


MEMORANDUM

TO: Town Council

FROM: David E. Cox, Town Manager 

DATE: January 10, 2020

SUBJECT: Agenda Information – 1/14/2020

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

**7 Resolutions/Ordinances/Policies/Proclamations**

**7b Resolution for Town Hall Sale** – The Council is asked to take the next steps in the proposed sale of the current Town Hall building. As the Council will recall, an offer of \$316,000 has been received and, as directed by the Council, the potential sale has been presented to the Board of Finance and the Planning and Zoning Commission in accordance with Town Charter and State Law. The bodies have recommended approval of the sale and determined that the sale is in conformance with the Town’s Plan of Conservation and Development. As such, the Council is asked to establish the wording for the Resolution to be presented at the required Town Meeting, to establish the required Public Hearing date and time (which is a special meeting of the Town Council) and to establish the date for the Town Meeting. The resolution sets those activities for Monday, January 27 at the Town Hall beginning at 6:30pm and 6:45pm respectively.

**7c Resolution for Regional Performance Incenting Program (RiverCOG)** – As described in the included letter from Sam Gold, Executive Director, The Lower Connecticut River Valley Council of Governments (RiverCOG) is making an application for funding for two region-wide and three smaller multiple community joint service efforts. As a requirement of the grant applications, the RiverCOG is requesting that the member communities individually authorize and endorse the proposed projects and grant applications. The Council is asked to express that approval and endorsement via the resolution, which outlines the proposed grants. If desired, a representative of the RiverCOG could be asked to be present at the January 28 meeting of the Town Council to discuss the proposed projects further.

**7d Ordinance Amending the Arts and Cultural Commission Membership** – As the request from the Chairperson of the Arts and Cultural Commission indicates, the Commission is seeking a change to its membership to provide for seven members with two alternates instead of the existing 9 members with

no alternates. With the higher number of members, it has been difficult at times for the Commission to reach quorum at meetings thereby delaying its mission. Most other Boards and Commissions operate with 7 members and many have alternates. An ordinance has been prepared that would effect the change for consideration by the Town Council. If the Council wishes to proceed, the required public hearing should be set with a suggested date and time in conjunction with the Council's regular meeting on January 28. The matter would be bound over for consideration at that time.

**8 Continued Business**

**8a Proposed Job Description for Facilities Foreman** – The Council is asked to continue its review of the proposed job description for a Facilities Foreman position and the related Memorandum of Agreement with the union regarding implementation of the position. Additional material in follow up to the Council's previous discussion has been provided in the included memo from Public Works Director Matt Walsh. As a reminder, the position, which is similar to other Foreman positions in the Public Works Department, is being created to provide a lead supervisory employee in the Facilities Maintenance area under the management and guidance of the Director of Public Works.

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

**8b Proposed Job Description for Project Specialist** - The Council is asked to continue its review of the proposed job description for a Program Specialist in the Park and Recreation Department. As discussed at the previous meeting, the part time position, which will be funded through program fees in the Department's Special Revenue Fund, will be responsible for the development, implementation and oversight of new programs under the guidance and direction of the Director and the full time Program Coordinator. The anticipated programming will generally occur during evening and weekend hours and will provide increased flexibility to the Department to offer expanded programming.

Action: The Council is asked to consider this matter and approve the description.

**8c Update on Town Hall Project** – The Town Manager will report on the progress at the meeting. Currently, the project is within budget and on schedule for substantial completion by early March. Staff is making preparations for occupation of the building by Town and BOE operations in mid-April 2020.

**8d Update on the Drinking Water Project** - The Town Manager will report on the progress at the meeting.

**9 New Business**

**9a Updates to Police Department General Orders 5.5, 3.6 and 4.9** – As outlined in his various memoranda, the Police Chief is presenting amendments and updates to General Orders related to Family Violence and the Pursuit Policy in response to recent updates to the Statewide policy updates. Additionally, the Chief is proposing the creation of General Order 4.9 regarding Complaints That Allege Misconduct by Law Enforcement Personnel which combines and replaces General Orders 4.1 and 4.2,

which relate to the Citizen Complaint Process and Investigation of Misconduct and Citizen Complaints, respectively.

**9b Consideration of the RFP for the Lake Aeration Project** – The Council is asked to review and approve the distribution of the Request for Proposals (RFP) related to the Lake Aeration Project planned for Lake Pocotopaug. At its meeting on January 9, 2020, the Conservation Lake Commission reviewed and approved the proposed RFP document with some changes and enhancements. The requested changes call for inclusion of clarifications regarding standards to determine success, which will be established with the Town's lake science consultant. In order to allow the RFP to be distributed immediately so that proposals can be received and acted upon in February, the Council is asked to waive second reading on this matter and approve the RFP with the revisions requested by the Lake Commission. A revised RFP will be distributed at the meeting highlighting the changes.

Requested Action: Waive second reading and approve the RFP for distribution.

**9c Review of Library Strategic Planning Survey and Selection of Council Representation** – As described in the Library Director's report, the Council is asked to review and approve the survey to be used as part of the Library's Strategic planning effort. Additionally, the Council is asked to designate two or three Council members to meet with the Library's consultant on behalf of the Council to provide input in to the Strategic Plan.

Requested Action: Waive second reading and approve the proposed survey and designate the Council's representatives to the process.

**9d Discussion Regarding the Town Owned Property at 3 Walnut Drive** – The Council will be asked to discuss its desires for the future use of this Town-owned property on Walnut Drive in the Village Center.

**10 Town Manager Report** – In addition to items included in the written report and highlights or additions given at the meeting, it is noted that the Town Manager is appointing Christopher Ott (76 Royal Oaks Ave.) and Matthew Reich (9 Arch Drive) to the Economic Development Commission for terms ending in 2021. Additionally, Robyn Letourneau is being reappointed to the Economic Development Commission for a term ending 2024.

**11 Appointments** – The Council will be asked to consider appointments and reappointments to the various Boards and Commissions as recommended by the Council's committee.

