


MEMORANDUM

TO: Town Council

FROM: David E. Cox, Town Manager 

DATE: May 8, 2024

SUBJECT: Agenda Information – 5/14/2024

The following is additional or summary information regarding matters on the upcoming Town Council Agenda. The numbering below follows the agenda, and some routine or self-explanatory items are not discussed in this memo. As you review your packet materials, please do not hesitate to contact the appropriate staff member or me prior to the Council meeting with any questions or concerns.

7 Resolutions/Ordinances/Policies/Proclamations

7a Resolution regarding Fair Housing – The Council is asked to adopt this annual resolution updating the Town’s commitment to upholding and enforcing the doctrine of fair housing for all within the community.

Recommendation: Approve the Resolution.

8 Continued Business

8b Discussion and consideration regarding the Board of Finance recommended FY 25 budget - The Council will continue its review of the Board of Finance recommended FY 25 budget in follow up to a public hearing and review of proposed changes at a meeting on May 7. The Board of Finance recommended a total budget of \$56,692,419. The Board of Finance also recommended a Capital Improvements Plan in the amount of \$2,389,355. The Council is expected to discuss modifications to the spending plan to reallocate funds within the general government operations budget, make reductions to the Capital Improvements Plan and acknowledge updated revenue projections. At its meeting on May 7, the Council reviewed the following changes to the Capital Improvements Plan and the Town Operations budget, which net to a reduction in the overall Town Government budget of \$24,303. In addition to actions related to approving the Education and Town Government budgets and setting the dates for a Town Meeting (anticipated May 28) and for the referendum (anticipated June 4), the Council will consider a resolution to allocate American Rescue Plan Act (ARPA) funds in the amount of \$350,000 to support road improvements in the Capital Improvements Plan as recommended by the Board of Finance. Lastly, the Council will approve the Capital Improvements Plan, which identifies \$2,369,355 in capital spending in the upcoming year and the purchase of two trucks, a Police cruiser and a wheel loader from the related vehicle and equipment sinking funds.

It should also be noted that staff has continued to review potential revenue for the upcoming fiscal year. While it is not part of the budget that is approved by the public, non-tax revenue is a critical aspect to establishing the total amount needed to be generated by taxes on property (real, personal, motor

vehicle) and establishment of a mill rate by the Board of Finance. Staff anticipates increasing projections related to Investment Income by \$35,000 and Building Department Fees by \$10,000, which slightly reduces the levy. When combined with the discussed Council expenditure changes, the overall levy is reduced by approximately \$69,000, which equates to about .06 on the mill rate. This information will be included in the Council version of the budget when that document is produced. Changes to the expenditure budget are outlined below.

| | |
|---|-------------------|
| CAPITAL IMPROVEMENT PLAN CHANGES | |
| Decrease expense related to Fire Facilities Sinking Fund | (\$20,000) |
| Increase revenue related to LoCIP grant | \$63,303 |
| TOTAL REDUCTION TO CIP TRANSFER (Net reduction in levy need) | (\$83,303) |
| TOWN OPERATIONS CHANGES | |
| Increase Contingency line item | \$20,000 |
| Reduce Road Material line item (related to road salt) | (\$20,000) |
| Reduce DPW Overtime | (\$58,000) |
| Increase Land Use PT salaries/benefits (Land Use Enforcement Official) | \$35,000 |
| Increase Land Use Purchased Services line item (Third Party services) | \$30,000 |
| Increase to provide contribution to EH Ambulance Association | \$52,000 |
| TOTAL INCREASE TO TOWN OPERATIONS | \$59,000 |
| NET REDUCTION IN LEVY TRANSFER TO CAPITAL RESERVE FUND (NOTED ABOVE) | (\$83,303) |
| TOTAL REDUCTION TO OVERALL TO TOWN GOVERNMENT BUDGET | (\$24,303) |

Recommendation: Approve the budget and set Town Meeting and Referendum dates.

9 New Business

9a Consideration of a Purchase and Sale Agreement regarding the potential purchase of 11

Skinner Street – The Council is asked to consider a Purchase and Sale Agreement with the owner of the property located at 11 Skinner Street regarding its purchase for use as a replacement fire station. The agreement, which is the first formal step in a process to acquire the property, calls for the Town to perform various steps related to the purchase including appraisals, inspections and other preparations within a specified time period. The agreement also provides time for the required internal approval process including Board of Finance review, Planning and Zoning Commission review and Town Meeting. The agreement calls for a purchase price of \$2.55 million, but also provides for confirmation of that price using third-party appraisals and allows the Town to cancel the purchase if the property does not appraise satisfactorily. During the time allowed under the contract, which is up to about five or six months, the Town would also be looking at the expected costs to remodel the building to suit the Town’s needs as a future Fire Station. The total cost of the project would be discussed and considered at the Town Meeting as part of consideration of the purchase and the financing of the project.

Recommendation: Approve the Purchase and Sale Agreement.

9b Initial review of the FY25 Water System Budget – Council is asked to give initial review to the proposed budget for the Village Center, Royal Oaks and Hampton Woods water systems, which are owned and operated by the Town. Public Utilities Administrator Scott Clayton will present the proposed budget, which increases by \$877 (.37%) to \$242,618. There is no rate increase proposed for the upcoming year, and the rate would remain \$12 per 1,000 gallons consumed. The WPCA has reviewed the proposed budget, recommended its approval, and has set a public hearing regarding rates for June 4 in advance of final consideration by the Council on June 11.

Recommendation: Review the water budget and hold action until the June 11 meeting.

9c Consideration of a Land Use Enforcement Official Job Description – The Council is asked to consider a part time Land Use Enforcement Official Job Description. This is a new description for a position that would be charged with undertaking the enforcement activities related to potential violations of land use regulations in the community including zoning, wetlands and watercourses and other related regulations. The position operates under the supervision of the Planning and Zoning Official and assists that person in the execution of those duties. It is anticipated that the position will be advertised to solicit candidates immediately with the intention of filling the position as soon as a preferred candidate is identified.

Recommendation: Approve the updated Description.

9d Consideration of Police Department General Orders – The Council is asked to review four (4) existing General Orders and one (1) new General Order for the Police Department. The changes, which are described in Chief Woessner’s memo, primarily relate to updates in model policies from the Police Officer Standards and Training Council (POST) and/or updates in state law changes.

Recommendation: Approve the General Orders.

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, April 23, 2024
Town Hall Council Chambers and Zoom**

MINUTES

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

Call to Order & Pledge of Allegiance

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

Adoption of Agenda

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

Approval of Minutes

Regular Meeting of April 9, 2024

A motion was made by Ms. Cunningham, seconded by Mr. Solomon, to approve the minutes of the Town Council Regular Meeting of April 9, 2024 as submitted. Voted (7-0).

Public Remarks

Chris Austerman, 15 Lakewood Road, provided a packet of information for the Council members that will be included with the minutes filed in the Town Clerk's Office. It is related to his concerns over the lack of oversight at the Lakewood Road development/timber harvest.

Sal Nucifora, 147 Colchester Avenue, commented about Board of Education ECS funding and the need to pushback against the legislators in Hartford and more towns need to get together to fight the issue for ECS funding.

Nick Mougey, 73 Bay Road, commented that he took pictures up the road and feels it is a disaster waiting to happen. The mitigation efforts are not good and unstable material is waiting to release dirt and silt into the pond.

Presentations

Presentation of the Board of Education Quarterly Financial Report

Superintendent of Schools Paul Smith provided an overview of a worksheet and description of the current state of the Board of Education budget deficit. The documents will be included with the minutes filed in the Town Clerk's Office. He discussed more lobbying being needed in Hartford for the unfunded mandates being placed on the school systems. East Hampton isn't the only town facing these special education issues.

Bids & Contacts

None

Resolutions/ Ordinances/ Policies/ Proclamations

Discussion and Possible Action on Resolution for Sustainable CT

The resolution was discussed at the prior meeting. The updated resolution includes having Town Manager input and coordination with the task force. The motion was tabled at the last meeting.

A motion was made by Mr. Solomon, seconded by Ms. Wanat, to remove the motion from the table. Voted (7-0)

A motion was made by Mr. Solomon, seconded by Mr. Werme, to adopt the updated resolution for Sustainable CT as presented. Voted (7-0)

Continued Business

Sub-Committee Reports & Updates

Mr. Feegel attended a recent Ambulance Board meeting. He spoke about the ambulance's business plan from the Holdsworth Company.

Review, Discussion and Possible Action on Board of Finance Recommended FY2024-2025 General Government, Board of Education, Debt Service and Capital Improvement Budgets

- **Presentation and Discussion on Road Improvement Program**

Director of Public Works Matt Walsh provided an overview of a memo and charts with the current list of roads and road ratings. This information will be included with the minutes filed in the Town Clerk's Office. Mr. Walsh discussed how the road program works and the levels of funding and road ratings for the future.

- **Presentation and Discussion on Police Matters**

Police Chief Dennis Woessner introduced Lieutenant Hardie Burgie who was recently promoted to the Lieutenant position. Chief Woessner went on to review a memo regarding additional staffing for the Police Department. The memo will be included with the minutes filed in the Town Clerk's Office.

- **Discussion of Other Matters Related to the Budget**

Chairman Markham reviewed the anticipated budget schedule:

The budgets will be approved by Town Council on Tuesday, May 14, the Town Meeting will be held on Tuesday, May 28, and the Budget Referendum will be held on Tuesday, June 4. There will also be a Public Hearing held on either April 30 or May 7.

New Business

Discussion and Possible Action on Public Service Associate Job Description

Mr. Cox provided an overview of the Public Service Associate job description. It has been updated at the request of the Library Director.

A motion was made by Mr. Solomon, seconded by Ms. Cunningham, to approve the updated Public Service Associate job description as presented. Voted (7-0)

Town Manager's Report

Mr. Cox provided his written report for the Council members which will be included with the minutes filed in the Town Clerk's Office. An additional item he reviewed was for the Brownfields Redevelopment agency and the two grants totaling \$700,000 that they are working on related to 13 Summit, 1 Watrous, 13 Watrous and 3 Walnut for additional environmental testing. The environmental company they are working with is also identifying data gaps from previous reports and years.

Appointments

A motion was made by Mr. Knotek, seconded by Ms. Wanat, to reappoint Barbara Moore to the CT Office of Tourism Board with a term through May 31, 2027. Voted (7-0).

Tax Refunds

A motion was made by Mr. Feegel, seconded by Mr. Solomon, to approve tax refunds in the amount of \$530.98. Voted (7-0).

Public Remarks

Bob Yenker, 83 Spellman Point Road, commented on the Lakewood Road timber harvest/drainage and Edgewater drainage not being on the agenda for this meeting. He spoke about prior Council, Planning & Zoning and IWWA meetings feeling nothing is being done and a lack of enforcement.

Justin Kelly, 31 Lakewood Road, commented that the town will always need money and we shouldn't trade conservation or preservation of land for tax money.

Communications, Correspondence & Announcements

Ms. Wanat announced that the Center School play Madagascar Jr will be presented this weekend.

Adjournment

A motion was made by Mr. Solomon, seconded by Ms. Cunningham, to adjourn the meeting at 7:45pm. Voted (7-0).

Respectfully Submitted,

Cathy Sirois
Recording Clerk



**FAIR HOUSING RESOLUTION
TOWN OF EAST HAMPTON, CT**

Whereas, All persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and

TOWN COUNCIL

- Dean Markham
Chairperson
- Karen Wanat
Vice Chairperson
- Deborah Cunningham
- Tim Feegel
- Richard Knotek
- Jack Solomon
- Jordan Werme

Whereas, Federal fair housing laws require that all individuals, regardless of race, color, religion, sex, handicap, familial status or national origin, be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and

Whereas, Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation, or gender identity or expression be given equal access to all housing-related opportunities, including rental and home ownership opportunities, and be allowed to make free choices regarding housing location; and

Whereas, the Town of East Hampton is committed to upholding these laws and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice.

NOW THEREFORE, BE IT RESOVED, That the Town of East Hampton hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by state and federal law; and

BE IT FURTHER RESOLVED, That the Chief Executive Officer of the Town of East Hampton or his designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practice in the Town of East Hampton and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the CT Fair Housing Center, legal services, or other fair housing organizations to protect his or her right to equal housing opportunities.

Adopted by the Town of East Hampton on Tuesday, May 14, 2024

Dean Markham, Chairperson

Patricia Burnham, Town Clerk

RESOLUTION

East Hampton Town Council

A Resolution Allocating American Rescue Plan Funds
Number 8

DRAFT – May 6, 2024

WHEREAS, the American Rescue Plan was approved in March 2021 and includes State and Local Fiscal Recovery Funds (SLFRF) to be distributed to state, local and Tribal governments across the country, including the Town of East Hampton, and

WHEREAS, the Town of East Hampton received \$3,788,167.51 under the program to be used as authorized in the guidance issued by the US Department of the Treasury, and

WHEREAS, the Town of East Hampton has designated its entire allocation as lost public sector revenue under US Department of the Treasury regulations that authorize municipalities to utilize up to \$10 million of the individual municipality’s SLFRF distribution as a replacement to lost public sector revenue, and

WHEREAS, funds used to replace lost public sector revenue may be used for the provision of government services at the discretion of the municipality with some limitations as indicated in the guidance, and

WHEREAS, the Town of East Hampton will determine specific expenditures via the Town Council pursuant to Resolution, and

WHEREAS, the Town of East Hampton anticipates certain road-related capital improvements and expenditures as identified in the FY25 Capital Improvements Plan and the estimated amount of these certain capital improvements, which are a subset of the overall Plan, is \$650,000.

NOW, THEREFORE, BE IT RESOLVED by the Town of East Hampton Town Council, to hereby allocate funds for actual costs of Road Repair and Maintenance projects identified in the FY25 Capital Improvements Plan in an amount up to \$350,000 of the Town’s SLFRF lost revenue distribution for the purpose of partially funding the aforementioned projects to be undertaken in or about fiscal year 2025.

BE IT FURTHER RESOLVED, that the Town Manager and the Finance Director take appropriate steps to identify and earmark these funds for this purpose, including moving the funds to an appropriate holding or expenditure account or fund.

Approved this 14th day of May, 2024.

TOWN COUNCIL

ATTEST

Dean Markham, Chairperson

Patricia Burnham, Town Clerk

TOWN OF EAST HAMPTON AGENDA REPORT

DATE: May 14, 2024

SUBJECT: 2024/25 Public Water System Operating Budget & Water Rate Recommendation
First Reading

DEPARTMENT: WPCA

RECOMMENDED MOTION –to send the 2024/25 Operating Budget for the two Community Water Systems owned by the Town and operated by the WPCA to a public hearing for the water rates.

BACKGROUND – Management has reviewed the operations of the two (2) public water systems as well as the projected operations costs of the new Hampton Woods system and has developed the following 2024/25 Public Water System Operating Budget. Based upon current operating conditions and known operational changes necessary to operate the systems as efficiently as possible the recommended budget for all systems totals \$242,618.00 and represents an increase of 0.37% or \$887.00 over last year. This is due to increased Capital Contributions and other small increases.

Village Center Water System

The VCWS continues to perform within parameters. The treatment plant, built in 2009, has begun to experience an increase in call-outs as a result of mechanical failures. To date these issues have been minor, within budget and has not affected water quality. The media in several of the greensand filters is nearing the end of its useful life and we will be doing change outs every fiscal year. We will continue to monitor water quality to determine the optimum time to schedule a change-out. This is an expensive process and has been budgeted for in FY 24-25.

We did not experience any violations under the Safe Water Drinking Act for FY 23-24. VCWS revenues are tracking behind projections mostly due to the billing being a month behind.

Royal Oaks Water System

While the slip lining improved the water quality, the wells still have 7 – 10 mg/l of iron, which will require additional filters to improve water quality.

We continue to increase the iron and manganese filter capacity at the plant with every change-out of the media. Currently our treatment capacity is 12.0 cubic feet. The pursuit of additional greensand filter change outs needs to be the focus for FY 24-25. We will need to replace both pumps for well #3 & #4 again this year, which are continuing fail due to high iron content.

We experienced no violations for water quality parameters in FY 23/24.

ROWS revenues are tracking behind also because of the billing schedule. management expects revenues will support the operation of the system for this fiscal year.

