


MEMORANDUM

TO: Town Council

FROM: David E. Cox, Town Manager 

DATE: November 9, 2023

SUBJECT: Agenda Information – 11/14/2023

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

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

**7a Consideration of a resolution authorizing a brownfield grant** – The Council is asked to adopt a resolution that will confirm that the Town will accept a grant from the State Department of Economic and Community Development Office of Brownfield Remediation and Development in the amount of \$200,000. This grant was applied for by the Town’s Brownfield Redevelopment Agency and supplements an EPA grant also received this year to perform the final environmental analyses necessary to remediate both 13 Summit Street and 1 Watrous Street as well as the vacant parcels at 13 Watrous Street and 3 Walnut Avenue. The State requires the Council to adopt this resolution as evidence of its acceptance of the grant.

Recommendation: Approve the Resolution.

**9 New Business**

**9a Consideration of revisions to the Public Utilities Administrator Job Description** – The Council is asked to review and approve proposed updates to the Job Description for the Public Utilities Administrator (PUA), which is the department head level position that oversees the wastewater treatment plant and the related collection system and the Town’s water systems including the supply and distribution systems. As the Council may recall, the Town partners with Colchester and other municipalities for wastewater operations. The updates are intended to clarify the position and its various qualifications in advance of an effort to hire a new PUA to succeed the current PUA who is retiring at the end of the year.

Recommendation: Approve the revised Job Description.

**9b Consideration of a request to purchase a hybrid Police vehicle** – The Council is asked to consider a request from the Police Department for permission to purchase a hybrid Police vehicle instead of the standard vehicle that was approved by Council in the Capital Improvement Plan. As Police Chief Woessner’s memorandum indicates, although hybrid vehicles were considered, they were not chosen due to uncertainty over the experience other departments had with the vehicles and whether the electrical/hybrid portion of the vehicle would have an adequate warranty. Due to the fact that standard Police vehicles may not be available until 2025 and that a hybrid vehicle is available now, the

Chief is seeking permission to update the vehicle included in the current fiscal year plan with a hybrid vehicle.

Recommendation: Approve the purchase.

**9c Consideration of the potential purchase of 11 Skinner Street** – The Council will be provided an update on the current status of the Town Manager’s inquiry into the potential purchase of 11 Skinner Street for use as a fire station. The Council is then asked to determine whether the inquiry should continue. In the future, the Council will be asked to approve a preliminary agreement and, ultimately, the matter will be the subject of a Town Meeting at which the electors will be asked for permission to purchase the property.

Recommendation: Approve a motion to direct the Town Manager to continue pursuing the purchase of the property.

**9d Discussion of a proposed Water Committee** – As the Council may recall, the previous Council appointed a subcommittee to oversee the efforts related to identifying a new water source and to expanding the Town’s water systems. The new Council is asked to consider how it wishes to proceed. There has been discussion of creating a larger committee or task force consisting of more than just Council members. Specifically, that new body could include one or more former members of the Council who have expressed interest in continuing to support the water effort. As a reminder, the Town is currently working with an engineering firm to update previous studies and develop the future plans. Currently, the firm is developing its scope and cost proposal for the next work, which involves detailed surveys, geological evaluation, environmental evaluations and other steps toward developing the detailed plans. Costs for the work to date and the future work are being covered by two grants the Town has received totaling \$1.75 million.

**9e Discussion of a Bylaw amendment regarding public comments** – At its organizational meeting, the Council discussed a potential amendment to its bylaws to make an official statement regarding accepting public comments in ways other than an appearance at a Council meeting. The statement would acknowledge written comments as well as other methods such as video. The draft language is intended to move in that direction. Staff has identified third party software that could be used to facilitate the video comment and that would help address the cyber-security concerns raised. Although only one third party provider has been tested, it seemed fairly easy and user friendly. If this is implemented, Council would need to agree on how the messages would be incorporated into the record. Staff has suggested that video or audio comments would be played at the next meeting of the Council after the comment was received and would be summarized in the official minutes in the same way as a comment made in person.

Recommendation: Consider the amendment.