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.

RESOLUTION

East Hampton Town Council

A Resolution Approving the Sale of Real Estate  
and Establishing the Required Resolution, Public Hearing  
and Special Town Meeting

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 sell the real estate owned by the Town and currently being used by the Town as its Town Hall located at 20 East High Street, East Hampton Connecticut (the “Property”), and

WHEREAS, the Town has accepted an offer of \$316,000.00 for the purchase of such Property by James Calciano, and/or his assigns, subject to the terms and conditions of that certain Real Estate Contract and addendum dated December 10, 2019, and

WHEREAS, at its December 10, 2019 meeting the East Hampton Town Council directed the Town Manager to prepare necessary documents and take necessary steps to provide for review of the proposed sale by the appropriate bodies and to present a sale resolution to the Town Council for consideration in January 2020, conditioned on the drafting and execution of a final contract for sale prior to closing, and

WHEREAS, in accordance with Town Charter Section 4.1, at its meeting on December 16, 2019, the Board of Finance indicated its approval of a proposed resolution to authorize the sale of 20 E High Street, 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 January 8, 2020 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 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 sale of 20 East High Street, East Hampton Connecticut to James Calciano, and/or his assigns, for a purchase price of \$316,000.00.**

Resolved, the Town of East Hampton hereby authorizes the sale of 20 East High Street, East Hampton Connecticut to James Calciano, and/or his assigns, for a purchase price of \$316,000.00, subject to the terms and conditions of that certain Real Estate Contract and addendum dated December 10, 2019, 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 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 sale of said parcel of land in accordance with this Resolution.

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BE IT FURTHER RESOLVED, that the Town Council hereby authorizes and directs that the Chairperson of Town Council call for a Public Hearing for consideration of this proposed sale of Town property to be held on Monday, January 27, 2020 beginning at 6:30pm to be held at the Town Hall Meeting Room.

BE IT FURTHER RESOLVED, that the that the Town Council hereby authorizes and directs that the Chairperson of Town Council call for a Special Town Meeting to be held on Monday, January 27, 2020 beginning at 6:45pm to be held at the Town Hall Meeting Room to act upon the foregoing Resolution.

Approved this 14<sup>th</sup> day of January, 2020.

TOWN COUNCIL

ATTEST

\_\_\_\_\_  
James "Pete" Brown, Chairperson

\_\_\_\_\_  
Kelly Bilodeau, Town Clerk



# Lower Connecticut River Valley Council of Governments

145 Dennison Road Essex, CT 06426 | +1 860 581 8554 | [www.rivercog.org](http://www.rivercog.org)

AGENDA  
ITEM # 7c

January 6, 2020

Town Manager David Cox  
East Hampton Town Hall  
20 East High St.  
East Hampton, CT 06424

Re: RiverCOG 2020 Regional Performance Incentive Program Grant Application Endorsement

Dear Town Manager Cox,

On December 31, 2019 RiverCOG submitted four applications to the Office of Policy and Management's Regional Performance Incentive Program for funding in 2020. A requirement of these grant applications is a resolution of endorsement and authorization from each RiverCOG municipality for the submitted applications. A template of the resolution to be approved by your board of selectmen, town council, or common council is attached. A resolution template and each application can be downloaded from <http://www.rivercog.org/rpip.html>.

We are requesting that each RiverCOG municipality endorse five applications, all with equal preference.

1. Lower CT River Valley Council of Governments Regional Parcel Service and Update - *Update of digital parcel maps in the 17-member municipalities of RiverCOG*
2. State of Connecticut Municipal Boundaries Survey - *Statewide project being led by WestCOG to survey the state's municipal boundaries to create better digital maps statewide*
3. Emergency Radio System Enhancement Project for Valley Shore PSAP and the Lower River Valley Council of Governments - *Upgrades to regional emergency communication system to benefit all RiverCOG municipalities and Colchester and Marlborough*
4. Chester, Deep River and Essex Radio System Upgrades - *New radios for emergency responders in Chester, Deep River, and Essex which are compatible with the state emergency radio system*
5. Regional Building Department Feasibility Study and Building Department Record Digitization Project - *Feasibility study for setting up a shared multi-town building department in the Lower Connecticut River Valley Region and digitalization of building department records in Chester and Killingworth*

Municipal RPIP resolutions are due to OPM Undersecretary Martin Heft at [Martin.Heft@ct.gov](mailto:Martin.Heft@ct.gov) by

**RiverCOG**

by 5 pm on Friday, February 28<sup>th</sup>. If you would like any further explanation of the projects or would like a member of RiverCOG staff to attend your selectmen or council meeting, please don't hesitate to contact me.

Sincerely,



Samuel S. Gold, AICP  
Executive Director



**AUTHORIZING RESOLUTION OF THE  
EAST HAMPTON TOWN COUNCIL**

RESOLVED, that the East Hampton Town Council hereby endorses the **Regional Performance Incentive Program** proposals listed below, referenced in Connecticut General Statutes Section 4-124s. Applications can be downloaded at: <http://www.rivercog.org/rpip.html>

1. Lower CT River Valley Council of Governments Regional Parcel Service and Update  
*Update of digital parcel maps in the 17-member municipalities of RiverCOG*
2. State of Connecticut Municipal Boundaries Survey  
*Statewide project being led by WestCOG to survey the state's municipal boundaries to create better digital maps statewide*
3. Emergency Radio System Enhancement Project for Valley Shore PSAP and the Lower River Valley Council of Governments  
*Upgrades to regional emergency communication system to benefit all RiverCOG municipalities and Colchester and Marlborough*
4. Chester, Deep River and Essex Radio System Upgrades  
*New radios for emergency responders in Chester, Deep River, and Essex which are compatible with the state emergency radio system*
5. Regional Building Department Feasibility Study and Building Department Record Digitization Project  
*Feasibility study for setting up a shared multi-town building department in the Lower Connecticut River Valley Region and digitalization of building department records in Chester and Killingworth*

FURTHER RESOLVED, the East Hampton Town Council authorizes David E. Cox, Town Manager, to act on this endorsement by signing all necessary agreements and take all necessary actions related to this proposal to enter into a binding agreement with the Office of Policy and Management according to terms of the RPIP grant program.