Hampton Woods Water System

The HWWS is relatively new to the East Hampton WPCA; Phase I A of the development has 34 individual homes of which 6 are connected to the water system that is still being constructed. This facility will be expandable to serve 255 homes. The Town will not be responsible for a financial deficit associated with the operation prior to the full build out of the development, as per Developers agreement.

WATER RATE RECOMMENDATION: WATER RATE RECOMMENDATION:

The 2024/25 budget of \$242,618.00 will not require an increase in rates for FY 24-25. The last water rate increase was in FY 23-24. The monthly meter charge will remain the same at \$40.00 per month/EMU, and the use charge will remain the same at \$12.00/1000 gallons. There are other systems in the general area that charge up to \$12.50/1000 gallons such as Mansfield and South Coventry.

| Avg. Monthly Cost | VCWS Residential | ROWS Residential | Center School | Memorial School |
|---------------------------|------------------------|------------------------|------------------------|------------------------|
| New Rates | \$73.12 | \$86.96 | \$924.00 | \$1,448.00 |
| WPCA Board recommendation | No Increase /1000 gals | No Increase /1000 gals | No Increase /1000 gals | No Increase /1000 gals |

ALTERNATIVE ACTIONS – at the discretion of the Town Council

FISCAL IMPACT – variable depending upon the ultimate action of the Town Council.



Office of the WATER POLLUTION CONTROL AUTHORITY

Scott Clayton

sclayton@easthamptonct.gov

2024–25 Public Water Systems Operation Budget

63-59-0000-XXXX VCWS

63-59-0590-XXXX ROWS

63-59-0593-XXXX HWWS

Presented to WPCA: April 16, 2024

Recommended by WPCA: May 7, 2024

First Reading Date: May 14, 2024

Public Hearing Date: June 4, 2024

Town Council Adoption: June 11, 2024

Drop in Location:
20 Gildersleeve Drive
East Hampton, CT 06424

Board recommendation

**East Hampton Water Pollution Control Authority
Community Water Systems Fiscal Year Budget - 2024-25**

REVENUES

| Residential Consumption Estimated | VCWS | ROWS | HWWS | |
|---|------------------------|-------------------------|------------------------|----------------------|
| daily consumption (gals.) | 6,000 | 12,000 | 4,080 | |
| Est. daily cons./unit (gals.) | 92 | 130 | 120 | |
| Monthly commodity cost (\$/1000gals.) | \$12.00 | \$12.00 | \$12.00 | |
| Monthly commodity charge (\$) | \$33.12 | \$46.96 | \$43.20 | Last Increase 23/24 |
| Monthly meter cost (1EMU = X.XX) | \$40.00 | \$40.00 | \$40.00 | |
| <u>Per unit monthly cost (\$)</u> | <u>\$73.12</u> | <u>\$86.96</u> | <u>\$83.20</u> | |
| EMU's | 92 | 92 | 34 | |
| Estimated monthly revenue | \$6,727 | \$8,000 | \$2,829 | |
| Est. Residential yearly revenue | <u>\$80,724.48</u> | <u>\$96,000.00</u> | <u>\$33,945.60</u> | <u>\$210,670</u> |
| Monthly meter cost (15 EMU = \$X.XX) | Ctr. Sch. \$600.00 | Mem. Sch. | | |
| daily consumption (gals/day) | 900 | | | |
| Monthly commodity charge (\$) | \$324.00 | | | |
| Monthly meter cost (20 EMU = \$X.XX) | | \$800.00 | | |
| daily consumption (gals/day) | | 1,800 | | |
| Monthly commodity charge (\$) | | \$648.00 | | |
| Estimated monthly revenue | <u>\$924.00</u> | <u>\$1,448.00</u> | | |
| Est. Institutional yearly revenue | <u>\$11,088.00</u> | <u>\$17,376.00</u> | | <u>\$28,464</u> |
| Estimated total revenue 23/24 | <u>\$91,812.48</u> | <u>\$113,376.00</u> | <u>\$33,945.60</u> | <u>\$239,134</u> |
| Transfer from capital fund balance | | | | <u>-\$3,484</u> |
| Proposed fiscal year Operating Budget | | | | <u>\$242,618</u> |

| | |
|---|---------------|
| Annual Cost based upon 72,000 gals. | \$1,344.00 |
| Water system Fund balance (Fund 63) 6/30/20 | \$ 196,273.00 |
| Water system Fund balance (Fund 63) 6/30/21 | \$ 257,905.00 |
| Water system Fund balance (Fund 63) 6/30/22 | \$ 160,656.00 |
| Water system Fund balance (Fund 63) 6/30/23 | \$ 186,059.00 |
| Water System Capital balance (Fund 53) 6/30/23 | \$ 187,950.00 |
| Acct 5980 funded reserve/Capital 6/30/24 | \$ 42,342.00 |
| Projected PWS capital balance (Fund 53) 6/30/24 | \$ 230,292.00 |
| Projected PWS fund balance (Fund 63) 6/30/24 | \$ 186,059.00 |

If need transfer for budget take from here

Funded Depreciation version

**East Hampton Water Pollution Control Authority
Community Water Systems Fiscal Year Budget - 2024-25**

REVENUES

Residential Consumption Estimated

| | VCWS | ROWS | HWWS | |
|--------------------------------------|----------------|----------------|----------------|--|
| daily consumption (gals.) | 6,000 | 12,000 | 4,080 | |
| Est. daily cons./unit (gals.) | 92 | 130 | 120 | |
| Mthly. commodity cost (\$/1000gals.) | \$12.00 | \$12.00 | \$12.00 | |
| Monthly commodity charge (\$) | \$33.12 | \$46.96 | \$43.20 | |
| Monthly meter cost (1EMU = X.XX) | \$40.00 | \$40.00 | \$40.00 | |
| <u>Per unit monthly cost (\$)</u> | <u>\$73.12</u> | <u>\$86.96</u> | <u>\$83.20</u> | |
| EMU's | 92 | 92 | 34 | |
| Estimated monthly revenue | \$6,727 | \$8,000 | \$2,829 | |

| | | | | |
|---------------------------------|-------------|-------------|-------------|-----------|
| Est. Residential yearly revenue | \$80,724.48 | \$96,000.00 | \$33,945.60 | \$210,670 |
|---------------------------------|-------------|-------------|-------------|-----------|

| | Ctr. Sch. | Mem. Sch. | |
|--------------------------------------|-----------------|-------------------|--|
| Monthly meter cost (15 EMU = \$X.XX) | \$600.00 | | |
| daily consumption (gals/day) | 900 | | |
| Monthly commodity charge (\$) | \$324.00 | | |
| Monthly meter cost (20 EMU = \$X.XX) | | \$800.00 | |
| daily consumption (gals/day) | | 1,800 | |
| Monthly commodity charge (\$) | | \$648.00 | |
| <u>Estimated monthly revenue</u> | <u>\$924.00</u> | <u>\$1,448.00</u> | |

| | | | |
|-----------------------------------|-------------|-------------|----------|
| Est. Institutional yearly revenue | \$11,088.00 | \$17,376.00 | \$28,464 |
|-----------------------------------|-------------|-------------|----------|

| | | | | |
|-------------------------------|-------------|--------------|-------------|-----------|
| Estimated total revenue 23/24 | \$91,812.48 | \$113,376.00 | \$33,945.60 | \$239,134 |
|-------------------------------|-------------|--------------|-------------|-----------|

| | | | | |
|------------------------------------|--|--|--|----------|
| Transfer from Special revenue fund | | | | -\$3,484 |
|------------------------------------|--|--|--|----------|

Proposed fiscal year Operating Budget \$242,618

Annual Cost based upon 72,000 gals. \$1,344.00

| | |
|--|---------------|
| Water system Fund balance (Fund 63) 6/30/20 | \$ 257,905.00 |
| Water system Fund balance (Fund 63) 6/30/21 | \$ 160,656.00 |
| Transfer from Water system budget / Capital 6/30/23 | \$ 42,342.00 |
| Unaudited Water system fund balance (Fund 63) 6/30/23 | \$ 186,059.00 |
| Unaudited Water system Capital balance (Fund 53) 6/30/ | \$ 230,292.00 |

APPENDIX G
WPCA
Fiscal Year 2024/25
Capital Budget 2019-2025
Fund 82

| <u>Est. Cost</u> | <u>Purchase Year</u> | <u>Projects</u> |
|------------------|----------------------|--|
| \$35,000 | 2023/24 | Carbon Filters (ROWS) |
| \$35,000 | 2024/25 | Carbon Filters (VCWS) |
| \$40,000 | 2025/26 | Carbon Filters (Memorial School) |
| \$40,000 | 2026/27 | 9 ft3 greensand addition (ROWS) |
| \$40,000 | 2027/28 | 9 ft3 greensand addition (ROWS) |
| \$40,000 | 2028/29 | Carbon Filters (ROWS) |
| \$40,000 | 2029/30 | Carbon Filters (VCWS) |
| \$270,000 | | Current Projected Total Capital Budget |
| | \$ 270,000.00 | Current Fiscal Year 100% Funding Level |

Basic business practice as defined by Moody's & DEP requires a contingency of 5-10% of the annual operating budget be kept within the Capital Budget . \$ 19,013

Recommended F/Y 24/25 funding level for Capital Budget
\$ 45,348 see line item 5980 Oper. Transfer to Cap. Budget

| WPCA CAPITAL BUDGET | Year 1 18/19 | Year 2 19/20 | Year 3 20/21 | Year 4 21/22 | Year 5 22/23 | Year 6 23/24 | Year 7 24/25 |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Budget Line Item 5980 (Res for Capital) | \$ 30,420 | \$ 38,025 | \$ 39,926 | \$ 40,326 | \$ 42,342 | \$ 44,459 | \$ 45,348 |
| WATER sytem fund tranfer / Capital | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Cumulative Reserve for Capital | \$ 133,827 | \$ 171,852 | \$ 211,778 | \$ 252,104 | \$ 294,446 | \$ 338,905 | \$ 384,253 |
| Anticipated Capital Fund Expenditures | \$ (25,000) | \$ (25,000) | \$ (30,000) | \$ (30,000) | \$ (30,000) | \$ (30,000) | \$ (25,000) |
| Cumulative Capital Expenditures | \$ 157,000 | \$ 132,000 | \$ 102,000 | \$ 72,000 | \$ 42,000 | \$ 12,000 | \$ (13,000) |
| Anticipated Capital Fund Balance | \$ 35,000 | \$ 48,025 | \$ 57,951 | \$ 68,277 | \$ 80,619 | \$ 95,078 | \$ 115,426 |
| Budget Line Item 5980 Percent Increase over previous year | 30% | 25% | 5% | 1% | 5% | 2% | 2% |
| Total Budget Percent Increase over 2023/2024 Budget | 30% | 33% | 8% | 2% | 2% | 2% | 2% |

| | |
|--|---------------|
| Water sytem Fund balance (Fund 63) 6/30/20 | \$ 196,273.00 |
| Water system Fund balance (Fund 63) 6/30/21 | \$ 257,905.00 |
| Transfer /Water Ops budget / Capital 6/30/22 | \$ 40,326 |
| Water system Fund balance (Fund 63) 6/30/22 | \$ 160,656.00 |
| Water system Fund balance (Fund 63) 6/30/23 | \$ 186,059.00 |
| Acct 5980 funded reserve/Capital (Fund 53) 6/30/23 | \$ 44,459.00 |
| PWS audited capital balance (Fund 53) 6/30/23 | \$ 187,950.00 |
| Projected PWS capital balance (Fund 53) 6/30/24 | \$ 233,298.18 |
| Projected PWS fund balance (Fund 63) 6/30/24 | \$ 186,059.00 |

ROWS F/Y 2024-25 Operating Budget - Expenditures only

Adopted:

page 1 of 1

| | Actual | APPROVED | | | PROPOSED | | |
|----------------------------|----------|-----------|----------|-----------|-----------|-------|-------|
| | 2022-23 | 2023-24 | Spent | % | 2024-25 | \$ | % |
| | EXPENSES | BUDGET | 04/04/24 | Available | BUDGET | +/- | +/- |
| 5110 Full Time P/R | 0 | 600 | 0 | 100.00% | 600 | 0 | 0.0% |
| 5120 P/T P/R (19.5 hrs/wk) | 0 | 2,295 | 0 | 100.00% | 2,295 | (0) | 0.0% |
| 5220 Social Security | 0 | 142 | 0 | 100.00% | 142 | (0) | 0.0% |
| 5221 Medicare | 0 | 34 | 0 | 100.00% | 34 | (0) | -1.4% |
| 5319 Meetings/Conf. | 0 | 538 | 0 | 100.00% | 538 | 0 | 0.0% |
| 5330 Prof/Tech Services | 7,910 | 7,863 | 4,763 | 39.43% | 7,863 | 0 | 0.0% |
| 5430 Bldg. & Equip. M&R | 27,444 | 20,450 | 5,870 | 71.30% | 20,450 | 0 | 0.0% |
| 5436 UTT/Oper. Labor | 10,900 | 18,000 | 7,819 | 56.56% | 18,000 | 0 | 0.0% |
| 5490 oth purchasedproprsrv | 383 | 400 | 101 | 74.75% | 400 | 0 | 0.0% |
| 5520 Prop/Liab Insurance | 0 | 2,424 | 0 | 100.00% | 2,424 | 0 | 0.0% |
| 5530 Communications | 623 | 1,250 | 971 | 22.32% | 1,250 | 0 | 0.0% |
| 5540 Newspaper Adv. | 175 | 100 | 0 | 100.00% | 100 | 0 | 0.0% |
| 5580 Staff Travel | 1,194 | 1,500 | 783 | 47.80% | 1,500 | 0 | 0.0% |
| 5590 Other Purch. Serv. | 7,319 | 10,882 | 7,039 | 35.32% | 10,882 | (0) | 0.0% |
| 5611 Supplies/ materials | 4 | 87 | 0 | 100.00% | 87 | 0 | 0.0% |
| 5615 UNIFORMS | 0 | 150 | 0 | 100.00% | 150 | 0 | 0.0% |
| 5622 Electricity | 7,351 | 9,750 | 5,149 | 47.19% | 9,750 | 0 | 0.0% |
| 5627 Motor Fuel | 0 | 650 | 0 | 100.00% | 650 | 0 | 0.0% |
| 5680 Chemicals | 4,008 | 9,750 | 1,279 | 86.88% | 9,750 | 0 | 0.0% |
| 5690 Other Supp./Material | 910 | 600 | 742 | -23.67% | 600 | 0 | 0.0% |
| 5741 Machinery & Equipmer | 22,771 | 0 | 0 | 0.00% | 0 | 0 | 0.0% |
| 5744 Computer Equip. | 0 | 50 | 0 | 100.00% | 50 | 0 | 0.0% |
| 5810 Dues & Fees | 821 | 1,339 | 784 | 41.45% | 1,339 | (0) | 0.0% |
| 5893 Claims & settlements | 0 | 0 | 0 | 0.00% | 0 | 0 | 0.0% |
| 5923op TRANS TO wpcap | 0 | 1,500 | 0 | 100.00% | 1,500 | 0 | 0.0% |
| 5980 Res. For Cap & NR | 0 | 22,230 | 0 | 100.00% | 22,674 | 444 | 2.0% |
| 5990 Contingency | 0 | 1,200 | 0 | 100.00% | 1,200 | 0 | 0.0% |
| | \$91,813 | \$113,784 | \$35,300 | | \$114,227 | \$443 | 0% |

