot subdivision. Map 01C/Block 9/Lot 5. Continued to the April 7, 2021 meeting per the applicant.

New Business

- A. Application PZC-21-004: The Dublin, 42 East High St., for a Commercial Site Plan Modification to construct a concrete patio for outdoor seating for 35 people. Map 05A/Block 62A/Lot 10. Approved with conditions (7-0)
- B. Application PZC-21-006: James Marino, Deer Meadow, for a Special Permit for an Accessory Apartment. Map 35/Block 95/Lot 7-44. Continued
- C. Application PZC21-007: Atlantis Marketing, 157 Main Street, 1 Colchester Ave., and 5 Colchester Ave., for a zone change from R-2 to Commercial. Map 07A/Block 56/ Lots 21,22,24. Public hearing set for April 7, 2021 (7-0)

Town Facility Building Committee

The Town Facility Building Committee met on Thursday, March 18 via Zoom. The members received updates from the Architect/Construction Manager/OPM of the final items for the project. There were brief updates on the Cherry Hill Glass change order and the drywall patching due to bench issues in the men's locker room. The three invoices from Newfield were tabled for the next meeting.

Water Pollution Control Authority

The Water Pollution Control Authority Board met on March 2 via Zoom. After a final review the members approved the 2021/22 WPCA Operating Budget totaling \$ 1,883,882.79. Vote: 4-0 Motion passed.

Zoning Board of Appeals

The Zoning Board of Appeal met on Monday, March 8 via Zoom.

Public Hearings:

- A. Application ZBA-21-001, Brian Galovich, 35 Highland Terrace, to increase the lot coverage to 17% to construct an 18'x36' inground pool with 650 sq. ft. of concrete decking around the pool and a 15'x20' pool house area. Map 18/Block 44/Lot 78-28. Approved.