Adopted this 14<sup>th</sup> day of January 2020.

\_\_\_\_\_  
James "Pete" Brown, Town Council Chairman

Attest: \_\_\_\_\_  
Kelly Bilodeau, Town Clerk



**Sirois, Cathy**

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**Subject:** FW: Letter regarding proposed ordinance to amend EHACC membership to 7 members with 2 alternates.

**From:** Arts and Cultural Commission <[arts@easthamptonct.org](mailto:arts@easthamptonct.org)>

**Sent:** Monday, December 30, 2019 10:49 AM

**To:** Cox, David <[dcox@easthamptonct.gov](mailto:dcox@easthamptonct.gov)>

**Cc:** Carol Lane <[carolwane@comcast.net](mailto:carolwane@comcast.net)>; Elizabeth Sennett <[jesennett@msn.com](mailto:jesennett@msn.com)>; Shirley Brooks <[shirley\\_brooks@comcast.net](mailto:shirley_brooks@comcast.net)>; Phyllis Martin <[phyllis.opf@gmail.com](mailto:phyllis.opf@gmail.com)>; Melvin Carnahan <[mcarn1@comcast.net](mailto:mcarn1@comcast.net)>; Paul, Ellen <[epaul@easthamptonct.gov](mailto:epaul@easthamptonct.gov)>

**Subject:** Letter regarding proposed ordinance to amend EHACC membership to 7 members with 2 alternates.

Dear members of the East Hampton Town Council,

The East Hampton Arts & Culture Commission is requesting an amendment to our membership requirement. We are asking to change our membership from 9 to 7 members with two alternates. We as a commission feel this change would make it easier for us to maintain a quorum and therefore meet regularly to discuss EHACC business. Thank you for your consideration.

We invite you to attend one of our meetings on the third Thursday of the month at 6:30 p.m. at the Joseph N. Goff House Museum, 2 Barton Hill Road to meet us and learn more about what our commission does. We can also be reached at [arts@easthamptonct.org](mailto:arts@easthamptonct.org) or visit [www.artsforeasthamptonct.org](http://www.artsforeasthamptonct.org)

Sincerely,

Carol Lane

Shirley Brooks

Elizabeth Sennett

Phyllis Martin

Melissa Pionzio

Melvin Carnahan

Ed Yocher

The members of the East Hampton Arts & Culture Commission

Town of East Hampton  
Middlesex County, Connecticut

DRAFT - 1/8/2020

**Ordinance No. 2020.01**

**An Ordinance to Amend Chapter 7 of the Code of the Town of East Hampton  
Regarding the Arts and Cultural Commission**

WHEREAS, the Town of East Hampton created an Arts and Cultural Commission in approximately 2010 with a purpose to “foster, promote, encourage and celebrate the excellence, enjoyment, and abundance of arts and culture in East Hampton,” and;

WHEREAS, the Arts and Cultural Commission was established with a membership consisting nine (9) members with members appointed to staggered three-year terms, and;

WHEREAS, the Town Council has received a request from the current members of the Arts and Cultural Commission for a reduction in the number of members to seven (7) regular members with an allowance for up to two alternates to facilitate efficient operation of the Commission, and;

NOW, THEREFORE, pursuant to Section 2.4 of the Town of East Hampton Charter, the Town Council of the Town of East Hampton does hereby ordain as follows:

Section 1: Section 7-2. A. of the Code of the Town of East Hampton regarding Appointment, terms and vacancies; compensation is hereby repealed and replaced in its entirety with the following: *(Note: ~~deletions~~ and additions shown for reference only and will be removed in the executed version)*

A. The Commission shall consist of ~~nine~~seven regular members and up to two alternate members, who shall be appointed by the East Hampton Town Council. No more than ~~six~~five of the Commission's regular members shall be members of the same political party and alternate members shall not be of the same political party. The Commission's members will be electors of the Town chosen for their knowledge, competence, or experience in the arts or cultural activities. Initially, ~~three~~two members and one alternate will be appointed to terms that end on December 31, ~~2013~~2022, three members will be appointed to terms that end on December 31, ~~2012~~2021, and ~~three~~two members and one alternate will be appointed to terms that end on December 31, ~~2011~~2020. All future terms will run for three-year periods ending on December 31 of the third year. Vacancies shall be filled by the Town Council for the balance of the unexpired term. In addition, there ~~will~~may be a nonvoting student ad hoc member consisting of an East Hampton High School student with interest in arts and culture ~~who will be~~ selected by the Superintendent of Schools or high school principal to provide bi-directional communication between the Arts and Cultural Commission and local students active in the arts.

Section 2: Current members of the Arts and Cultural Commission shall be reappointed and such vacancies and alternate member positions shall be created as shown in the attached Exhibit A, which exhibit shall not be considered part of the Code of the Town of East Hampton. Said exhibit is adopted for the purpose of implementing this ordinance and is not intended to create a requirement on the Town Council as to appointment or removal of members other than to establish terms for the respective members and alternates.

Section 3: This ordinance is effective immediately upon its adoption and publication in accordance with Connecticut Statutes.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2020.