2024-25 Individual Water System Expense Breakdown

| EXPENDITURES | 25% | | | | Total |
|------------------------------------|---------------|----------------|---------------|---------------|----------------|
| | VCWS | ROWS | Mem Sch | HWWS | |
| 5110 - Full Time Salaries | 700 | 500 | 100 | 100 | 1,400 |
| 5120 - PIT Seasonal PIR | 2,623 | 1,967 | 328 | 328 | 5,245 |
| 5220 - Social Security (.062) | 163 | 122 | 20 | 20 | 325 |
| 5122 - Medicare (.0145) | 38 | 29 | 5 | 5 | 77 |
| 5319 - Meetings/Conf. | 500 | 453 | 85 | 85 | 1,123 |
| Certification Training | 125 | 125 | 38 | 38 | |
| Conf./Seminars | 375 | 328 | 47 | 47 | |
| 5330 - Prof/Tech Services | 5,820 | 4,778 | 3,085 | 1,899 | 15,582 |
| DOHS Water Quality Testing | 5,610 | 4,488 | 3,060 | 1,874 | |
| Misc. Engr. Bldg | n/a | n/a | n/a | n/a | |
| B102 Tank Insp/engr | n/a | n/a | n/a | n/a | |
| Annual Auditing Reports | 210 | 290 | 25 | 25 | |
| 5430 - Bldg & Equip. M & Rep. | 15,950 | 17,100 | 3,350 | 250 | 36,650 |
| JF Labor | 250 | 500 | | 250 | |
| well pump replacement | 3,000 | 3,000 | 3,000 | 0 | |
| Dist/WTP system maint. | 2,500 | 2,500 | 150 | 0 | |
| plumbing parts & repairs | 400 | 800 | 200 | 0 | |
| Greensand Valves | | 500 | | 0 | |
| Greensand media changeout | 9,000 | 9,000 | | 0 | |
| Emrg. Gen. Maint. & An. Insp. | 800 | 800 | | 0 | |
| VFD for R.O. pump | n/a | n/a | n/a | n/a | |
| Storage tank cleaning | n/a | n/a | n/a | n/a | |
| Well Driller | 0 | 0 | | 0 | |
| 5436 - UTT/Oper. Labor | 18,000 | 18,000 | | 4,506 | 40,506 |
| 5490 - Other Purch. Property Scrvs | 400 | 400 | | 150 | 950 |
| Locate leaks/R & R meter & radio | 400 | 400 | | 150 | |
| 5520 - Prop/Liab Ins (Inc 10%) | 1,317 | 2,124 | 300 | 2,124 | 5,865 |
| 5530 - Communications | 650 | 1,100 | 150 | 650 | 2,550 |
| 5540 - Newspaper Advertising | 100 | 100 | | 100 | 300 |
| 5580 - Travel | 1,500 | 1,500 | | 1,500 | 4,500 |
| 5590 - Other Purch. Services | 4,030 | 10,676 | 206 | 4,322 | 19,234 |
| Billing Administration (112 cust.) | 3,280 | 8,676 | 106 | 3,597 | |
| Shut offs/Final bills | 100 | 600 | | 100 | |
| Flushing water mains 2X/yr | 450 | 1,300 | | 450 | |
| Annual Cross Connection Report | 200 | 100 | 100 | 175 | |
| 5611 - Office Supplies | 100 | 74 | 13 | 13 | 200 |
| 5615 - Uniform Allowance | 75 | 75 | 75 | 75 | 300 |
| 5622 - Electricity | 9,750 | 9,750 | | 9,750 | 29,250 |
| 5627 - Motor Fuel (Veh & Gen) | 600 | 600 | 50 | 50 | 1,300 |
| Veh. \$200/200/50 - Gen. \$400/400 | | | | | |
| 5680 - Chemicals | 1,750 | 7,500 | 2,250 | 1,750 | 13,250 |
| 5690 - Other Supp/Materials | 550 | 500 | 100 | 550 | 1,700 |
| 5744 - Computer Equip | 25 | 25 | 25 | 25 | 100 |
| 5810 - Dues & Fees | 1,155 | 1,144 | 195 | 570 | 3,064 |
| AWWA | 45 | 34 | 11 | 45 | |
| CWWA | 735 | 735 | 184 | 150 | |
| DEEP Annual Diversion permit | 250 | 250 | | 250 | |
| DEEP Generator Permit | 125 | 125 | | 125 | |
| 5923 - Oper. Transfer to S.F. | 1,000 | 1,000 | 500 | 1,000 | 3,500 |
| 5980 - Res for Cap & NR | 22,674 | 22,674 | 0 | 6,700 | 52,048 |
| 5990 - Contingency | 1,200 | 900 | 300 | 1,200 | 3,600 |
| TOTAL | 90,669 | 103,090 | 11,137 | 37,723 | 242,618 |
| Approved Operating Budget 23-24 | 90,225 | 102,646 | 11,137 | 37,723 | 241,731 |
| "+/- | 444 | 444 | (0) | (0) | 887 |
| "+/- | 0.49% | 0.43% | 0.00% | 0.00% | 0.37% |

2024-25 Individual Water System Expense Breakdown

| EXPENDITURES | 25% | | | | Total |
|------------------------------------|---------------|----------------|---------------|---------------|----------------|
| | VCWS | ROWS | Mem Sch | HWWS | |
| 5110 - Full Time Salaries | 700 | 500 | 100 | 100 | 1,400 |
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| DOHS Water Quality Testing | 5,610 | 4,488 | 3,060 | 1,874 | |
| Misc. Engr. Bldg | n/a | n/a | n/a | n/a | |
| B102 Tank Insp/engr | n/a | n/a | n/a | n/a | |
| Annual Auditing Reports | 210 | 290 | 25 | 25 | |
| 5430 - Bldg & Equip. M & Rep. | 15,950 | 17,100 | 3,350 | 250 | 36,650 |
| JF Labor | 250 | 500 | | 250 | |
| well pump replacement | 3,000 | 3,000 | 3,000 | 0 | |
| Dist/WTP system maint. | 2,500 | 2,500 | 150 | 0 | |
| plumbing parts & repairs | 400 | 800 | 200 | 0 | |
| Greensand Valves | | 500 | | 0 | |
| Greensand media changeout | 9,000 | 9,000 | | 0 | |
| Emrg. Gen. Maint. & An. Insp. | 800 | 800 | | 0 | |
| VFD for R.O. pump | n/a | n/a | n/a | n/a | |
| Storage tank cleaning | n/a | n/a | n/a | n/a | |
| Well Driller | 0 | 0 | | 0 | |
| 5436 - UTT/Oper. Labor | 18,000 | 18,000 | | 4,506 | 40,506 |
| 5490 - Other Purch. Property Scrvs | 400 | 400 | | 150 | 950 |
| Locate leaks/R & R meter & radio | 400 | 400 | | 150 | |
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| 5530 - Communications | 650 | 1,100 | 150 | 650 | 2,550 |
| 5540 - Newspaper Advertising | 100 | 100 | | 100 | 300 |
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| 5611 - Office Supplies | 100 | 74 | 13 | 13 | 200 |
| 5615 - Uniform Allowance | 75 | 75 | 75 | 75 | 300 |
| 5622 - Electricity | 9,750 | 9,750 | | 9,750 | 29,250 |
| 5627 Motor Fuel (Veh. & Gen.) | 600 | 600 | 50 | 50 | 1,300 |
| Veh. \$200/200/50 - Gen. \$400/400 | | | | | |
| 5680 - Chemicals | 1,750 | 7,500 | 2,250 | 1,750 | 13,250 |
| 5690 - Other Supp/Materials | 550 | 500 | 100 | 550 | 1,700 |
| 5744 - Computer Equip | 25 | 25 | 25 | 25 | 100 |
| 5810 - Dues & Fees | 1,155 | 1,144 | 195 | 670 | 3,064 |
| AWWA | 45 | 34 | 11 | 45 | |
| CWWA | 735 | 735 | 184 | 150 | |
| DEEP Annual Diversion permit | 250 | 250 | | 250 | |
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| TOTAL | 90,669 | 103,090 | 11,137 | 37,723 | 242,618 |
| Approved Operating Budget 23-24 | 90,225 | 102,646 | 11,137 | 37,723 | 241,731 |
| "+/- | 444 | 444 | (0) | (0) | 887 |
| "+/- | 0.49% | 0.43% | 0.00% | 0.00% | 0.37% |

Depreciation funded



DRAFT – 4/25/2024

Land Use Enforcement Officer

Part-time

The Land Use Enforcement Officer will be responsible for ensuring compliance with local Land Use regulations and ordinances to promote orderly development, protect environmental resources, and protect the health, safety, and welfare of the community.

General description

Under the direction of the Planning and Zoning Official, the Land Use Enforcement Officer independently responds to land use concerns and/or complaints, may issue zoning permits, as well as provide access and guidance with department records, forms, and applications.

Supervision received

Works under the general direction of the Planning and Zoning Official, or their designee.

Supervision exercised

May supervise assigned staff.

Essential functions

- Conducts inspections of properties to verify compliance with land use regulations and ordinances including zoning, subdivision, and inland wetland and watercourses regulations.
- Responds to complaints and inquiries regarding potential violations of applicable land use regulations. Investigates alleged violations, gathers evidence, and documents findings.
- Reviews plans and specifications of proposed building construction for compliance with zoning and other land use codes, ordinances, regulations, and standards.
- Works with property owners, developers, and other stakeholders to achieve compliance with land use regulations.
- Issues notice of violation and, if necessary, citations for non-compliance.
- Maintains accurate records of inspections, violations, and enforcement actions.
- Prepares written reports and recommendations for enforcement actions.
- Assists in the development and revisions of land use regulations and ordinances.
- Provides information and guidance to the public regarding land use requirements and procedures.
- Collaborates with other municipal departments, such as planning, building and health departments on land use-related matters.

Other duties

- At the direction of the Planning and Zoning Official, may provide assistance to the Building Official as it relates to enforcement of blight regulations.



- Assists town staff in other related municipal projects. Works in conjunction with the land use boards and commissions.
- At the direction of the Planning and Zoning Official, may attend meetings of the Zoning Board of Appeals, Planning and Zoning Commission, Inland Wetlands and Watercourses Agency, or other bodies.

Knowledge, skills, and abilities

- Thorough knowledge of zoning and other land use issues confronting a growing rural/suburban community.
- Considerable knowledge and interpretation of state and local codes, regulations, and ordinances.
- Ability to interpret construction drawings and specifications.
- Knowledge of methods, procedures and techniques used in the identification, interpretation, and enforcement of a wide variety of code violations.
- Knowledge of principles and methods of research and investigation related to land use code enforcement.
- Ability to recognize and analyze potential conditions that constitute violations of land use regulations in the Town and adopt effective resolution processes.
- Ability to use effective inter-personal techniques to interact with citizens and the public when explaining codes and permit requirements.
- Ability to monitor and evaluate projects, sites, and development proposals to ensure that the interest of the Town is safeguarded.
- Ability to establish and maintain effective working relations with employees, volunteers, contractors, engineers, surveyors, and the general public.
- Ability to communicate orally and in writing clearly and concisely.
- Excellent organizational skills.
- Strong computer literacy skills.

Minimum required qualifications

High school graduation or equivalent plus related experience in construction, architecture, geography, other land use setting, or law enforcement or a combination of experience that demonstrates an ability to perform the essential functions of the position required. Must possess an understanding of land use regulations. Proficiency with map and plan reading and ability to identify wetland boundaries, easements and other plan notations will be required. Must possess strong customer service skills, as well as computer skills including proficiency utilizing Microsoft programs. Use of GIS, and permitting software along with the ability to learn other programs will be developed as needed. Must possess and maintain a Connecticut driver's license with a clean driving record.

Special requirements

CAZEO enforcement officer certification or ability to obtain within one year of hire in accordance with State Statute.

CT DEEP wetlands certification or ability to obtain within six months of hire in accordance with State Statute.



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.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job the employee is frequently required to talk, sit, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is required to stand and walk on uneven ground and through wooded and bushy areas and constructions sites. The employee is required to climb or balance, stoop; kneel, crouch or crawl and smell and must be in good physical condition. Must be able to speak and hear clearly. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Work environment

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

While performing the duties of this job, the employee must be able to traverse rough terrain during site and construction inspections. Must take protective measures when on construction sites and occasional exposure to extreme weather conditions. The employee may in an office setting as well as work in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles outdoors. The noise level in the work environment is usually quiet in the office and moderate to loud in the field. Must be able to concentrate on fine detail with some interruption. Frequent driving.

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 employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



East Hampton Police Department
1 Community Drive
East Hampton, CT 06424



Dennis Woessner
Chief of Police

May 5, 2024

To: David Cox, Town Manager
From: Dennis Woessner, Chief of Police
Subject: General Order approval

Attached to this memorandum are five General Orders which I am submitting for approval:

General Order 4.9, *Complaints That Allege Misconduct by Law Enforcement Personnel*, is an existing General Order which needed to be modified to be in compliance with the Police Officer Standards and Training Council (POSTC) Accreditation standards.

General Order 5.26, *Statewide Policy Concerning Seat Safety Belt Use Required for any Person Transported in a Municipal Vehicle*, is a new General Order required by Public Act 23-87. POSTC requires all agencies to adopt this model policy to be in compliance with the public act as well as the POSTC Accreditation standards.

General Order 5.3, *Equipment*, is an existing General Order which needed to be modified to be in compliance with Public Act 23-87.

General Order 5.11, *Prisoner Transport*, is an existing General Order which needed to be modified to be in compliance with Public Act 23-87.

General Order 10.3, *Records Administration*, is an existing General Order which needed to be modified to reflect the current practices and procedures of the agency.



EAST HAMPTON POLICE DEPARTMENT

GENERAL ORDER 4.9

DISCIPLINARY PROCEDURES

| | | |
|---|---------------------|--------------------------------|
| SUBJECT: COMPLAINTS THAT ALLEGE MISCONDUCT BY LAW ENFORCEMENT PERSONNEL | | |
| Issue Date: TBD | Effective Date: TBD | Distribution: All Personnel |
| Amends/Rescinds GO: Dated 1/14/2020 | | Review Date: / / |
| Per Order of: Dennis Woessner, Chief of Police | | |
| <i>This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting</i> | | |

I. PURPOSE:

The purpose of this policy is to comply with Public Act No. 14-166 and to provide a uniform policy to accept, process, investigate, take appropriate action upon and resolve complaints from a member of the public relating to alleged misconduct or malfeasance committed by law enforcement agency personnel in the State of Connecticut. Complaints may allege abuse of authority, corruption, criminality, poor or slow service, or other misconduct or malfeasance on the part of agency personnel.

II. POLICY:

The agency shall respond to allegations of misconduct or malfeasance against its employees consistent with this policy and fairly and impartially investigate all complaints or allegations of such conduct to determine their validity. The Department shall impose any disciplinary or non-disciplinary corrective actions that may be warranted in a timely manner. The Department shall accept and document all complaints against any employee regardless of whether the filed complaint is in writing, verbal, in person, by mail, by telephone (or TDD), by facsimile, electronic, or anonymous.

1. There shall be no retaliation in any form by any member of this agency directed at an individual who makes a complaint.
2. During the complaint intake process, no questions shall be asked of a complainant regarding their immigration status.
3. Officers who withhold information, fail to cooperate with department investigations or who fail to report alleged misconduct or malfeasance of employees to a supervisor shall be subject to disciplinary action.

III. DEFINITIONS:

1. Complaint: An allegation of employee misconduct or malfeasance.
2. Complainant: Any person who files a complaint regarding misconduct or malfeasance on the part of an agency employee.
3. Complaint Control Number: A unique numerical or alphanumeric code used to identify and track citizen complaint investigations.
4. Discipline: Adverse action taken by the agency against any employee as the result of a sustained internal affairs investigation including, but not limited to, a written reprimand, suspension, demotion or dismissal.
5. Employee: Any person employed by the agency, whether sworn or non-sworn.
6. Internal Affairs Division or Unit: The designated division, unit or person with primary responsibility to conduct investigations of administrative or Citizen Complaints of misconduct or malfeasance.
7. Malfeasance: Illegal or dishonest activity especially by a public official.
8. Misconduct: Any act or omission by an employee that is illegal or which violates established policy.
9. Supervisor: Includes those holding the rank of Sergeant or higher.

IV. PROCEDURES:**A. Internal Affairs Responsibility**

The Office of the Chief of Police has primary oversight and authority over investigation of complaints made against employees. Upon receipt of a complaint, the Chief of Police will assure that the complaint is assigned to the appropriate division, unit, person or designated supervisor for investigation through the appropriate chain of command.

The designated division, unit, person or supervisor shall be responsible for:

1. Conducting a thorough, fair and impartial investigation of every complaint received regardless of the method of receipt.
2. Investigating and determining the nature, facts and circumstances of every complaint.
3. Reporting to a supervisor up to and including the Chief of Police, if warranted, the results of the investigation, any recommendations and the resolution of that investigation.
4. Identifying and recommending for appropriate investigation and prosecution criminal misconduct discovered on the part of any individual during the course of an internal affairs investigation.
5. Preparing suggested revisions of Agency Policies and Procedures where existing deficiencies have been a contributing factor to misconduct.