TOWN COUNCIL

ATTEST

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James "Pete" Brown, Chairperson

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Kelly Bilodeau, Town Clerk

**ORDINANCE 2020.01**  
**EXHIBIT A**

**Arts & Cultural Commission**  
(3 Yr. Term through December 31)

Brooks, Shirley	2021
Carnahan, Melvin	2020
Lane, Carol	2021
Martin, Phyllis	2022
Pionzio, Melissa	2021
Sennett, Elizabeth	2020
Yocher, Edwin	2022

Alternates:

Vacant	2020
Vacant	2022





Office of Public Works

Matthew Walsh, P.E., Director

MEMO

TO: David Cox, Town Manager  
FROM: Matthew Walsh, Director of Public Works  
DATE: 1/8/2020  
SUBJECT: *Facilities Foreman Position*

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This memo is to provide additional information and clarification as to why the Facilities Foreman Position is a necessary position, which will allow the Public Works Department to provide better service to Town owned Facilities. It should also be clarified that the Facilities Foreman is a working Foreman position and will have the job duties of a Building Maintainer in addition to the added duties and responsibilities of the Foreman position. Some of the key elements of this position are outlined below.

**1. Provide a better level of service to all facilities.**

- a. A key aspect of this position is that all calls for service within town owned facilities will go directly to the Facilities Foreman for initial review and response. This person will then make a determination on how best to address the issue. A work order will be generated with the Public Works Director copied as a notification. This will better allow for tracking of occurrences, help to ensure they are addressed in a timely manner and identify repetitive issues that may need more in-depth corrective action. This will also eliminate the need for the Public Works Director to respond in person to minor calls for service.

## **2. Provide direct supervision to assigned personnel.**

- a. This position will supervise the building maintainer who will be generally working at the new town hall but will also be responsible for service calls throughout all town owned facilities. This will allow for more continuity and integration of these two positions as they cover multiple facilities within the town together.
- b. The person in this position will also provide direct supervision to public works personnel that are sent to work on facilities during winter months or for larger occurrences that require more personnel to address.
- c. During winter months, Park and Rec maintainers report to Public Works. It is my intent that when not engaged in winter operations they work within the facilities on building maintenance projects, which will help to reduce the need of outside contractors to preform minor work. The Facilities Foreman will directly supervise these individuals and will assist the Director of Public Works in scheduling work projects for them.
- d. Direct Supervision is key in order to utilize personnel in the manor listed above. This direct supervision provides a level of accountability and ownership in assignments, allows for a single point of contact and increases the quality of work.

## **3. Coordinate Scheduling.**

- a. This position will be responsible for scheduling access for all contractors who will be working on Town owned facilities. The person in this position will be the daily point of contact for contractors and will assist the Public Works Director in inspecting their work and will be responsible for reporting to the Public Works Director their activities.
- b. The Facilities Foreman will be responsible for scheduling and accommodating any event requests for room set ups at the various facilities, ensuring that the requests are completed and



that rooms are restored to their original configuration after the event.

- c. The person in this position will be responsible for scheduling all routine maintenance throughout the Town owned facilities and will assist the Public Works director in developing a planned maintenance schedule for each facility and will be responsible to update this schedule as needed. This position will also keep detailed records of maintenance performed.

#### **4. Keep inventory on building maintenance supplies.**

- a. The Facilities Foreman will be responsible to keep inventory on all building maintenance supplies, and ensure that all facilities are stocked with the necessary supplies and equipment. The person in this position will notify the Public Works Office when new supplies or equipment are needed so they can be ordered in a timely manner.

To summarize the creation of a Facilities Foreman position will greatly enhance the ability of the Public Works Department to provide a higher level of service in the Town owned facilities. The position will enable the utilization of current personnel in a more streamlined and productive manner and will bring a higher level of accountability and ownership to the facilities side of the Public Works Department. Instituting this position will allow me as the Public Works Director to focus my attention on larger issues that require a different skill set, and will greatly reduce the frequency that my attention is called away from these important issues to address service related calls and access scheduling.

It should be noted that there will be no impact to this year's budget as the funds are already in place to cover this position. Also, in next year's budget, it is my intent that the creation of this position is budget neutral.

I thank you for your consideration in this matter.

Matthew G. Walsh P.E.

Director of Public Works

**Town of East Hampton**  
**Facilities Foreman**

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

**General statement of duties:**

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

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

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

**Reports to:**

Director of Public Works or their designee.

**Supervisory responsibilities:**

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

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

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

**Acceptable experience and training:**

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

**Physical Demands:**

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

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

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

**WORK ENVIRONMENT:**

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

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

**General Guidelines:**

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

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

This is a non-exempt position.

## MEMORANDUM OF AGREEMENT

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

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

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

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

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

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

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





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

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

**Position Purpose:**

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

**Supervision:**

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

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

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

**Job Environment:**

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

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

### **Essential Functions:**

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

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

### **Other Functions:**

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

### **Physical and Mental Effort:**

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

**Minimum Required Qualifications:**

**Education Training and Experience:**

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

**Special Requirements:**

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

**Knowledge, Ability and Skill:**

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

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

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

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

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

**Town of East Hampton**

**Lake Pocotopaug Water Quality Improvement Project**

**Request for Proposals**

**Issued: Wednesday, January 15, 2020**

**Proposals Due: Thursday, February 13, 2020**

## **PROPOSAL SOLICITATION**

The following proposal document is intended to inform potential contractors about the necessary project specifications and requirements for the improvement of water quality in Lake Pocotopaug. Specifically, the Town of East Hampton desires to improve water quality with the use of laminar flow aeration, destratification or other similar means. The document contains provisions, regulations, and other information pertinent to the particular site. Please read the enclosed documents carefully and complete and sign the attached proposal form.

**The proposal form must be received by the Town of East Hampton no later than 4:00 p.m. on February 13, 2020.** The selected proposer will be informed through a formal award letter that is signed by the Town of East Hampton. The selected contractor hereby recognizes that he/she will be responsible for acknowledgement of all material written in this document. In addition, it is highly recommended that all proposers investigate the lake and area prior to proposing on the project to assist in the work process. Materials to assist in this review are described herein.

**Submit sealed proposals marked: "Town of East Hampton Water Quality Improvement Proposal" to:**

**Town of East Hampton  
Attn: Town Manager  
20 East High Street  
East Hampton CT 06424**

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## **INSTRUCTIONS TO PROPOSERS**

1. The proposer is responsible for conducting a preliminary site visit or assessment prior to beginning any work on Lake Pocotopaug including review of lake information available from the Town website as described herein. This is to assure that the site conditions are satisfactory for the proposed management option and to minimize possible setbacks due to possible compromised environmental conditions.
  2. The proposer is responsible to adhere to all components written in the contract if selected as the contractor.
  3. If any additions or deletions are requested to be in the proposal documents, the proposer must contact the Town Manager so that an addendum to the proposal documents may be issued fairly to all pending proposers by February 3, 2020. Such requests shall be made to Town Manager David Cox at [dcox@easthamptonct.gov](mailto:dcox@easthamptonct.gov).
  4. All items in the proposal table must be filled out and priced unless explicitly authorized by the Town of East Hampton. This is to ascertain parity among all proposers.
  5. A complete list of all equipment and personnel from each contracting company to be involved on the project must be submitted along with the proposal forms. Information such as types and age of equipment, years of experience in the industry, bioaugmentation case studies performed by your company (if proposed), and educational background should also be included for review by the Town of East Hampton.
  6. Each proposal must be placed in a sealed envelope marked: "Town of East Hampton Water Quality Improvement Proposal".
  7. Proposals must arrive at the date specified above in the Proposal Solicitation section. Late proposals cannot be considered.
  8. Proposals may be withdrawn by the proposer prior to any time before the proposals are officially open.
  9. Proposals shall remain valid for six months from the date of submission. A proposal award letter will be issued to the winning proposer, pending approval by the Town of East Hampton.
  10. Criteria such as competitive cost, work experience and demonstrated success, adequacy of equipment, and professional integrity will be considered when awarding proposal contracts.
-

## PROJECT SPECIFICATIONS

1. Project Description: Lake Pocotopaug is located in the Town of East Hampton, Connecticut. The lake is approximately 512 acres. The mean depth of the lake is estimated at approximately 11 feet from the average water level. The two deepest areas of the lake are 30 feet or more in depth with two other deeper areas of between 15 and 22 feet in depth.

Lake Pocotopaug is considered eutrophic to highly eutrophic when measuring Phosphorous, Nitrogen and water clarity. Reduced dissolved oxygen in lower portions of the water column (below 10 feet) after late spring appears to exacerbate these issues leading to elevated harmful algae growths with dominance of cyanobacteria resulting in health warnings and impairment of recreational uses of the lake.

Additional information about Lake Pocotopaug may be found in the *Lake Pocotopaug Nine Elements Watershed Based Plan* (2017) and the *Lake Pocotopaug 2018 Water Quality Report* as well as other materials which may be accessed via the East Hampton Conservation Lake Commission's website. These documents and several others may be found here: <https://www.easthamptonct.gov/conservation-lake-commission>. Prospective respondents are encouraged to review these documents.

2. All installation equipment, including trailers and boats should be thoroughly steam washed immediately prior to entering Lake Pocotopaug to reduce the spread of exotic species. Failure to do so will result in re-scheduling of the system installation process when washing of equipment is possible.
  3. Town of East Hampton reserves the right to determine if climatic conditions are appropriate for proper installation of the system. In addition, the contractor(s) is/are required to coordinate with Town staff, consultants and the Conservation Lake Commission for a preliminary reconnaissance survey immediately prior to installation of the system.
  4. If proposed and accepted, only non-pathogenic strains of microbes may be used for a bioaugmentation component and the specific name and details of the product and the proposed doses to be used must be disclosed at the time of proposal. Successful respondent will be required to assist the Town in receiving State of Connecticut permission and permits if bioaugmentation is to be used.
  5. The projected time for the installation of the selected system is not later than May 31, 2020. The Town Manager, or his designee, will coordinate with the contractor as to the specific time frame for installation.
  6. The contractor will use caution around swim areas, docks, buoys, rafts, water intake pipes, boats, and other submerged structures. The contractor is solely responsible for any damage done to the aforementioned items and must compensate for any accrued damages.
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7. The contractor is required to possess insurance coverage which includes worker's compensation and general liability coverage for bodily injury and property damage of at least \$1,000,000 for each occurrence of bodily injury and/or property damage and an aggregate of \$2,000,000. The general liability insurance must list coverage of the operation of all equipment including electrical hookups and compressors. In addition, the Town of East Hampton and its agents must be additionally insured. Copies of the Certificates of coverage and appropriate endorsements are due to the Town of East Hampton at the time of contract execution. If the coverages expire prior to termination of this contract, the contractor must provide a renewed copy to the Town of East Hampton not less than 30 days prior to expiration.
  8. The contractor must list in addition to all technical equipment (i.e. boat and trailer and installation equipment and all system components including microbes) all U.S. Coast Guard approved floatation devices and other safety equipment that will be kept on the vessel during installation procedures.
  9. The contractor must keep all microbial formula sheets available for public viewing and they must also be kept on the vessel or in a vehicle during the installation process. These sheets will be required for introduction of any microbial solutions applied to Lake Pocotopaug.
  10. The contractor must keep a detailed daily log of all installation or maintenance activities on Lake Pocotopaug, such as equipment utilized during operation, additions of microbial solutions, alterations or maintenance of laminar flow aerations system equipment and explanations of problems that may have prevented operation of equipment or services (i.e. downtime, mechanical dysfunctions).
  11. The proposing contractor must agree to assisting the Town of East Hampton in the application process for any permit that may be required by the State of Connecticut.
  12. Respondents shall propose both a purchase and a leasing option for the acquisition, installation and maintenance of the proposed equipment. The proposer shall include any cost for removal should the lease not be renewed or the client request removal at any time.
  13. Water quality and sediment parameters will be measured prior to installation and after as a measure of success. Proposer must include a discussion and explanation regarding how and why the proposed technology and process will achieve the desired improvement in water quality, including reduction of algae and increases in dissolved oxygen, as well as any reduction of organic muck and sediment or any other anticipated benefits that may be achieved.
-

**OFFICIAL PROPOSAL FORM FOR THE INSTALLATION OF A WATER  
QUALITY IMPROVEMENT SYSTEM IN LAKE POCOTOPAUG, TOWN  
OF EAST HAMPTON, CONNECTICUT**

**PROPOSAL  
FORM**

The contractor in completion of this proposal proposes to perform quality service as defined by the rules and regulations contained in the proposal documents.