B. Acceptance, Filing and Intake of Complaints**1. General**

All persons are encouraged to bring forward legitimate complaints regarding possible misconduct or malfeasance of employees of this agency. All sworn and civilian employees shall be required to accept a complaint alleging misconduct or malfeasance by agency personnel. All employees must courteously inform an individual of his or her right to make a complaint if the individual objects to an employee's conduct. Employees have a duty to assist any person who wishes to file a citizen's complaint by documenting the information and allegations they provide, advising the individual how to proceed, and by promptly putting the complainant in contact with a supervisor who can assist them with filing their complaint. No employee shall refuse to assist any person who wishes to file a citizen complaint or discourage, interfere with, hinder, delay, or obstruct a person

from making a citizen complaint.

2. Acceptance of Complaint

- a. The use of a standardized form to record complaints shall be implemented using the standardized form adopted by the Police Officer Standards and Training Council for such documentation or a standardized form that exceeds the model form adopted. Each complaint shall be assigned a Complaint Control Number (CCN) to track complaints and a copy of this form shall be filed in a separate Complaint File.
- b. Complaints may be accepted in writing, verbally, in person, by mail, telephone (TDD), facsimile, and electronically, or by any other means. Anonymous and third party complaints will be accepted.
- c. All employees will assist those who express a desire to lodge complaints against any member of the agency. This includes:
 - (1) Calling a supervisor to the scene to conduct a preliminary inquiry and document the complaint.
 - (2) Explaining the Department's complaint procedures.
 - (3) Providing complaint form(s) and/or complaint filing information and/or giving instructions as to where the complaint forms may be obtained.
 - (4) Ensuring that complainants who are unable to read, write or understand the English language with sufficient proficiency to fill out the complaint form, or to be interviewed regarding their knowledge of the incident complained of, receive adequate language assistance to permit them to file their complaint and assist, as needed, in the investigation thereof. The name and identifying information of any person providing such language assistance to a complainant shall be recorded on the complaint form or in the body of the report.
- d. All personnel who are approached by a person seeking to make a complaint will, when possible, call a supervisor, obtain a brief description of the allegation, record contact information from the complainant if provided and obtain a Complaint Control Number (CCN) which should be provided to the complainant.
- e. If a supervisor is not readily available, the officer will inform the complainant that they will be contacted by a supervisor or the person or

unit assigned to conduct internal affairs investigations by the next business day.

f. Sworn and civilian employees who receive a complaint about their own conduct shall immediately refer the complaint to a supervisor.

g. All complaints shall be documented to include the date, time, location, and nature of the complaint, complainant's information (name, address, date of birth, telephone number, or other contact information, if provided, date and time the complaint was received, and the name, rank and/or title of the person receiving the complaint.

h. The withdrawal of a complaint does not prohibit the agency from completing an investigation.

i. If complaints are received by mail, all correspondence received containing allegations shall be forwarded to the Chief of Police or the Chiefs designee where they will be officially received. These complaints shall be assigned a Complaint Control Number. A letter of acknowledgment must be prepared advising the complainant that the matter is being investigated and that they will be contacted by the investigator assigned.

j. Walk-in complaints, shall be referred to a Supervisor who shall then forward the complaint to the Internal Affairs designee. After the complaint is received and properly documented, the complainant may be placed under oath and requested to sign the complaint after reading or having it read to them the warning for perjury or false statement. If the complainant refuses to sign the complaint or acknowledge the oath, the complaint will still be accepted and investigated, however the refusal to sign or acknowledge shall be noted. In any event, the complaint will be assigned a Complaint Control Number and forwarded as above.

k. Telephone complaints shall be referred to a Supervisor or the internal affairs designee. The party who receives the complaint shall obtain the details of the complaint as soon as practicable, dispatch a supervisor to the complainant's location, and proceed as described in the foregoing paragraph.

l. Complaints from the field in which any member of the agency is approached by a complainant expressing allegations of misconduct or malfeasance shall immediately be reported to a supervisor. The complainant shall be requested to await the arrival of the supervisor. If a

supervisor is unavailable, or the complainant is unable to await the arrival of a supervisor, the complainant should be informed that he/she may respond to the agency headquarters to make his/her complaint.

3. Validity and Timeliness of Complaints

- a. Complaints by persons Under the Influence of Alcohol or Drugs: When a person who is noticeably intoxicated or impaired wishes to make a complaint, he or she shall be encouraged to wait until the earliest opportunity after he or she has regained sobriety to do so. When the Supervisor determines the circumstances require immediate action, preliminary details of a complaint should be taken by a Supervisor, when available, regardless of the person's sobriety. In that event, the internal affairs designee should re-interview the person after he or she has regained sobriety
- b. Delayed or Untimely Complaints: Complaints of misconduct or malfeasance shall be accepted regardless of when the alleged misconduct or malfeasance is alleged to have occurred. However, the timing of a complaint is one of the circumstances that the agency may consider in determining whether misconduct or malfeasance can be reliably substantiated and, if so, the nature and extent of discipline to be imposed. Where a delay in reporting alleged misconduct may call into question the veracity of the complainant, or has resulted in the loss or destruction of evidence or the inability to locate witnesses due to the passage of time, the facts and circumstances should be detailed in the report.

Although allegations of criminal behavior may be made past the expiration of the applicable statute of limitations and criminal prosecution may no longer be possible, a criminal violator may still be held accountable administratively.

4. Complainant Who Fears Retaliation Associated With Filing A Complaint

If a complainant expresses fears of retaliation as a result of filing a complaint, they must be assured that those fears will be taken seriously. Complainants should be asked to provide the basis for their concerns, if possible, and the information provided should be noted in the complaint. This will allow the unit, supervisor or internal affairs designee to be aware of these fears and develop reasonable strategies to assist the complainant in dispelling those fears.

V. INVESTIGATION OF COMPLAINTS

A. The Chief of Police or the Chiefs designee shall assure that all complaints received are processed and investigated appropriately as set forth in this policy. Internal Affairs investigations shall be completed in a timely manner within the time limits determined by the Chief of Police, including extensions granted by the Chief of Police or designee for good cause.

B. Complainants shall be notified in writing within five (5) business days of receipt that; (1) their complaint has been received by the agency and is currently pending; (2) that a complaint number has been assigned (including the assigned number); (3) that they will be informed in writing of the outcome of the complaint promptly following conclusion of the investigation, and (4) that they may contact the designated investigator (identify by name, telephone and/or email) at any time for further information while the investigation is pending.

C. The subject of the investigation shall be promptly notified of the complaint in accordance with the provisions of applicable labor agreements. In the absence of an applicable labor agreement, an employee who is the subject of a complaint shall be notified in writing within five (5) business days of the receipt of such complaint of; (1) the fact that a complaint has been made, (2) the identity of the complainant, if known, (3) the substance of the complaint, (4) the law or policy that is alleged to have been violated, and (5) the date upon which the investigation is expected to be completed.

(1) Where prior notification of the subject of a complaint is reasonably likely to impede the progress of an investigation, result in the loss or destruction of evidence, or jeopardize the safety of any individual, the Chief of Police may direct in writing that such notification be delayed, stating the reasons therefore and the anticipated extent of the delay.

D. Examinations & Searches: During the investigation the Department may order an officer to undergo an intoxilizer, blood, urine, psychological, polygraph, medical exam, or any other exam, including the submission of financial disclosure statements that are not prohibited by law or the Collective Bargaining Agreement.

1) An on-duty supervisor may order an officer to submit to a breath, blood, or urine test when there is reasonable suspicion that alcohol and/or drug usage is suspected as the factor directly related to allegations of misconduct, and is required to submit to such tests as the result of either being involved in a

traffic accident with a department vehicle or involved in a discharge of a firearm on or off-duty.

- 2) An officer may be ordered to participate in a lineup if it is used solely for administrative purposes. This does not in any way affect the requirements of a legal order to participate. This includes photographic identifications if the investigator deems it necessary.
- 3) Desks, lockers, storage space, rooms, offices, equipment, information systems, work areas, and vehicles are the property of the Town of East Hampton and are subject to inspection. They may also be searched to retrieve town owned property, or to discover evidence of work related misconduct, if there is reason to suspect evidence is contained therein.
- 4) Private property can be stored in areas mentioned above; however, employees will not expect privacy in those areas. Only those employees who are acting in their official capacity may be authorized to search or inspect areas assigned to other employees. (2.6.13)

ED. Nothing in this policy precludes the Chief of Police from referring an internal affairs investigation to an outside agency if such action would be in the best interest of the municipality and of justice.

VI. REVIEW OF THE INVESTIGATION

- A. The designated internal affairs investigator's supervisor shall review the investigation to determine the thoroughness, completeness, accuracy and objectivity of the investigation.
- B. The completed report of investigation, disciplinary recommendation if any and the recommended disposition shall be reviewed by the Chief of Police or the designee of the Chief of Police.
- C. The complainant shall be promptly notified in writing of the status and/or disposition of his or her complaint at the conclusion of the investigation by the Chief of Police or his designee.
- D. Findings of completed investigations and disciplinary recommendations if any, shall be promptly conveyed, in writing, to the employee through his or her chain of command.

VII. CASE DISPOSITIONS — STANDARDS

For each charge or allegation of misconduct or malfeasance which forms the basis for an internal affairs investigation, such charge or allegation shall be classified upon closing of the investigation in one of the following manners:

- a. Exonerated: The investigation determined by a preponderance of the evidence that misconduct or malfeasance was committed, but not by the subject of the investigation.
- b. Unfounded: The investigation determined by a preponderance of the evidence that the misconduct or malfeasance complained of did not occur.
- c. Not Sustained: The investigation was unable to determine by a preponderance of the evidence whether or not the misconduct or malfeasance complained of occurred, or whether or not it was committed by the subject of the investigation.
- d. Sustained: The investigation determined by a preponderance of the evidence that the misconduct or malfeasance complained of occurred and that it was committed by the subject of the investigation.
- e. Misconduct Not Based on Original Complaint: The investigation determined by a preponderance of the evidence that other misconduct or malfeasance which was not the basis for the original investigation occurred, was discovered during the course of the original investigation, and was committed by the subject of the investigation.
- f. Withdrawn: At some point prior to the completion of the investigation, the complainant notified the agency that he/she wished the investigation to be discontinued and concurrence for this action was obtained from the Chief of Police.
- g. Summary Action: Disciplinary action in the form of an oral reprimand, or counseling documented in writing, was taken by an employee's supervisor or commander for minor violations of department rules, policies or procedures as defined by this agency. Summary actions are the lowest level of disciplinary action or remediation.
- h. Reconciled: At the discretion of the Chief of Police, the process of reconciliation may be encouraged in lieu of any of the above dispositions. When authorized by the Chief of Police, supervisors receiving complaints shall to the extent possible, bring together the complainant and the officer or employee involved in minor violations and attempt reconciliation. This may be used where the complaint is from a misunderstanding on the part of the affected officer, employee or the complainant. Reconciliation may be employed for complaints of a minor nature that do not reflect:

- a. Discredit upon the agency.
- b. Discredit upon the involved employee.
- c. Commission of a criminal offense; or
- d. Allegations of racism, bigotry or prejudice against any race, religion, creed, national origin, sexual orientation, or circumstances beyond the individual's control.

Reconciliation must be documented through the chain of command to the Chief of Police or his or her designee. Reconciliation does not preclude further corrective action on the part of the agency.

VIII. TRAINING

All supervisory personnel will be required to attend training on the department's Complaint Policy and the responsibilities of supervisors conducting internal investigations upon the implementation of this policy.

All supervisory personnel will be required to attend periodic refresher training, as determined by the department, regarding the policies and procedures contained herein and professionally accepted practices related to conducting internal investigation.

IX. PUBLIC INFORMATION AND ACCESS

The Chief of Police will:


- A. Ensure informational materials are made available to the public through police personnel, the police department facility, the police agency web site, the general government web site of the agency, the internet, libraries, community groups, community centers and at other designated public facilities.
- B. Ensure that copies of this policy and complaint forms are available at the town hall or another municipal building located within the municipality served by the law enforcement agency, other than a municipal building in which the law enforcement agency is located. This information should include relevant phone numbers and any addresses where complaints can be made. This information must explain the complaint process in English and Spanish.
- C. The complaint policy and forms should be made available online where the agency, or the municipality served by the law enforcement agency, has an Internet website.



EAST HAMPTON POLICE DEPARTMENT

GENERAL ORDER 5.26

PATROL FUNCTIONS

| | | |
|---|------------------------------------|--------------------------------|
| SUBJECT: Statewide Policy Concerning Seat Safety Belt Use Required for Any Person Transported in a Municipal Police Vehicle | | |
| Issue Date: TBD | Distribution: All Personnel | Distribution: |
| Amends/Rescinds GO: | | Review Date: / / |
| Per Order of:  Dennis Woessner, Chief of Police | | |
| <i>This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting</i> | | |

I. Purpose

This policy is promulgated pursuant to Public Act 23-87. The purpose of this policy is to provide guidelines on the required use of seat safety belts by any person who is being transported in a municipal police vehicle.

II. POLICY

It is the responsibility of all law enforcement personnel tasked with the transportation of any person, including any person in police custody, to adhere to this policy. It is the additional responsibility of supervisory and command staff to ensure its compliance.

III. Procedures

The driver of a municipal police vehicle designated by the Law Enforcement Unit's policy to transport any person is responsible for ensuring any person being transported in a municipal police vehicle is secure in such vehicle through the use of a seat safety belt.

Any Driver approved to transport children shall use the appropriate approved child safety seats designed for the child's age, size, or weight for which such devices are prescribed by Connecticut General Statute 14-100a as might be amended from time to time when a child is transported in a municipal police vehicle in accordance with local policy and training.

No officer shall transport any person in a municipal police vehicle in which any seat safety belt is inoperable barring any emergency situation. No officer shall modify, remove, deactivate, or otherwise tamper with the vehicle seat safety belts except for service, maintenance and repair, or with a factory approved seat belt extension.

Personnel who discover an inoperable restraint system shall report the defect in accordance with the agency's policy. The vehicle should not be used to transport any persons.

Any person(s) under arrest and being transported in a municipal police vehicle are required to be secured in the vehicle by a seat safety belt.

IV. Exceptions to Policy

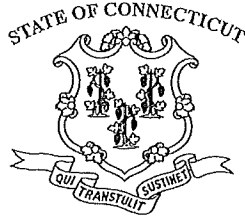
- a. Persons with a physical disability or impairment which limits mobility because of age, injury, or medical conditions that would prevent restraint in such seat safety belt.
- b. If any person is combative or officer safety considerations make doing so impracticable an officer shall obtain permission from a supervisor to transport the person without the use of a seat safety belt.
- c. If an officer deviates from the requirement to secure any person being transported with a seat safety belt as required in this policy, they should include such information and reason(s) in their report or CAD entry of the incident/transport.

V. Policy Violations

- a. Agency Action- When a possible violation of this policy becomes known, the agency will investigate the issue pursuant to local procedures. When it is determined that a violation has occurred, and 1) the conduct constitutes a violation of this policy, and 2) that such violation undermines the public confidence in the agency, the chief law enforcement officer of that agency shall report the violation to the Police Officer Standards and Training Council (POST-C).

- b. POST Council Action-The Council shall conduct a de novo review of the case. Whenever the council believes there is a reasonable basis for suspension, cancellation, or revocation of the certification of the police officer because of the reported violation, the Council shall give notice and an adequate opportunity for a hearing prior to such suspension, cancellation, or revocation.

- c. Hearings shall be conducted in accordance with the provisions of chapter 54 of the general statutes. If the Council finds, by clear and convincing evidence, that a violation of this policy has occurred, the Council may suspend, cancel, or revoke the certification of the police officer in accordance with section 7-294d of the general statutes.



House Bill No. 6873

Public Act No. 23-87

AN ACT REQUIRING THE POLICE OFFICER STANDARDS AND TRAINING COUNCIL TO DEVELOP AND PROMULGATE A MODEL POLICY REQUIRING THE USE OF A SEAT SAFETY BELT FOR ANY PERSON WHO IS BEING TRANSPORTED IN A MUNICIPAL POLICE VEHICLE.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. (NEW) (*Effective July 1, 2023*) (a) Not later than December 31, 2023, the Police Officer Standards and Training Council established under section 7-294b of the general statutes shall develop and promulgate a model policy that provides guidelines on (1) the required use of a seat safety belt by any person who is being transported in a municipal police vehicle, and (2) standardized procedures to be utilized by a municipal police officer to ensure that any person who is being transported in a municipal police vehicle is secure in such vehicle through the use of a seat safety belt. Not later than April 1, 2024, each municipal law enforcement unit shall adopt and maintain a written policy that meets or exceeds the standards of the model policy developed pursuant to this subsection.

(b) On and after April 1, 2024, if the chief law enforcement officer of a municipal law enforcement unit finds, through procedures developed pursuant to subsection (g) of section 7-294d of the general statutes, that a municipal police officer has engaged in conduct that constitutes a

House Bill No. 6873

violation of the policy established pursuant to subsection (a) of this section and that such violation undermines public confidence in the municipal law enforcement unit, the chief law enforcement officer shall report such violation to the Police Officer Standards and Training Council. Said council shall thereafter conduct a de novo review of the matter. Whenever the council believes there is a reasonable basis for suspension, cancellation or revocation of the certification of a municipal police officer due to the reported violation, the council shall give notice and an adequate opportunity for a hearing to such officer prior to such suspension, cancellation or revocation. Such hearing shall be conducted in accordance with the provisions of chapter 54 of the general statutes. If the council finds by clear and convincing evidence that a violation of this section has occurred, the council may suspend, revoke or cancel the certificate of the certificate holder in accordance with the provisions of section 7-294d of the general statutes.

Approved June 26, 2023

**Police Officer Standards
and
Training Council**



**Statewide Policy Concerning
Seat Safety Belt Use Required for Any Person Transported in
a Municipal Police Vehicle**

Date Adopted: November 9, 2023

1 Purpose

This policy is promulgated pursuant to Public Act 23-87. The purpose of this policy is to provide guidelines on the required use of seat safety belts by any person who is being transported in a municipal police vehicle.

2 Responsibility

It is the responsibility of all law enforcement personnel tasked with the transportation of any person, including any person in police custody, to adhere to this policy. It is the additional responsibility of supervisory and command staff to ensure its compliance.

3 Procedures

The driver of a municipal police vehicle designated by the Law Enforcement Unit's policy to transport any person is responsible for ensuring any person being transported in a municipal police vehicle is secure in such vehicle through the use of a seat safety belt.

Any Driver approved to transport children shall use the appropriate approved child safety seats designed for the child's age, size, or weight for which such devices are prescribed by Connecticut General Statute 14-100a as might be amended from time to time when a child is transported in a municipal police vehicle in accordance with local policy and training.

No officer shall transport any person in a municipal police vehicle in which any seat safety belt is inoperable barring any emergency situation.

No officer shall modify, remove, deactivate, or otherwise tamper with the vehicle seat safety belts except for service, maintenance and repair, or with a factory approved seat belt extension.

Personnel who discover an inoperable restraint system shall report the defect in accordance with the agency's policy. The vehicle should not be used to transport any persons.

Any person(s) under arrest and being transported in a municipal police vehicle are required to be secured in the vehicle by a seat safety belt.

4 Exceptions to Policy

- a. Persons with a physical disability or impairment which limits mobility because of age, injury, or medical conditions that would prevent restraint in such seat safety belt.
- b. If any person is combative or officer safety considerations make doing so impracticable an officer shall obtain permission from a supervisor to transport the person without the use of a seat safety belt.
- c. If an officer deviates from the requirement to secure any person being transported with a seat safety belt as required in this policy, they should include such information and reason(s) in their report or CAD entry of the incident/transport.

5 Policy Violations


- a. Agency Action- When a possible violation of this policy becomes known, the agency will investigate the issue pursuant to local procedures. When it is determined that a violation has occurred, and 1) the conduct constitutes a violation of this policy, and 2) that such violation undermines the public confidence in the agency, the chief law enforcement officer of that agency shall report the violation to the Police Officer Standards and Training Council (POST-C).
- b. POST Council Action-The Council shall conduct a de novo review of the case. Whenever the council believes there is a reasonable basis for suspension, cancellation, or revocation of the certification of the police officer because of the reported violation, the Council shall give notice and an adequate opportunity for a hearing prior to such suspension, cancellation, or revocation. Hearings shall be conducted in accordance with the provisions of chapter 54 of the general statutes. If the Council finds, by clear and convincing evidence, that a violation of this policy has occurred, the Council may suspend, cancel, or revoke the certification of the police officer in accordance with section 7-294d of the general statutes.



EAST HAMPTON POLICE DEPARTMENT

GENERAL ORDER 5.3

PATROL FUNCTIONS

| | | |
|---|----------------------------|---------------------------------------|
| SUBJECT: EQUIPMENT | | |
| Issue Date: TBD | Effective Date: TBD | Distribution: All Personnel |
| Amends/Rescinds GO: Dated 7/11/2023 | | Review Date: / / |
| Per Order of:  Dennis Woessner, Chief of Police | | |
| <i>This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting</i> | | |

I. PURPOSE

The purpose of this General Order is to establish procedures and guidelines related to equipment provided to East Hampton Police Department (“EHPD” or “Department”) officers.

II. POLICY

It is the policy of the East Hampton Police Department to provide guidelines for patrol vehicles, including emergency and incidental supplies and equipment, specific vehicle markings, and the use of seat belts. Procedures are also established in relation to uniforms, clothing, equipment, and other related matters.

III. PROCEDURES

A. Patrol Vehicle to be Equipped with Emergency Lights and Siren

Conspicuously marked vehicles used in routine or general patrol service are readily identified as law enforcement agency vehicles from every view and from a long distance, even at night. Conspicuous marking increases safety, serves as a warning to potential violators, and provides citizens with a feeling of security. Therefore, all marked patrol vehicles shall be equipped as follows:

1. Red and blue overhead emergency lights and a siren;

2. A mobile radio;
3. A lap-top computer, when feasible;
4. Conspicuously marked as Town of East Hampton police vehicles with appropriate reflective striping and graphics design, including the vehicle number;
5. Exterior spotlight.

The Department does utilize unmarked vehicles for routine or general patrol service; the Department maintains an undercover vehicle for use when conducting special patrol assignments. All unmarked and undercover vehicles shall be equipped with operational emergency lights and a siren, when appropriate.

B. Patrol Vehicle Equipment

Every patrol vehicle will contain at least the following equipment, which is necessary for emergencies and preliminary investigations:

1. Rechargeable flashlight
2. First-aid kit, a blanket, and oxygen
3. Portable roadway warning signals, such as flares or reflective cones, etc.
4. Measuring device
5. Fire extinguisher
6. Crime scene tape
7. Protective barrier between the front and rear seats, except for vehicles designated exclusively for Supervisors
8. Equipment for protection against transmission of blood-borne pathogens
9. Equipment for collection and containment of biohazard material
10. Other equipment as authorized by the Chief of Police

Check-off lists or inspection forms will be used to aid officers and supervisors and ensure that vehicles are properly stocked and operationally ready (See G.O. 2.7, *Line and Staff Inspections*). Officers will be responsible for restocking depleted or missing equipment in their assigned vehicle.

A compliment of supplies will be maintained in the squad room or storage closet. Officers needing supplies can draw upon this supply to restock their assigned vehicle. A designated member of the Department shall serve as a Supply Officer, or Quartermaster, and be responsible for ensuring that this supply closet is properly stocked with necessary supplies.

C. Use of Seat Belts in all Department Vehicles

The use of seat belts can have a significant effect in reducing the number of deaths and the severity of injuries resulting from motor vehicle accidents, and can assist officers in maintaining proper control of their vehicles during pursuit or emergency high-speed operations. As a result, all employees will use seatbelts. If a department member needs to transport an infant or young child, they will use the appropriate child restraint system to comply with CGS 14-100a. These child restraint systems are stored in the storage closet in the basement. **For additional information please refer to General Order 5.26, Statewide Model Policy Concerning Seat Safety Belt Use Required for Any Person Transported in a Municipal Vehicle.**

D. Equipment and Apparel to be Worn by Patrol Officers

The specifications for all authorized personal equipment and apparel to be used and worn by patrol officers is outlined in G.O. 2.9, *Uniform Standards and Dress Code*. All employees shall adhere to these regulations to ensure uniformity and prevent use of unauthorized or substandard items. Supervisors shall conduct line inspections according to the provisions of General Order 2.7, *Line and Staff Inspections*. The Department shall maintain accurate records of the equipment/apparel provided to each employee (See G.O. 2.9.)

E. Availability of Protective Vests

The Department will provide all sworn officers with soft body armor upon appointment to the Department. The soft body armor will provide protection equal to or exceeding Threat Level IIIa as defined by the National Institute of Justice.

Periodically the Department will replace all issued soft body armor based upon accepted industry standards and recommendations set forth by soft body armor manufacturers.

Uniformed employees are required to wear body armor, as the wearing of protective vests has been proven to be effective in preventing serious injury and death to police officers

Sworn personnel assigned to a plain-clothes or administrative assignments will be required to have their issued protective vest available to them, either in their office, locker, or assigned vehicle.

F. Use of Protective Vests in High-Risk Situations

All sworn personnel will be required to wear their Department issued soft body armor while engaged in pre-planned high-risk situations, including members of the S.W.A.T. Team, regardless of exceptions that exist above.

“High Risk Situations” shall be defined as those situations, which present a higher potential for the use of less-lethal or lethal force against sworn personnel, as determined by a Supervisor, even if the officer does not perceive the high level of threat. High-risk situations requiring the use of protective vests by sworn

personnel include, but are not limited to:


1. High-risk arrest or search warrant service, including those involving a dangerous offender or a location where there is an indication of weapons
2. Drug raids
3. Barricaded persons and/or hostage incidents
4. Civil disturbance incidents
5. Escaped prisoner incidents, where the escapee is known to be armed and/or dangerous
6. Transportation of dangerous prisoners
7. High-Level VIP visits
8. Other High-Risk situations as determined by the Incident Commander



EAST HAMPTON POLICE DEPARTMENT

GENERAL ORDER 5.11

PATROL FUNCTIONS

| | | |
|---|----------------------------|------------------------------------|
| SUBJECT: PRISONER TRANSPORTATION | | |
| Issue Date: TBD | Effective Date: TBD | Distribution: All Personnel |
| Amends/Rescinds GO: Dated 7/27/2022 | | Review Date: / / |
| Per Order of:  Dennis Woessner, Chief of Police | | |
| <i>This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting</i> | | |

I. PURPOSE

The purpose of this general order is to establish clear guidelines for East Hampton Police Department Officers to follow prior to, during, and immediately after a prisoner transport, including procedures relating to the safety of officers, prisoners, and the general public during transport operations.

II. POLICY

Transporting prisoners is an inherently dangerous responsibility. Ensuring the safety of officers, prisoners, and the general public requires that the transporting officer must not assume that someone else has searched a prisoner or a transport vehicle. All prisoners, regardless of sex, age, race, perceived threat, or the nature of the offense committed, shall at a minimum, be checked for weapons and contraband prior to being transported. In addition, all transport vehicles shall be searched by the transport officer prior to and immediately after a prisoner transport in order to mitigate the risk to officers of prisoners escaping, gaining access to dangerous items or having an opportunity to destroy potential evidence.

III. DEFINITIONS

Detainee: A person in the custody of agency personnel and whose freedom of movement is at the will of agency personnel.

Disabled Detainee: A detainee with an anatomical, physiological, or mental impairment that hinders mobility.

In Custody: Being under the full control of a law enforcement officer.

Prisoner: Any person, regardless of age or sex, who is either arrested or taken into custody for an alleged violation of any criminal or traffic law, or pursuant to a warrant or other court order or directive, whether for transfer to a detention facility, court proceeding, arranging for bond or pending release or one who is taken into protective custody for transport to a mental facility for evaluation and/or admission as a mental health patient.

Transport Vehicle: The vehicle used for transporting a prisoner from one point to another. The transport vehicle may be the patrol vehicle, such as in the case of transporting a prisoner after an arrest, or a specially designed prisoner transport vehicle such as a bus or van. This term does not refer to commercial vehicles, such as buses, trains, or airplanes that may be used for prisoner transport.

Transporting Officer: An East Hampton Police Officer who is responsible for transporting a prisoner from one point to another.

IV. PROCEDURE

A. Search of Prisoner Transport Vehicles

1. In order to mitigate the opportunity for prisoners to use or destroy weapons or contraband, the rear passenger compartment of every transport vehicle shall be searched by the operating officer:
 - a. At the beginning of the officer's shift
 - b. Prior to placing any individual in the transport vehicle
 - c. Immediately after transporting an individual in the vehicle
2. The officer will document in a written report whenever (s)he locates any items, including weapons and/or contraband during the vehicle search.

B. Search of Prisoner(s) by Transporting Officer

1. All persons taken into custody present a potential risk to the safety of the transporting officer. Therefore, all prisoners shall be searched for weapons and/or contraband prior to being transported.
2. When available, an officer of the same gender will conduct prisoner searches. When an officer of the same gender is unavailable, a second officer will witness the search and/or the search will be recorded on the in car camera, body worn camera or the department's security cameras.
3. Officers shall be sensitive to the LGBTQ populations when conducting

searches. When appropriate ask the prisoner whom they would prefer to conduct the search.

C. Prisoner Restraining Devices to be Used During Transport

1. All East Hampton Police Department prisoners being transported for any reason shall be restrained with appropriate devices that provide for the safety and security of both prisoners and officers. As a rule, prisoners will be secured with handcuffs behind their back; however, officer discretion may be used when determining what type of restraint device may be appropriate for prisoners who may be the exception to the rule. Race and gender will not be considered as a factor in determining whether or not a prisoner will be restrained during transport. The determination of how a prisoner will be restrained will be based upon an assessment of the prisoner's flight risk or propensity for violence, based upon; the severity of the charges, the prisoners' physical condition (age, illness, injury, etc.), the distance to be transported, and the mode of transportation.
2. Prisoners will never:
 - a. Be handcuffed to any part of a vehicle
 - b. Be handcuffed to a member of the opposite sex
 - c. Be handcuffed to an adult, when they are a juvenile; unless they are related
3. Officers will document the restraint technique used for each prisoner in their report.
4. Mentally ill and physically handicapped prisoners present unique conditions that may dictate special care and treatment during the transport process. Such prisoners shall be transported in the most secure and safe manner possible. If the mental illness or physical handicap prevents a safe and secure transportation in a police vehicle, an ambulance may be called to assist with transport. These circumstances still require an evaluation by the transporting officer of the violence/flight risk of the prisoner being transported.

D. Transport Vehicle Configuration/Safety Barriers

1. The safety and security of officers, prisoners, and the public is best achieved by utilizing appropriate equipment.
2. Any police vehicle that is likely to be used for prisoner transport shall be

equipped with a protective safety barrier between the front and rear seats or rear compartment. The barrier shall be configured and constructed in such a way as to prevent prisoners from having access to the driver's compartment.

3. Vehicles not normally used for prisoner transports are not required to be equipped with safety barriers. When it becomes necessary to transport a prisoner in one of these vehicles, officers shall follow the guidelines established in Section E. of this General Order.
4. The following modifications will be made to East Hampton police vehicles designed for prisoner transportation:
 - a. Manual door locks on rear doors shall be disabled
 - b. Crank handles for manually operated windows will be removed
 - c. Rear door handles will be deactivated
 - d. Electric rear door and window controls will be driver controlled

E. Prisoner Location During Transport

1. When transporting prisoners, officers will ensure the safety of the officer and the security and safety of the prisoner and the general public by following these guidelines:
 - a. Officers shall transport prisoners using a vehicle with a physical security screen, unless one is not available
 - b. Prisoners will be seated in the passenger side of the rear seat
 - c. Officers shall place the safety belt on all prisoners, ~~unless doing so may expose the officer to risk of injury from a violent prisoner.~~ **For additional information please refer to General Order 5.26, Statewide Policy Concerning Seat Safety Belt Use Required for Any Person Transported in a Municipal Vehicle**
 - d. Transporting officers will take the most direct route to their destination unless circumstances dictate otherwise
 - e. When a prisoner is transported in a vehicle without a physical security screen, a patrol vehicle equipped with security screen will be dispatched to facilitate a secure transport. However, if a vehicle with a security screen is not available, the prisoner will be secured in the front passenger seat of the patrol vehicle. Officers will radio in their location periodically to dispatch so fellow officers can monitor the transport.
 - f. Transport officers will notify the dispatcher of their location and starting mileage prior to transport. The transport officer will notify the

dispatcher when they arrive at their destination and the ending mileage.