In signing this proposal contract, the proposer acknowledges that each proposal was sent to the Town Manager by the submittal deadline and in a sealed envelope with the name of the project clearly marked on it. In addition, the contractor agrees to the price(s) stated below. The contractor further understands that he/she is responsible for becoming familiar with the conditions present in Lake Pocotopaug.

The contractor understands that the proposed project is for the increase in water quality in Lake Pocotopaug and if the system is determined to be ineffective within the twenty-four (24) months, contractor must provide an "opt-out" option for the Town of East Hampton.

The contractor is responsible for all sales tax and other costs associated with the scope of work. He/she must include such costs in the proposal cost.

The signed contractor has agreed to all provisions listed in the proposal documents and promises to perform all work with quality and integrity and is fully capable of completing all work required by the Town Manager and the Town of East Hampton in a professional and timely manner.

If proposed, costs related to any microbial applications or other alternative treatment options shall be indicated separately.

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**Minimum proposal requirements:**

- 1) Describe the proposed system with specificity as to the size of proposed compressors and related airflow production, number of diffuser heads needed, amount of water turn-over to be achieved and other information to assist the Town in evaluating the adequacy of the proposal.
  
- 2) Contractor must provide a minimum of 5 or more references. At least three of the lakes shall have a minimum 100-acre treatment area and at least two of the lakes shall have a minimum 300-acre treatment area. These references MUST be current active projects under direct contract with the proposing Company.
  
- 3) For the lease option, 3<sup>rd</sup> party leasing options will not be considered.
  
- 4) The compressor must be housed in a sound-reducing shed or cabinet to reduce noise to no more than 52db at 30 feet from housing. The complete cost and installation of the shed or cabinet must be included in the proposal.

**I. SYSTEM STRUCTURAL POWER COMPONENTS: (Note: Info can be placed on additional pages if needed with the specifications requested below).**

Item Description	Proposal Quantity	Horsepower of compressor	Energy Requirement of Compressor (in kwh/month)	Approx. Decibel range of compressor	Total CFM from each compressor	Whole Lake water turnover rate (times per day)
Compressor in Sound Reducing Cabinet						

**II. AERATION DIFFUSER COMPONENTS:** (Note: Info can be placed on additional pages if needed with the specifications requested below).

<b>Item Description</b>	<b>Proposal Quantity</b>	<b>Type of Material (i.e. ceramic, rubber)</b>	<b>Diffuser Head Size (in inches)</b>	<b>Total length (in feet) of airline (note: MUST be self-sinking airline)</b>	<b>All other required fittings/hardware (describe and list)</b>
Aeration Diffuser Head					



**ALTERNATE ADDITION:**

Contractors may propose additional services such as bioaugmentation or other means to improve water quality. Such proposals may be outlined here and in additional sheets as necessary. All costs related to these additional proposals shall be identified separately. The Town may determine to include these additional services solely at its own discretion.

**BIOAUGMENTATION COMPONENTS:**

**Any Bioaugmentation products proposed must have track record of use in large public lakes. Minimum proposal requirements:**

- 1) Contractor must provide a minimum of 5 or more references of lakes with a minimum 100-acre treatment area for proposed Bio-Augmentation Products. These references MUST be current active projects under direct contract with the proposing Company.

<b>Item Description</b>	<b>Recommended Dosing and Cost</b>
	List all microbial solutions, doses, specific functions in sediment or nutrient removal, and number of times per year for application and cost

Other proposed Alternate Additions may be described on separate sheets as necessary.

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What conditions are excluded from maintenance as described above? Vandalism? Lightning? Floods? Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

The Town may require that the project may be canceled annually if it is determined that that the system is not performing as anticipated or in the event an appropriation is not made to support the lease. Please specify the termination costs and equipment removal cost (if any) related to said termination of the contract and, if selected, lease: \_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.



Please indicate the number of compressor units (as listed above) and list here the approximate locations they would be placed (Include a location map). The Town understands that easements and/or permissions must be granted if the compressor units are to reside on private property. In addition, locations may be subject to change pending approval of location sites.

Number of Compressors \_\_\_\_\_ Foot print \_\_\_\_\_

[Insert Map Here]



Please provide an overview of your installation process with several milestones including a discussion of the estimated installation time frame.

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Please include estimated expected cost to support the systems operation that are not included in the cost information.

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All personnel that will be involved with the contractor during the project include the following (include specific number of years and number of installations worked on):

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Upon award to Contractor, a contract will be mutually drafted and signed by the Lake and the Contractor before any work or payments are considered. The contract will include insurance requirements, proposal documents, and project specifications. Any potential changes in specifications, including compressor site locations, that may affect the total proposal, must be identified prior to final signing of any agreement.

Renewals after the first five-year period are at the sole discretion of the Town of East Hampton and its Town Manager.

The Town of East Hampton may reject any or all proposals or may necessitate changes to the proposal documents that the contractor may have to comply with.

Signed by (Contractor): \_\_\_\_\_

Company Name and  
Title \_\_\_\_\_

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Signed on this \_\_\_\_\_ day of \_\_\_\_\_, 2020



# TOWN OF EAST HAMPTON AGENDA REPORT

AGENDA ITEM: \_\_\_\_\_

9c

DATE: January 14, 2020  
SUBJECT: **Library Strategic Planning**  
DEPARTMENT: Library

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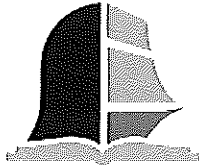
In December, the Library informed the Council of their intention to embark on a strategic planning process. Our objective is to develop a strategic action plan that sets the vision and goals for the Library over a three-year period (July 2020 to June 2023). We request your assistance to ensure our goals align with Town priorities.