F. Interruptions of a Prisoner Transport

The primary duty of the transporting officer is to safely deliver the prisoner(s) in their care. Only when there is a clear risk of death or injury to a third party and with the specific approval of the shift supervisor may the transporting officer stop to render assistance to other parties during a prisoner transport. Certain circumstances may dictate the need to stop and render assistance.

1. Secondary calls

- a. When the transporting officer encounters a non-emergency need for law enforcement service, the officer will not stop but will report the need to the dispatcher. Officers assigned to the incident will be directed to explain to citizens the reasons why the transporting officers did not stop.
- b. When the transporting officer observes an emergency situation, they shall report it to the dispatcher and request permission from the shift supervisor or officer in charge to render assistance. Only after receiving approval, will they stop and render assistance. A backup officer will be immediately dispatched to handle the call so the transporting officer can resume the transport. Upon being relieved, the transporting officer will verify the security of the prisoner and advise dispatch when they resume.

2. Tending to prisoner needs

- a. Transport officers will not stop to address routine needs of prisoners being transported. However, if necessary, transport officers may stop to address medical needs of the prisoner being transported. Officers should be aware that prisoners may be employing a diversionary tactic designed to facilitate an escape or a physical attack on the transporting officer. Prior to stopping to render assistance, the transport officer will advise the shift supervisor of the situation and receive approval. A back-up officer will be immediately dispatched to assist.

3. Long distance transports

- a. Interruption of prisoner transports may be necessary when traveling more than three hours. When a transport of more than three hours is anticipated, a second officer will be assigned to assist during transport. At least one officer of the same sex as the prisoner will assist with a long distance transport in anticipation of the required use of public rest room facilities.

- b. When refueling or stopping for a meal, the location will be chosen at random by the transport officer.
- c. If the prisoner requires the use of a restroom, two officers will escort the prisoner to the restroom. Private facilities or other law enforcement facilities should be used when available. It is recommended that planned stops at law enforcement facilities along the route be pre-arranged. One officer will inspect the facility prior to allowing the prisoner to enter. Handcuffs may be removed to allow the prisoner to use the restroom facility and to wash up. Unoccupied restrooms will be used whenever possible.
- d. Prisoners will never be permitted to communicate with anyone during transport. Family members, friends and attorneys will not be permitted to accompany a prisoner nor shall the transport be interrupted to allow for communication by the prisoner with any other person.

G. Transporting Sick, Injured, or Disabled Prisoners

1. Transporting handicapped, sick or injured prisoners presents additional problems. Prisoners with physical or mental handicaps often need special handling techniques with which officers may not be familiar. Such unfamiliarity should be addressed prior to initiating the transport.
2. Prior to transporting the prisoner, the transporting officer shall determine any special medical conditions for the transport which have been established by a physician, or medical control. Prisoners who require medical treatment during the transport, will not be transported in a standard police vehicle but in an ambulance, wheelchair van or other suitable vehicle staffed with personnel medically qualified to administer whatever care may be necessary.
3. Restraint devices will only be used when absolutely necessary to prevent escape of the prisoner, and only when a physician or medical control has stated that the use of a physical restraint will not injure the prisoner.

H. Prisoners Transported to a Medical Facility

1. Officers will ride in the ambulance when transporting a prisoner to a medical facility to prevent violent assaults on ambulance personnel, for evidentiary purposes, and to reduce the risk of escape.
2. Prisoners should be restrained during transport to and from medical facilities, unless prevented by injury or when medical personnel request the restraints be removed to allow for examination and treatment.
3. The transporting officer will remain with the prisoner during examination and

treatment, except when a doctor or medical staff requests the officer leave the treatment area. In that event, an officer shall take a position that prevents escape.

4. If the prisoner is violent or an escape risk, the transporting officer will request dispatch to notify hospital security, or the local police agency where the facility is located.
5. Officers will remain with prisoners who are admitted to a medical facility until they are discharged from the hospital, released on bond or PTA, or arraigned at the hospital.

I. Documentation to Accompany Prisoners

1. Proper identification of prisoners being transported and special concerns or risks presented by such prisoners is necessary to ensure the safety of officers and the public.
2. Prisoners being transported between facilities will be identified by reliable means, such as booking records, photograph, fingerprints, identifications, or personal knowledge of the transporting officer.
3. The transporting officer will carry all documentation relative to the prisoner's identification, destination, escape risk, suicidal tendencies, or unusual medical conditions. Transporting officers should also carry a properly executed governor's warrant or waiver for interstate transports.
4. Transporting officers will document transfer of custody in their written report.

J. Prisoner Escape

1. In the event of a prisoner escape during transport, the primary objective is to recapture the prisoner, prevent injury to the public, property or to police officers. In the event of an escape, the transporting officer(s) shall:
 - a. Notify the dispatcher and the on-duty supervisor
 - b. Make an immediate attempt to recapture the prisoner. If an immediate recapture is not possible, it is more prudent to await the assistance of other police officers
 - c. Notify the Chief of Police or his designee of the escape
 - d. Notify the surrounding police departments of the prisoner escape via the police hotline (RAFS and other frequencies) and request their assistance. Notify the nearest local police authority, when not

in East Hampton, and follow their directions

- e. A teletype will be sent via the COLLECT system advising of the escape with information about the escape including, name, date of birth, last known address, description including scars, marks, tattoos and other identifying characteristics. The teletype will be cancelled once the prisoner is located

- f. If the escapee is not recaptured within the normal tour of duty of the transporting officer, that officer shall prepare an application for an arrest warrant on the charge of escape. The Chief's States Attorney of the Middletown Court shall be advised of the escape.

- g. Document the circumstances surrounding the escape and efforts made to capture the escapee

- h. The Chief of Police may, based upon the circumstances, direct that an internal affairs investigation be conducted pertaining to a violation(s) of Department policies



EAST HAMPTON POLICE DEPARTMENT

GENERAL ORDER 10.3

SUPPORT AND TECHNICAL SERVICES

| | | |
|---|----------------------------|---------------------------------------|
| SUBJECT: RECORDS ADMINISTRATION | | |
| Issue Date: TBD | Effective Date: TBD | Distribution: All Personnel |
| Amends/Rescinds GO: Dated 5/2/2014 | | Review Date: / / |
| Per Order of:  Dennis Woessner, Chief of Police | | |
| <i>This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting</i> | | |

I. PURPOSE

The purpose of this general order is to establish a written directive that describes the East Hampton Police Department's guidelines and procedures related to Department records management.

II. POLICY

The East Hampton Police Department will maintain an accurate, complete, and efficient central records keeping system designed to record, file, retrieve, and disseminate information in an efficient and timely manner.

The East Hampton Police Department shall release or disseminate information from Department records in accordance with state and federal law enacted to safeguard the rights of individuals named within these records.

III. DEFINITIONS

Records: Records include the Master Case Files, Criminal History Files, and the paperless computerized records management system.

Reports: Reports as defined in this order are defined as any report submitted either as an initial or supplemental report including, but not limited to case reports, motor vehicle

accidents reports, State of Connecticut report forms, motor vehicle citations and warnings, and any other forms or reports developed and authorized by the Chief of Police or his designate.

CAD/RMS: Paperless computer aided dispatch and records management system.

Records Management Software: Computer software created by Filemaker (managed by Hunt Computer Design) **NexGen Public Safety Systems** for Records Management and Computer Aided Dispatch

Case/Incident Number: A number assigned by the computer identifying a particular call for service or reported criminal or motor vehicle incident, on a chronological basis, at the time the information or call for service is received.

Criminal History Identification Number: A number assigned by the Records Management Software or by Records Unit personnel to persons who have been arrested and/or charged with violations of state law or municipal ordinance. This number is assigned to only one person and is used to identify that person indefinitely.

IV. PROCEDURE

A. Records Responsibility and Function

1. The Chief of Police is the official keeper of the records and as such is accountable for the collection, dissemination, and retention of all records.
2. It will be the responsibility of the Chief of Police to cause an annual audit and evaluation of the record keeping requirements of East Hampton Police Department. **This audit will include a verification of all passwords, access codes, and access violations to the central records computer system.**
3. It will be the responsibility of the Chief of Police and Records Unit personnel to maintain the records of this Department in accordance with this directive and applicable state and federal statutes.
4. As part of their record maintenance function, records personnel will:
 - a. Maintain reports and records;
 - b. Distribute copies to authorized persons or agencies;
 - c. Enter appropriate information into the department's computer system;
 - d. Maintain arrest records and related documents.
 - e. Maintain master name indexes

5. Personnel will code reports in the Records Management Software-as necessary to comply with Uniform Crime Reporting purposes **for the purpose of collecting and submitting crime data in compliance with the National Incident-Based Reporting System (NIBRS).**

B. Records Administration

1. Access to records will be restricted to records personnel and department administration positions as required.
2. The door to the Records Bureau **Room** and all the files shall be secured at all times when the Records Unit is closed for business.
3. Only the Records Clerks will file reports.
4. When the Records Unit is open, Officers will have a Records Clerk obtain original or copies of forms or reports.
5. Police personnel needing documents from records should ideally submit a request in writing via E-mail, or by voice mail. Officers may also request documentation from records in person. Records personnel should furnish the copies of the reports to the requesting officer as soon as practical.
6. Only Sworn Personnel or Records Unit personnel may review original reports. The news media, under the supervision of authorized personnel, may also review original reports.
7. Full case reports may be viewed through ~~Filemaker (managed by Hunt Computer Design)~~ **NexGen Public Safety Systems** by personnel on a twenty-four (24) hour basis. Copies of case reports and personnel narratives may be generated from the Records Management System.
8. Copies of reports may be viewed, duplicated or otherwise obtained for investigative purposes, preparation for court or other hearings, and for follow up investigations.
9. ~~When original documents from case reports are removed from records, they will be signed out on the case sign out log by the officer requesting the documentation.~~
10. ~~Records Personnel shall place a colored file marker in the filing cabinet at the location of the removed case to indicate removal. The file marker is to be removed upon return of the original case.~~

C. Release of Information

1. Dissemination of information contained in written reports, criminal histories, and the computerized files to outside agencies and persons will be made through Records Unit personnel and in a manner consistent with applicable State and Federal statutes.
2. Requests for criminal history information will be supplied pursuant to the State of Connecticut Freedom of Information Act (CGS § 1-215).
3. Release of records to the media and the public will meet Connecticut Freedom of Information guidelines and related state statutes. These records will be released by the Chief of Police or designate.
4. ~~The release of arrest information will generally be via the dispatch log, which is available at the front desk. If news media requires further information, they should be notified to contact the Chief of Police for further information.~~
5. Mail requests for copies of cases may be honored if prepayment is made, a self-addressed stamped envelope is included, and it meets the criteria for release to the public.
6. Copies of open cases without a court ordered disposition will not be released to the public by records personnel.
7. Copies of reports may be released by records staff only. In an emergency, Command Personnel may release reports.

D. Report Distribution

1. Reports are reviewed and approved by a supervisor and then submitted to the Records Unit. Records Unit personnel will retain and/or distribute the reports as follows:

- a. Incident Reports:

All reports will be retained in the computer system. Arrest reports will be printed out and transmitted to court. The Records Unit will be responsible for the distribution of all other reports to the appropriate persons and agencies.

- b. Collision Reports:

The Records Unit personnel will print out these reports and distribute, upon request, to:

- Persons who were involved in the collision
- Persons who properly request copies
- Insurance companies
- Connecticut Department of Transportation, Accident Department.
- The utility companies when it involves damaged equipment (i.e. poles)

E. Records Retention

1. Records of the Department will be maintained in accordance with State Statutes governing the retention of records. Refer to the ~~State of Connecticut, Public Records Administration publication for the retention of Police Departments Records; Schedule VII, Police Department Records, Section 450~~ **Connecticut State Library Office of the Public Records Administrator for the retention of Police Department Records.**
2. No records or documents of any kind will be destroyed without the written permission of the Public Records Administrator of the State of Connecticut, ~~with the exception of motor vehicle case dispositions.~~
3. It will be the responsibility of the Head Records Clerk or designee to ensure that records remain neat and papers, reports, books, and logs are maintained, kept current and properly filed.
4. The Chief of Police or his designate shall ensure that a request is sent, on an annual basis, to the Public Records Administrator requesting destruction of records pursuant to Connecticut General Statute § 7-109 and **§ 11-8a.** ~~Schedule VII of the Public Records Administration.~~
5. Any records to be destroyed that are considered confidential will be shredded or destroyed in some way to ensure continued confidentiality.

F. Erasure of Records

1. Upon receipt of a court order outlining the exact offense record that is to be erased or upon receipt of a list of juveniles whose records are to be erased, all copies of identification and arrest reports will be stamped "**ERASED**" and removed from the Records Unit files. No information or record will be acknowledged or released if it is stamped "**ERASED**".

G. Master Name Index File

1. A computerized **alphabetical master name index** list of names and addresses are maintained by the Department. These names and addresses are taken from reports and dispatch entries.

H. Criminal History Files

1. The criminal history files of this Department are records maintained in the master name index stored in the Records Management System as well as printouts from COLLECT/NCIC.
 - a. Access to and dissemination of state and federal criminal history records shall be in accordance with applicable state and federal statutes.
 - b. Access is based on computer security levels.
2. ~~The East Hampton Police Department assigns a specific identification number to individuals who are entered into the Department's Record Management System.~~ **The East Hampton Police Department assigns a unique identification number to all individuals arrested by the department.**
3. ~~The number assigned is the person's social security number. If that number is unavailable, then the number is computer generated.~~ **The number assigned is computer generated by NexGen Public Safety System's software.**
4. All information on the individual will be referenced to this number.
5. There will be no duplications. Duplicated names will be checked and corrected by records personnel in the master-name index.
6. The criminal history files include the following:
 - a. Fingerprint card
 - b. Criminal history transcripts ("rap sheets")
 - c. Booking Sheet
 - d. Photograph
 - e. Name and aliases, if known
 - f. Date of birth
 - g. Last known address
 - h. Physical description
 - i. Outstanding physical characteristics (marks, scars, tattoos, etc.)
 - j. Henry fingerprint classification (if printed)
 - k. Social security number

- l. Place of birth
- m. Known associates
- n. Listing of dates of arrest, case numbers, charges, arresting officer and disposition

I. Master Case File

1. Original paper copies of all incident reports and motor vehicle accident reports will be maintained by the Records Unit personnel.
2. Most reports generated by Department personnel are maintained in the master case file located in the Records **Room** ~~Unit office~~.
3. Older cases are kept ~~in a storage area~~ and maintained in accordance with **State of Connecticut regulations concerning records retention in the Records Room**.
4. Some records, usually of either a confidential nature or containing such information that renders them more appropriately stored in a specific assigned area, are maintained outside of the Records **Room** ~~Unit office~~. These records may include:
 - Personnel Records: ~~Office of the Chief of Police~~ **Town of East Hampton Human Resource Coordinator's Office**
 - ~~Training Records: Office of the Chief of Police~~
 - Internal Affairs Investigations: Office of the Chief of Police
 - Intelligence and Special Investigations: Office of the Chief of Police
 - Informant and Confidential Intelligence Files: Office of the Chief of Police
 - ~~Juvenile Records: Office of the Chief of Police~~

J. Index Files

1. The East Hampton Police Department's Records Management System will maintain index files to include.
 - ~~Incident by type.~~ **Service Calls and crimes by type.**
 - ~~Incidents by location.~~ **Service Calls and crimes by location.**
 - Stolen, found, recovered, and evidentiary property file.

K. Traffic Records

1. The record management system contains the locations of all traffic collisions and citations to provide a ready reference for collision/enforcement.
2. The East Hampton Police Department will maintain traffic records containing:
 - Traffic accident date - reports, investigations, and locations.
 - Traffic enforcement date - citations, arrests, dispositions, and locations.
 - Roadway hazard reports.
 - Traffic accident and enforcement analysis reports.

L. Restraining/Protective Orders

1. The original order along with a copy of NCIC / Collect entry supplement (s) will be filed alphabetically in Dispatch ~~the Records Unit Office~~. A copy of the order will be forwarded to records.

M. National Incident Based Reporting System (NIBRS)

1. The Department records, and submits NIBRS information on appropriate electronic media to the Connecticut State Police Crimes Analysis Unit, on a monthly basis.

N. Traffic Citation Records

1. Infractions Bureau Citations, Misdemeanor Summonses and Parking Ticket Books are stored under lock and key in the **Records Room**. ~~supply area~~.
2. Whenever an infractions citation is issued for a motor vehicle violation, the Police Department copy is forwarded to records for retention.
3. Whenever a misdemeanor summons is issued, the Department copy of that document is entered into the master case file jacket with the original copy of the corresponding incident report.
- ~~4. The department copy of misdemeanor summonses issued for speeding are stored in a separate file cabinet.~~
4. Whenever a parking ticket is issued. A copy is given to the appropriate Administrative Assistant for retention.
5. Issuing Forms to Officers
 - Summonses and Infractions - All officers shall sign the receipt for each book. The receipt shall be submitted to the Records Unit who shall

retain the receipt in a file. The Shift Supervisor will ensure that the Officer completes the receipt portion of the summons book, and that the receipt is forwarded to the Records **Unit** Bureau.

- Parking Tickets - Parking tickets are issued by the Duty Supervisor.

6. Cross Referencing:

- When infractions citations and/ or misdemeanor summonses are issued, the issuing officer will enter the incident/call number on the citation for cross referencing.

O. Juvenile Records

1. The following are procedures for the collection, retention and dissemination of Department records pertaining to juveniles.

2. Separation of Adult and Juvenile Arrest and Identification Records

- a. Fingerprint cards, photographs, and all other forms of identification and arrest reports pertaining to juveniles shall be kept separate from adult identification records secured in the locked juvenile filing cabinet.


3. Access to Records

- a. Section 46b-124 of the Connecticut General Statutes dictates that all records of cases on juvenile matters shall be kept confidential.
- b. During the period of time that the juvenile arrestee's photograph, fingerprints, and the records of the arrest are retained at this Department, they shall be used only for identification purposes in official criminal investigations.
- c. Department personnel and other law enforcement personnel outside this Department are permitted access to juvenile identification and arrest records on a need-to-know basis only; including prosecutors, adult probation, Department of Children and Families, school and court officials.
- d. If a copy of the records leaves the Department it must be stamped by the Records Bureau personnel with a "**CONFIDENTIAL**" and "**NO SECONDARY DISSEMINATION**" warning.
- e. When any other report that contains juvenile names is sent to an outside agency; with the exception of law enforcement agencies, prosecutors, adult probation, school and court officials, the Records

Unit personnel must blacken-out the names of the juveniles before release.

- f. If any member of the Department receives a request by a victim of a crime for the identification of the juvenile responsible, the victim shall be told that the information requested is confidential by law and direct the victim to the Superior Court - Juvenile Matters or Youth Investigators.

MEMORANDUM

TO: Town Council
FROM: David E. Cox, Town Manager 
DATE: May 8, 2024
SUBJECT: Town Manager's Report

The following information includes follow up from general items that were discussed at previous Council meetings as well as updates of a general nature from the departments or agencies. The items are organized by department and are intended to provide information on activities currently being undertaken by the Town's departments and related entities and those matters that are upcoming. Not all departments will be represented in each Report.

Library

- The Library has added a new resource for patrons called Transparent Language. This database offers language-learning tracks for all ages in over 110 different languages, including American Sign Language, and is available for use on both desktop and mobile devices.
- The Library will be handing out East Hampton "Adventure Boxes" in anticipation of this year's Summer Reading program, which is themed "Adventure Begins at Your Library." Each box will contain fun surprises and a map with East Hampton locations for patrons to explore. Boxes will be handed out on a first-come, first-served basis beginning May 28 and patrons who complete their map can hand it in at the Library by June 15 to be entered into a grand prize drawing.
- The Library's month-long fee forgiveness program, "MAY we see your dog?" was featured in the Rivereast newspaper and on NBC Connecticut. This initiative was inspired by the Worcester Public Library's "March Meowness" program but forgives fees for lost or damaged items in exchange for dog photos instead of cat photos. Patrons have already begun to take advantage of the program to get their accounts in good standing and add their own dogs to the Library's community pet bulletin board.
- The Friends of the Library will be holding its annual Book Sale on May 31 and June 1. The Library will begin accepting donations of gently used books for the sale beginning May 18.
- The Monthly Library Report for April is included with this Report.

Police

- On Saturday, April 27, the Department, in partnership with the Town's Prevention Partnership and Prevention Coordinator, participated in the National Drug Take Back

Day sponsored by the Drug Enforcement Administration (DEA). This year, 60 pounds of prescription medications were collected that were ultimately destroyed by the DEA. All residents are reminded that in addition to these special collection days, the Department maintains a prescription Drug Take Back box in the lobby of the Police Department and residents are welcome to dispose of prescription medications during normal business hours. Since 2018, the Department has collected 1,814.7 pounds of outdated and unneeded medication for proper disposal.

- On Thursday, May 23, Officer Steven Wawruck and K9 Heros will graduate from the 246th Connecticut State Police K9 Patrol Academy. The approximately 16-week academy covered topics such as obedience, searching and tracking, aggressive work, and evidence recovery. K9 Heros, when “off-duty,” will live with Officer Wawruck and his family.
- On Friday, May 31, Officer Mark Pekar will be retiring from the Department after 20 years of dedicated service to the town and its residents. A retirement celebration will be held on Thursday, May 30, in the Department's training room at 4:30 pm. All are invited to attend.
- During the month of April, the Department did not use Narcan, nor did it respond to any medical call in which a family member or other person had used it.

Public Works

- The Town's contractor, Southern Industries, has fully mobilized to the site of the Wopowog Culvert Replacement. They have installed all erosion controls and have removed all of the existing concrete headwalls and end walls as well as the damaged metal pipes. They have also installed the 60" HDPE pipe for stream bypass during construction. They are currently working on preparations for installation of cofferdams and sandbags for dewatering during construction. Once these measures are put in place and approved by the Town's engineer, they can begin excavation for the box culvert and installation of the base materials and the precast cutoff walls.
- The Town's new mowing contractor, A/Z Services, has begun mowing the Town's municipal facilities. The contractor will be mowing all municipal facilities once per week, cemeteries once every three weeks and some other specified areas as directed. Utilizing a contractor for these services will provide a higher level of service and provide cost savings to the Town.

- Public Works staff has begun spring maintenance activities. Pothole patching, asphalt curb repair and installation, roadside mowing, street sweeping, and gravel road maintenance are all concurrently underway. Within the next few weeks, portions of the crew will switch to drainage work in anticipation of paving work to be done in the late summer. Roads that are proposed to be paved are Barton Hill (Rt 66 to Oak Knoll), Forest Street, Hayes Road and East Hayes Road. Additionally, shimming work is planned for later this summer and fall for Waterhole Road and Sillimanville Road and Comstock Trail. This work is in preparation for chip sealing next spring.
- The grounds crew has been very busy with spring sports in full swing, and with mowing of the athletic fields and school grounds. The crew paints and maintains field markings for baseball/softball, track and field, flag football, spring soccer and bicycle club. It is worth noting that utilizing the contractor for mowing of the municipal grounds has allowed the Town crews to provide a higher level of service to the various athletic organizations and school sports and has allowed time for the crews to perform other much needed maintenance activities at the schools.
- Currently, the High School Tennis Courts are scheduled to have the acrylic playing surface applied by the end of May, weather permitting. It is imperative for proper application of the surface, that nighttime temperatures are continuously above 50 degrees. The asphalt paving portion of the warranty repair went well and according to the third party testing that was undertaken, high quality compaction and proper integration of the asphalt passes was achieved. As a reminder, this work was done as warranty work by the contractor due to premature cracking in the surface shortly after the original project was completed.

Recreation

- The Town has received a grant from the State of Connecticut DEEP in the amount of \$47,648 for the management of Hydrilla (an invasive plant species) that was found in Lake Pocotopaug. Staff is working with the Conservation and Lake Commission as well as consultant GZA to form a treatment plan to take place in the coming months.
- A successful Trail Cleanup Day was performed on Saturday, May 4 on the Air Line Trail. The drainage along the sides of the Trail between the Ledges and Bishops Cut were cleared out. Other debris was also removed from the Trail. Staff and the Air Line Trail Committee extend special thanks to the great group of volunteers that came out to support the event. The event saw participation from the Air Line Trail Committee members, East Hampton Fire Department, Middle School students completing a capstone project, as well as supporters from the general public.

- Residents and boaters are reminded that all boats and vehicles entering Sears Park must have a park pass. Vehicle passes are available at no charge for residents and boat passes are \$50 for the season. Each can be acquired at the Town Hall or the Library with proof of residency.
- The Seamster Park and Jeffrey Leith Memorial Scholarship Golf Tournament fundraiser is Thursday, May 16 at Blackledge Country Club. Staff is pleased to have a great group of sponsors and golfers for the event. Interested golfers may still register for the event until Tuesday, May 14, or until all spots are full. Contact the Recreation Department to register or visit the website at www.easthamptonrec.com.

Town Manager/Other

- Staff and the Town Council have received word from David Price, who was named by the Clean Energy Task Force as the Town's Sustainable CT contact person in accordance with the resolution adopted in April, that the Town has been registered with Sustainable CT. This is the first step toward Town recognition under the optional programs of Sustainable CT and initiates the Town's access to the organization's resources. The Clean Energy Task Force will be identifying a group of its members to serve as the Town's Sustainability Team in the early stages of East Hampton's participation.
- The Water System Committee continues to meet and has established the first Wednesday of each month as its regular meeting night. The next meeting will be June 5 beginning at 6pm in the Town Hall. The Committee is actively considering the target area for initial efforts at expanded municipal water services in the community as it focuses the design efforts. Additionally, with the expertise of some of the members, an additional review of a water source in the Pine Brook area may be reconsidered to supplement other known sources. Staff also indicated that some discussions had taken place with the Town of Portland regarding a regional approach to water and that this may also be pursued in the future for the benefit of both communities.
- The Brownfields Redevelopment Agency is completing the Phase I evaluations on the Village properties under the EPA and CT DECD grants that are in place. The Town Council will soon be asked to consider the next phase of work, which will include testing of the sites to identify the suspected hazards and contamination. The Council and residents will notice the grant required sign at 1 Watrous Street which acknowledges the federal and state support for the environmental evaluations and site reuse planning at 13 Summit Street, 1 and 13 Watrous Street and 3 Walnut Avenue.
- Staff and the consulting engineer have finalized the specifications and plans for the Village Center sidewalk and streetscape improvement project. Those plans will be transmitted to the State for its review and approval. Additionally, staff will be scheduling

a meeting for Village Center businesses and property owners and the public to discuss the plans and begin to review how construction will be undertaken. At this time, the schedule anticipates construction starting in late July and lasting about three months. Access to businesses in the area will be maintained throughout the project. As the Council will recall, the project includes replacement of sidewalks with reuse of the memorial bricks in the area, improvement of pedestrian facilities to shorten crosswalks and correct accessibility issues and improvement of outdoor spaces for the public.

DC

cc: Management Staff

March 2024

Monthly Report

At a glance:

This section contains a brief summary of the most important information.

- The FY 24/25 Library operating budget is in the final stages of the budget process and remains as proposed. Town Council is expected to vote on the budget in May.
- The Community Center siding replacement project has been delayed due to weather and is now expected to begin in early May.

Strategic Plan Actions Update

This section contains information about new programs, services, collections, or initiatives directly relating to the Strategic Plan.

- The Library is running a fee forgiveness program during the month of May entitled, “MAY we see your dog?” This program was inspired by the Worcester Public Library’s “March Meowness” program, in which patrons received fee forgiveness for showing a library staff member a photo of their cat (or any cat), and which received national media attention. East Hampton’s program will follow a similar format but will instead forgive the fee for one lost or damaged item per patron in exchange for a dog photo. This initiative is an effort to bring back some of the estimated 300 patrons who may no longer be using the Library because they have fees on their account. It is being featured on NBC Connecticut and in the Rivereast newspaper. *(Accessible & Inclusive)*
- The Library participated in the Lions Club’s town-wide “Choose Kindness” initiative the week of April 15. Preschool age children participated in a kindness-themed storytime, our Teen Advisory Board members hid messages of kindness in more than 75 of our children’s books, and adults were able to select a kindness challenge card off of our bulletin board to complete on their own. The Library also raised almost \$70 for East Hampton’s CT Draft Horse Rescue with a fundraiser called “Pennies for Ponies,” in which patrons could donate their loose change to help support the organization. *(Informative & Collaborative)*
- Library staff have been busy preparing for the May 1 rollout of our newest database, Transparent Language. This language-learning software offers more than 120 languages, has learning tracks for all ages, and is available on both desktop and mobile devices. *(Accessible & Inclusive) (Informative & Collaborative)*
- The Library will be handing out Adventure Boxes beginning May 28 as a teaser for this year’s Summer Reading program, which is themed “Adventure Begins at Your Library.” Each box will contain fun surprises and a map with East Hampton locations for patrons to explore. Boxes will be handed out on a first-come, first-served basis beginning May 28 and patrons who complete

their map can hand it in at the Library by June 15 to be entered into a grand prize drawing. *(Welcoming & Vibrant) (Informative & Collaborative)*

- The Library participated in the statewide Passport to Connecticut Libraries program during the month of April. Staff handed out 54 passports to East Hampton patrons and stamped 183 passports for patrons of other participating libraries. *(Welcoming & Vibrant) (Informative & Collaborative)*

Department Reports

Administration:

This section contains general updates and news about Library administration.

- The Friends of the Library held their monthly meeting on April 1, during which they made plans for a community seek and find activity that will take place during the month of July in partnership with the Village Center Merchants group. The intention of the program is to raise awareness about their organization and generate new memberships.
- The Library Advisory Board held its monthly meeting on April 1. Ms. Cachuela provided the Board with a summary of the data collected from both the community survey and the focus groups conducted as part of the strategic planning process. The Board also welcomed a new member, Anne Loranger.
- The Strategic Planning team held a meeting on April 3 to create a first draft of the new plan. This document was submitted to the CLC Strategic Planning Cohort for review at their May 1 meeting and will be presented to the Library Advisory Board at their May 6 meeting. Feedback will be gathered from each review and a final draft incorporating that feedback is expected to be completed during the month of May.
- On April 10, Ms. Cachuela attended a continuing education session on Library Facilities Management. Based on the content of the webinar, work has been done to improve our physical spaces, including a cleanup of the rear parking area, replacement of several stained ceiling tiles, and a landscaping project near the front parking area.
- Ms. Cachuela attended an information session on the Connecticut State Library's Construction Grants on April 16 to learn more about project eligibility and the application process.
- On April 18, Ms. Cachuela attended the Arts and Culture Commission meeting, during which the Commission chose recipients for their 2024 Capstone and community grants and selected winners for their annual student art awards.
- Ms. Cachuela attended the LION Board of Directors meeting on April 23. The consortium is currently looking at adding two new resources for its members- OCLC's CapiraMobile app, which would allow each library to have its own app for their patrons, and LibraryIQ, a data analysis tool for libraries that allows for in-depth collection development and evaluation of services. Both of these tools would be available to East Hampton at a significant discount if adopted by the entire LION consortium.

- The artwork featured in the Library's Community Room has been updated to the works of local photographer R. J. Phil and features black and white scenes of East Hampton past and present.
- The Public Service Associate job description was updated to better reflect current responsibilities and to emphasize the job's focus on customer service and the requirement for technology skills. This change was approved by Town Council at their April 23 meeting.
- Part-time Public Service Associate Alanna Herrick has given her notice. Her last day will be June 25. The position has been posted through the town and to the Connecticut Library Consortium's "Jobs" page.
- Funding has been earmarked for the installation of a key fob entry system on the Library's exterior door, which will allow more after-hours community room access for local groups who need a meeting space. Installation of the key fob system will begin as soon as the necessary parts arrive. This new system changes the procedure for groups using the room after hours and therefore necessitates a change to the Meeting Room Policy. Ms. Cachuela will present the proposed changes to the Library Advisory Board at their May 6 meeting.
- Full-time Library staff attended the Connecticut Library Association's Annual Conference on April 29 and April 30 as an opportunity to network with other library professionals and take part in continuing education.

Children's Department:

This section contains general updates and news about the Children's Department.

- During the week of East Hampton Public Schools' April vacation, the Library held a movie night with support from the East Hampton Prevention Partnership, a ukelele class taught by musician Julie Stepanek where participants learned to play basic songs and chords, and a STEM activity presented by Cool-ology®.
- On April 26, Ms. Gibson's Memorial School preschool class took a field trip to visit the Library. Each child was issued a library card and was able to check out a book.
- The Library held another popular Book Bingo program on April 29. 24 children and their families played Bingo and won free books.