We ask for your assistance in two ways:

- 1) Attached is a draft community survey approved by the Library Advisory Board at their January meeting. The survey is designed to gather feedback from the public about what the Library is doing well, what it could do better, and how it can be of the greatest assistance to the public and the community. **We ask that you waive the second reading of this survey and approve it for distribution.**
- 2) The Library would like two or three Council members, along with the Town Manager, to meet with our strategic planning consultant to discuss the role the Library plays in the community and the Town's role as it relates to the Library. Your insights will be key to the Library in its visioning and planning work. **We ask that you designate two or three Council members for this one-hour meeting to be scheduled at your convenience in late January or early February.**

The Library's success directly depends on how well it meets the wants, needs and expectations of its community. We have enjoyed a tremendous amount of growth over the last three years. We know, however, that we can and should strive for more. A strategic plan will allow us to continue to grow and serve East Hampton. We appreciate the Council's willingness to assist in and contribute to this planning process.

**FISCAL IMPACT** No fiscal impact.



**EAST HAMPTON  
PUBLIC LIBRARY**

**East Hampton Public Library Community Survey**

The East Hampton Public Library invites you to share your thoughts as we look ahead to serve the community. It will take just a few minutes to complete this survey. Please encourage your friends and neighbors to share their input as well. All individual responses will be kept confidential and only reported as combined information.

Deadline for completing the survey is Monday, February 10, 2020.

1. In what town, or section of town, do you live?

- East Hampton
- Middle Haddam
- Cobalt
- Marlborough
- Portland
- East Haddam

Other (please specify)

2. Do you have an East Hampton Public Library card?

- Yes
- No
- Don't Know

3. How often do you use the services of the East Hampton Public Library?

- More than once per week
- Weekly
- Monthly
- Quarterly
- 1 - 3 times per year
- Rarely or never use

4. What library services do you use? Please check all that apply

- Check out books/DVDs/CDs/Audiobooks/Periodicals
- e-Books or e-Media (Overdrive, Libby, Hoopla, or RBDigital)
- Other Online services (Ancestry, CreativeBug, Consumer Reports, or other)
- Children's programs
- Teen programs
- Adult programs
- Community events
- Reference/Research services
- Local History/Genealogy
- Museum passes
- Computers/WiFi/Printers/Copying/Faxing/Mobile Printing
- Community Room Rental

Other (please specify)

5. What does the Library do best for you as an individual?

6. What does the Library do best for the community?



7. What can the Library do to improve services for you as an individual?

8. What can the Library do to improve services for the community?

9. How much do you agree with the following statement:

"The Library facility is a great venue for serving my needs as an individual."

Strongly disagree      Disagree      Neither agree nor disagree      Agree      Strongly agree

10. How much do you agree with the following statement:

"The Library facility is a great venue for serving the needs of the community."

Strongly disagree      Disagree      Neither agree nor disagree      Agree      Strongly agree

11. What do you think could be done to enhance the value of the Library facility to the community?

12. What is the one thing the Library could accomplish that would have the greatest impact on the community it serves?

13. Any additional comments you would like to share?

14. Please select your age range.

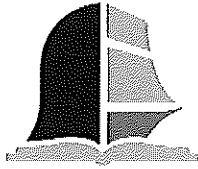
- Under 18
- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65+

15. How do you gender identify?

- Female
- Male
- Other

16. How many people currently live in your household?

17. Of those, how many are under 18?



**EAST HAMPTON**  
PUBLIC LIBRARY

East Hampton Public Library Community Survey

Thank you for sharing your insights and ideas with the East Hampton Public Library. Your input will help inform the Library's strategic planning process as the goals and objectives for the Library are established for the three years beginning July 1, 2020.



AGENDA  
ITEM # 12

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

January 14, 2020

To: The East Hampton Town Council,

The documentation for the tax refunds listed below is available in the Office of the Collector of Revenue for your review. There are twelve (12) refunds totaling \$3,173.71.

Respectfully Submitted,

Kristy L. Merrifield, CCMC  
Collector of Revenue

U.

420.44   
512.14   
10.00   
24.00   
6.89   
1,043.25   
227.59   
192.19   
511.02   
53.52   
148.97   
23.70

012

3,173.71

**BOARD AND COMMISSION SUMMARY  
DECEMBER 2019****Arts & Culture Commission**

The Arts & Culture Commission met on December 19<sup>th</sup>. The Commission reviewed the deadlines for the Capstone and EHACC grants. An update was given on the 2019 grant for a knitting bomb in the Village Center. Work is being done with Epoch Arts toward installing this project in June. The members discussed the membership of the Commission with the Town Manager. They would like to move from a 9-member group to a 7-member group with 2 alternates.

**Board of Finance**

The Regular meeting of the Board of Finance was held on December 16<sup>th</sup> at 7:00 pm in the Town Hall Meeting Room. Following a brief discussion that included many questions by Board members around current state of the building, appraised value and the Town Manager and Finance Director's thoughts on the offer, the Board unanimously approved the Resolution to approve the sale of 20 East High Street *for a purchase price of \$316,000.00*. Liaison Assignments were also finalized:

- Town Council (Coshow/Hein)
- Board of Education (Finance Sub-Committee) (Bennington/Brown)
- Economic Development Commission (Turner)
- Conservation Lake Commission (Jenks)
- Fire Commissioners (Peterson)
- Brownfields/Redevelopment (Bennington)
- Park & Rec. Advisory Board (Coshow)

**Brownfields Redevelopment Agency**

The Brownfields Redevelopment Agency met on December 23<sup>rd</sup>. The members discussed the DECD STEAP Grant for 13 Watrous Street under continued business.

**Clean Energy Task Force**

The Clean Energy Task Force met on December 3<sup>rd</sup>. The election of Chairman and Vice Chairman was voted on by the members with Brian Gay voted in as Chairman and Kurt Reichenbach continuing as Vice Chairman. The members discussed the topics of Citrine Solar, future initiatives, and the logo/Facebook/website under Old Business. The members approved of the 2020 meeting dates. Kyle Amtmanis expressed his happiness of having a committee like this in town. He intends to apply to join the committee as a new member.

**Commission on Aging**

The Commission on Aging met on December 12<sup>th</sup>. Ms. Ewing reported on the holiday happenings at the Center. She also discussed CRT and the issue of meals only being served two days a week. The members discussed other possible food program alternatives. The next Thriving in Place seminar was discussed with a tentative date of February 19<sup>th</sup> on mental health concerns. The members discussed the upcoming budget and a plan of

support in conjunction with the Senior Services Coordinator and fully supports the planning for expenditures on behalf of older adults in the community.

### **Conservation-Lake Commission**

The Conservation Lake Commission met on December 12<sup>th</sup>. The members received an update on the watershed projects and the federal funding for the projects from Mr. Hall.

### **Design Review Board**

No meeting

### **Economic Development Commission**

No meeting

### **Ethics Commission**

No meeting

### **Fire Commission**

The Board of Fire Commissioners met on December 9<sup>th</sup>. The Fire Chief discussed and explained three bills that needed to be addresses. The commission members approved of the bills. The Fire Marshal Report and Fire Chief Report were given. Dry hydrant repairs will be done in January. The new Engine 212 inspection date was moved up to January 24<sup>th</sup>. The OSHA fine against the department was paid. OSHA asked for more documents for accountability training. Members have until the 15<sup>th</sup> to complete their physicals. The new lighting installation is being done on the Chief's vehicle this week. The members approved the appointment of a new trustee. The laptop for the secretary is outdated and nonfunctional. Members will discuss options at the next meeting. Members discussed the upcoming budget submissions.

### **Fire Commission Award Program Trustee Meeting**

The Award Program Trustee meeting was held on December 9<sup>th</sup>. The members approved of two reimbursement payouts for the town. The members nominated John Kovach as a new trustee member for the department. The members briefly discussed the removal of money from an account and moving the money to another account.

### **Inland Wetland Watercourses Agency**

The Inland Wetlands Watercourses Agency met on December 18<sup>th</sup>.

#### **Continued Applications:**

- A. IW-19-051, Town of East Hampton, South Wangonk Trail, removal of a portion of the drainage pipe and add a swale to improve the quality of the runoff entering the lake. Map 09A/Block 70C/Lot 12. *Approved (4-0)*
- B. IW-19-052, Town of East Hampton, Skyline Dr., grading and constructing swales at Skyline Estates. Map 18/Block 44/Lot 78-OS1. *Approved 4-0)*
- C. IW-19-053, Town of East Hampton, O'Neill La., Installation of new drainage system. Map 10A/Block 83/Lot 26-7. *Approved (4-0)*
- D. IW-19-054, Town of East Hampton, Wangonk Trail, to improve the quality of the runoff entering the lake. Map 09A/Block 70C/Lot 48. *Approved (4-0)*

Old Business:

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

### **Joint Facilities**

No meeting

### **Library Advisory Board**

The Library Advisory Board met on December 9<sup>th</sup>. The members voted to accept a proposal from consultant Chip Marsh for strategic planning. The ceiling tile replacement project is likely to take place in early 2020. The members discussed the upcoming budget. They also discussed eliminating overdue fines and decided to table this initiative until the summer.

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

No meeting

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

At the December 3<sup>rd</sup> meeting of the Parks and Recreation Advisory Board, Dan Roy motioned to approve the meeting date for the 2020 year (First Tuesday of the month at 4:30PM, all months other than July). Jeremy Hall reviewed the Glastonbury Rowing MOU with the board and went over their proposals. Jeremy Hall also gave a report on the status of upcoming programs.

### **Planning & Zoning Commission**

The Planning & Zoning Commission met on December 4<sup>th</sup>.

Public Hearings:

- A. PZC-19-010: Roncalli Institute, Inc., 49 Oakum Dock, for a Zone Change from R-2 to Commercial. Map 02/Block 9A/Lot 2. *Approved (5-2)*
- B. PZC-19-011: Roncalli Institute, Inc., 49 Oakum Dock, for a Special Permit to construct an Assembly Hall in the Commercial Zone (Sec. 5.2.C). Map 02/Block 9A/Lot 2. *Continued to January 8, 2020 (7-0)*
- C. PZC-19-016: Dean Brown, 26 Barton Hill Rd., for Amendments to Zoning Regulation, Section 8.4, Bed and Breakfast. *Approved (7-0)*

### **Town Facility Building Committee**

The Town Facility Building Committee met on December 10<sup>th</sup>. The control panel for the detention cells in the police department are being installed. The furniture for the building has been ordered. The project is on schedule. The fiber is being worked on. The paving, painting and masonry work are complete. The elevators will be installed soon. The siding is almost complete. The fire wall in the community room should be done in a week. Members reviewed the project budget. Moving companies came in for a site walk to look at the scope of the move. The members approved 5 potential change orders, tabled 1 potential change order, and approved 2 invoices. There was a brief update from the public relations sub-committee.

### **Water Pollution Control Authority**

The Water Pollution Control Authority Board met on December 3rd. Mr. Clayton reported that the engineers have sited all the piping for the Pine Trail Force Main and noted some potential easement adjustments. Committee discussed the reimbursement of the cost of damage to the water main on Main Street over Columbus Day weekend. Research is being done on the possibility of a sewer credit for homeowners who fall under the Elderly Homeowner and Totally Disabled Tax Relief Program offer by the State.

### **Zoning Board of Appeals**

The Zoning Board of Appeals met on December 9<sup>th</sup>.

Public Hearings:

- A. Application ZBA-19-014, Ty Sweet, 7 Main St., for an appeal of ZEO Decision: Illegal third apartment unit with inhabitant. Map 05A/Block 62/Lot 12. Continued to January 13, 2020 Regular meeting. (4-0)