Adult / Young Adult Department:

This section contains general updates and news about the Adult / Young Adult Department.

- April is National Poetry Month and the Teen Space was filled with poetry-related activities, including book spine poetry and adding leaf-shaped poems to an actual tree. The 6th grade lunchtime book club facilitated by Ms. Blanda also participated in poetry activities throughout the month.
- Ms. Blanda and Mr. Bolton participated in a Wellness Day event at the High School. The event offered library card sign ups, information about upcoming events and offered prizes. About 150 students visited the table.

- The spring Music in the Library event welcomed a vocalist for the first time. Aaron Spearin performed about 18 songs ranging from Johnny Cash to Zach Bryan.
- The department has collaborated with the Senior Center to expand our Library Home Delivery program, which allows temporarily or permanently homebound patrons to receive curated collections of materials delivered to their residence. Previously, the service was mainly offered to Meals on Wheels participants, but the Library is now advertising it to the broader community.

Circulation and Technical Services Department:

This section contains general updates and news about the Circulation and Technical Services Department.

- A Tech Helpers Orientation session was held for teens looking to volunteer their time to help assist patrons with technology, including navigating cell phones and downloading apps.
- The department has been busy cataloging and labeling this year’s Nutmeg Award-winning books, which are now available for check out.

Strategic Plan Indicators of Success

Circulation

Borrowers *(Accessible and Inclusive)*

| | +/- Last Month | April | March | February |
|---|-----------------------|--------------|--------------|-----------------|
| Adults (borrowing physical items) | +6 | 1,268 | 1,262 | 1,261 |
| Children & Teen (borrowing physical items) | +1 | 259 | 258 | 232 |
| SUBTOTAL | | 1,527 | 1520 | 1493 |
| Overdrive | -23 | 268 | 291 | 336 |
| Hoopla | +31 | 307 | 276 | 278 |
| SUBTOTAL | | 575 | 567 | 614 |
| TOTAL | +15 | 2,102 | 2,087 | 2,107 |

Borrowing *(Welcoming and Vibrant, Informative and Collaborative)*

| | 2024 | 2024 | 2024 | 2023 | 2022 | 2021 |
|--|-------------|-------------|-------------|-------------|-------------|-------------|
| | | | | | | |

| | April | March | February | April | April | April |
|-----------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Adult Collection | 3,226 | 3,171 | 3,016 | 2,911 | 3,117 | 3,648 |
| Children's Collection | 3,165 | 3,172 | 2,989 | 2,896 | 3,016 | 3,212 |
| Young Adult | 450 | 396 | 371 | 368 | 285 | 258 |
| SUBTOTAL | 6,841 | 6,739 | 6,376 | 6,175 | 6,418 | 7,118 |
| eBooks – Overdrive | 1,269 | 1,580 | 1,550 | 1,046 | 984 | 1,036 |
| eBooks - Hoopla | 890 | 801 | 783 | 621 | 580 | 554 |
| SUBTOTAL | 2,159 | 2,381 | 2,333 | 1,667 | 1,564 | 1,590 |
| TOTAL | 9,000 | 9,120 | 8,699 | 7,842 | 7,982 | 8,708 |

Visits

Door Counter (*Welcoming and Vibrant*)

| July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June |
|-------|-------|---------------|-------|-------|-------|-------|-------|-------|-------|-----|------|
| 5,019 | 6,497 | 3,964* | 4,639 | 4,122 | 4,829 | 4,654 | 4,583 | 4,865 | 5,067 | | |

*New Door Counter for September

Programs and Partners

Events, Workshops, Programs and Outreach (*Accessible and Inclusive*)

| Onsite Programs | | | | Participants | | |
|---------------------------------|------------|------------|--------------|---------------------|------------|--------------|
| | April 2024 | April 2023 | April 2022** | April 2024 | April 2023 | April 2022** |
| Adult | 13 | 5 | | 112 | 25 | |
| Children's | 21 | 20 | | 516 | 371 | |
| Young Adult | 6 | 7 | | 10 | 21 | |
| Intergenerational | 4 | 2 | | 75 | 32 | |
| SUBTOTAL | 44 | 34 | | 713 | 449 | |
| Self-Directed Activities | | | | Participants | | |
| Adult | 1 | 1 | | 20 | 35 | |
| Children's | 6 | 5 | | 361 | 253 | |
| Young Adult | 2 | 0 | | 9 | 0 | |
| Intergenerational | 2 | 1 | | 261 | 24 | |
| SUBTOTAL | 10 | 7 | | 414 | 312 | |
| Offsite Programs | | | | Attendance | | |
| Adult | 0 | 1 | | 0 | 5 | |
| Children's | 7 | 5 | | 151 | 109 | |
| Young Adult | 3 | 0 | | 166 | 0 | |
| Intergenerational | 0 | 0 | | 0 | 0 | |

| | | | | | | |
|-----------------|-----------|-----------|--|--------------|------------|--|
| SUBTOTAL | 10 | 6 | | 317 | 114 | |
| TOTAL | 64 | 47 | | 1,444 | 875 | |

**Program statistics for 2022 shown here include combined totals for in-person, self-directed and offsite. Specific stats for self-directed and offsite will be reported beginning in July, the first month those numbers are archived and available.

Promotion

Website (*Welcoming and Vibrant*)

| | +/- last month | April | March | February |
|------------------------|----------------|-------|-------|----------|
| Users | +81 | 1,591 | 1,510 | 3,164 |
| Sessions | +85 | 2,898 | 2,813 | 3,161 |
| Page Views | +248 | 4,088 | 3,840 | 5,105 |
| Events Calendar | +250 | 2250 | 2,000 | 2,322 |

5 Most Popular Pages: Library Homepage, Museum Passes, Library Staff, Reserve a Meeting Room, Events

Social Media (*Welcoming and Vibrant*)

| | +/- last month | April | March | February |
|----------------------------------|----------------|-------|-----------|----------|
| Facebook | | | | |
| Reactions/Comments/Shares | -275 | 397 | 672 | 479 |
| Page Reach | -4319 | 9,431 | 13,750*** | 16,088 |
| New Followers | +27 | 41 | 14 | 19 |
| Instagram | | | | |
| Reactions/Comments/Shares | -50 | 260 | 310 | 309 |
| Page Reach | -2569 | 576 | 3,145*** | 524 |
| New Followers | +6 | 19 | 13 | 14 |

***Reflects paid ad for Strategic Planning survey



May 14, 2024

To: The East Hampton Town Council,

The documentation for the tax refunds listed below is available in the Office of the Collector of Revenue for your review. There are three (3) refunds totaling \$798.39.

Respectfully Submitted,

Kristy L. Merrifield, CCMC
Collector of Revenue

0. CL

502.16 H

16.23 H

280.00 H

003

798.39 H

BOARD AND COMMISSION SUMMARY APRIL 2024

Arts & Culture Commission

The Arts & Culture Commission met on April 18. Presentations were given for two of the grant proposals and members voted on their grant selections. They also chose the All-District Art Show selections. The 2024 Garden Tour Reception will be held May 23rd at Wild Craft.

Board of Finance

The Board of Finance met for their regularly scheduled meeting on April 15. The only action taken was appointment of the Auditor for the 2024, 2025, & 2026 Financial Audits. This is the same Audit Firm that has conducted East Hampton's Audits for the last several years.

Brownfields Redevelopment Agency

The Brownfields Redevelopment Agency met on April 22. The members welcomed a new member, Robert Spooner. The members received updates about the town from the Town Manager. There was a lot of discussion about the progress updates from the grant work with VHB, the community outreach program, drafting a letter to the abutting property owners, reviewing and revising the completed phase one reports for each property, and reviewing the testing reports from VHB on two properties.

Clean Energy Task Force

The Clean Energy Task Force met on April 2. The members discussed the updates for Sustainable CT, community solar, EV charging, shared clean energy facilities, and 2024 legislative proposals. The members discussed drafting a letter of support for House Bill #5004 and sending the letter to Senator Needleman. The members discussed the Earth Day event and the Electric Car Show event. The members received an update about membership for the Task Force from Chairman Kaplan. The members were also informed that Mr. Greeno submitted his resignation due to personal reasons.

Commission on Aging

The Commission on Aging met on April 11. Dr. Rosenberg reported there are now 25 volunteers and 27 members of the EH Community Cares program. Members received updates on Housing, Transportation, Housing Authority and budget. The Commission members will meet with the Sr. Resources Agency Executive Director in late June with an invitation to the Town Manager, Town Council, Senior Center and Social Services staff. Also, Ms. Mankowski is working on a grant application for \$34,000 to help fund Adult Enrichment Programs.

Conservation-Lake Commission

The Conservation-Lake Commission met on April 11. The members received an update on the evaluation performed on the property at 2 Candlewood for the Lake Smart Program. The members were also updated on the Town Council motions made at their last meeting. There was discussion of the motions and about the run-off into the lake from development construction in the watershed area. The members reviewed and discussed one plan review to repave a driveway and to construct a swale. The repaved driveway would be within the same footprint of the existing driveway. The members briefly discussed East Hampton joining the organization Sustainable CT. The members made a motion to recommend expressing support of East Hampton joining Sustainable CT to the Town Council. A letter of support will be drafted and sent to the members to review before sending to the town and Town Council.

Design Review Board

No meeting

Economic Development Commission

The Economic Development Commission met on April 16. The members introduced themselves to the new members of the commission. The members nominated Mr. Turner as the Chairman of the commission and Mr. Jedziniak will remain the Vice Chair. The members received an update from the Town Manager and reviewed the Planning and Zoning motions and trade names from their last meeting. The members discussed cleaning up the backlog of businesses for new business of the month and business spotlight. Mane Salon was nominated for new business of the month for June and Paradise Marine for business spotlight for June. The members discussed ways of thinking of possible programs, events, and/or projects to hold in the town for the year. The possible ideas would be discussed at the monthly meetings going forward.

Ethics Commission

No meeting

Fire Commission

The Fire Commission met on April 8. Members discussed the dry hydrants, the Walnut Avenue water source, safety concerns regarding the Air Line Trail near the fire house and updates on the new fire house.

Inland Wetlands Watercourses Agency

The Inland Wetland Watercourses Agency met on April 17.

New Applications:

- A. Application IW-24-005: Robert Grillo, 11 Pine Trail, Repave driveway and add swale in upland review area. Map 10A/ Block 80/ Lot 5/2. Vice-Chairman Kavalkovich made a motion to continue application IW-24-005 to the next regularly scheduled meeting. The motion was seconded by Mr. Johnson. Vice-Chairman Kavalkovich amended motion to continue application IW-24-005 to the next regularly scheduled meeting that is at least 15 days from this meeting. The motion was seconded by Mr. Johnson. Vote: 6-0 in favor
- B. Application IW-24-006: Dubois Forestry, 31 Old Young, Timber Harvest in upland review area. Map 14/ Block 31/ Lot 7D/1. Chairman Wilson made a motion determining the Application IW-24-006 is as of-right use with no direct wetland impacts. The motion was seconded by Ms. Joseph. Vote: 6-0 in favor
- C. Application IW-24-007: 110 Midwood Farm Road, Construction of Single-Family Home in Upland Review Area. Map 18/ Block 44/ Lot 12A. Vice-Chairman Kavalkovich made a motion to continue application IW-24-007 to the next regularly scheduled meeting that is at least 15 days from this meeting. The motion was seconded by Mr. Johnson. Vote: 6-0 in favor

New Business:

- A. Discussion regarding activity at Lakewood Road. No motion
- B. Discussion regarding Edgewater Erosion & Sedimentation Controls. No motion
- C. Appoint Wetlands Enforcement Officer. Mr. Hill made a motion to appoint John Guskowski as Interim Wetlands Enforcement Officer until an appointment is made for a permanent Town Planner. The motion was seconded by Mr. Wall. Derek Johnson asked to modify the motion to remove the word permanent and recommend hiring a separate enforcement officer. Mr. Hill modified the motion to appoint John Guskowski as Interim Wetlands Enforcement Officer. The motion was seconded by Mr. Wall. Vote: 6-0 in favor.

Joint Facilities

No meeting

Library Advisory Board

The Library Advisory Board met on April 1. Ms. Cachuela provided a summary of the feedback collected from community members from the survey, Community Conversations and focus groups. Friends of the Library will be having several fundraisers in the next few months.

Middle Haddam Historic District Commission

No meeting

Parks & Recreation Advisory Board

The Parks & Recreation Advisory Board met on April 2. The Air Line Trail spring clean up day is May 4 and an event for National Trails Day is planned for June 1. Updates were given on recreation programming and the upcoming golf tournament. Sears Park boat and car stickers are now available. Also, pamphlets are being handed out with boat stickers with education about the invasive species in the lake.

Planning & Zoning Commission

The Planning & Zoning Commission met on April 3.

Public Hearings:

- A. PZC-24-003 Theodore Hintz Jr., 46 Keighley Pond Rd., Special Permit for Lighting of Outdoor Athletic facility for existing horse ring in R2 Zone. Map 01C/ Block 10/ Lot 11. Vice-Chairman Zatorski made a motion to continue the public hearing to the regular scheduled meeting of May 1, 2024 at the request of the applicant. Mr. Rux seconded the motion. Vote: 9-0 in favor. Vice-Chairman Zatorski made a motion to continue the application to the regular scheduled meeting of May 1, 2024 at the request of the applicant. Mr. Rux seconded the motion. Vote: 9-0 in favor.

New Business:

- A. PZC-24-004: Abduwahid Alsharabe, 42 East High Street, Site Plan Review for Smoke Shop in C Zone. Map 05A/ Block 62A/ Lot 10. Application was continued to the next regularly scheduled meeting of May 1, 2024.

Old Business:

- A. PZC-23-016: David & Melissa Baribault, 33 High Point, Gravel Path, Shed and Stairs in Conservation Easement. Map 02C/Block 9/Lot 12/8. Vice-Chairman Zatorski made a motion to deny application PZC-23-016; Gravel path is a plus for the environment and stays; Shed and Stairs are to be removed; planting plan from CLA engineers dated 4/2/2024 with planting schedule or Appendix A be executed to the satisfaction of Town Staff with any additional plantings Town Staff deems necessary; Fire Pit to be removed. All work to be completed within 60 days. Mr. Sennett seconded the motion. Vote: 7-1 in favor; Mr. Kowalczyk opposed and Mr. Rux Abstaining
- B. PZC-24-002: West High Enterprises, 195 West High Street, Site Plan Review for Construction of a Commercial Building in C Zone. Map 12/ Block 36/ Lot 3 Vice-Chairman Zatorski made a motion to approve application PZC-24-002: West High Enterprises, 195 West High Street, Site Plan Review for Construction of a Commercial Building in C Zone. Map 12/ Block 36/ Lot 3 for the following reasons: Meets Planning and Zoning regulations, approved by Chatham Health Department, and IWWA, With the following conditions: Town Staff inspect for compliance with erosion and sediment controls; Town Staff notified prior to the start of construction and completion of construction. Mr. Rux seconded the motion. Vote: 9-0 in favor.

Water Pollution Control Authority

The East Hampton WPCA held a special meeting on April 16. The sewer use second installments are due on May 1st. The board reviewed the 2024/25 Water Budget. The recommended budget for all systems would total \$242,618.00 and will not require an increase in water rates for FY 24/25. The monthly meter charge will remain the same at \$40.00 per month/EMU and the use charge will remain the same at \$12.00/1000 gallons. The final review prior to submitting their recommendations to the Town Council will be on May 7, 2024.


Zoning Board of Appeals

No meeting

VFW

VETERANS OF FOREIGN WARS

FOWLER-DIX-PARK POST NO. 5095
20 N Maple Street
East Hampton, Connecticut 06424

 Mr. Louis A. Carillo
38 Old Middletown Ave
East Hampton, CT 06424 ★


May 1, 2024



Town Manager & Town Council, are cordially
invited to participate in the East Hampton Memorial Day parade on Monday,
May *27, 2024*

This year, we again invite you to enter a float. Floats should be of patriotic theme. Trophies will be awarded for 1st, 2nd and 3rd place.

The parade will assemble at the East Hampton High School on North Maple Street at 8:30a.m. Please feel free to contact me at 860-462-3711 if you have questions or need further information.

Sincerely,


Louis Carillo, President
VFW Post #5095
Memorial Day Parade Veterans Association