**9f Consideration of a potential Tri-Board meeting date** – The Council will receive input from the Board of Education and the Board of Finance as to availability for a Tri-Board meeting in early December. Once a date is determined, the Council will be asked to formalize the date by action at a regular Town Council meeting.

Recommendation: Set the meeting date if consensus is reached.

**9g Discussion regarding the Budget Policy Statement** – The Council is asked to undertake discussion regarding its Budget Policy Statement. Once agreement on the statement is reached, it could be approved for distribution to the other bodies for consideration in the development of the upcoming budgets.

Recommendation: Consider the Council's budget policy.

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, October 24, 2023  
Town Hall Council Chambers and Zoom**

**MINUTES**

**Present:** Chairman Mark Philhower, Vice Chairman Tim Feegel, Council Members Pete Brown, Brandon Goff, Eric Peterson, Kevin Reich and Alison Walck and Town Manager David Cox.

**Call to Order & Pledge of Allegiance**

Chairman Philhower 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 Ms. Walck, seconded by Mr. Peterson, to adopt the agenda as presented. Voted (7-0).

**Approval of Minutes**

A motion was made by Mr. Reich, seconded by Ms. Walck, to approve the minutes of the Town Council Special Meeting and Regular Meeting of October 10, 2023 as written. Voted (7-0)

**Public Remarks**

Barbara Moore, 7 Overlook Road, thanked the Council members for their service on the Town Council and wished them the best.

Sal Nucifora, 147 Colchester Avenue, commented that the senior tennis club is not able to use the High School tennis courts during the day and the Sears Park courts are in bad shape. He asked if the Sears Park courts could be repaired and have pickleball added to the courts.

Russ Kaplan, Chairman of the Clean Energy Task Force, invited the Council members and the residents to the Energy Fair at the High School on Saturday, November 4<sup>th</sup> from 1pm to 4pm. Vendors will be on hand to help residents save money on energy. This year they are also working with the Commission on Aging who will have an East Hampton Community Cares booth at the fair. They will also have the Energy in Action mobile exhibit outside the school.

Town Manager Cox provided information regarding Sears Park Tennis Courts. ARPA funds will be used to replace the tennis courts, basketball court and pickleball will be added at Sears Park.

**Presentations**

None

**Bids & Contracts**

None

**Resolutions/Ordinances/Policies/Proclamations**

None

## **Continued Business**

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

Mr. Reich asked for an update on the High School Tennis Courts. Mr. Cox reported that they are working with the contractor to get them done before the end of the paving season.

Mr. Goff asked if the Ambulance Association signed the agreement. Mr. Cox noted that it is signed.

### **Discussion on Policy Regarding Closing of Athletic Fields**

Mr. Cox reported that the Middle School athletic field was used over the weekend for Hawks football. The fields weren't damaged but the areas where there was spectator traffic had more damage. Staff members are looking to see what changes can be made to mitigate damage in the future. It was noted the town does own property near the Middle School field out to Route 66 and there is property behind Memorial School. Maybe there could be options in the future to create a new field. Mr. Cox noted the building/field use policies for the Board of Education and the Town need to be reviewed.

## **New Business**

### **Discussion and Possible Approval of FY23 End of Year Transfers**

Finance Director Jeff Jylkka provided an overview of the budget transfers associated with the completion of the Town's last fiscal year, FY 2023. The Board of Finance approved the end of year transfers at their meeting on October 16, 2023.

A motion was made by Ms. Walck, seconded by Mr. Goff, to approve the FY23 end of year budget transfers as presented. Voted (7-0)

### **Discussion and Possible Approval of FY23 Additional Appropriation – Board of Education**

Mr. Jylkka provided an overview of the additional appropriation for the Board of Education in the amount of \$330,763. The Board of Finance approved the additional appropriation at their meeting on October 16, 2023. Mr. Brown indicated that he was not happy with the budget deficit. Mr. Reich indicated that it is difficult to anticipate additional special education students.

A motion was made by Ms. Walck, seconded by Mr. Reich, to approve the additional appropriation for the Board of Education from unanticipated revenue as presented. Voted (6-1) Mr. Peterson against.

## **Town Manager Report**

Mr. Cox provided his written report for the Council members which will be included with the minutes filed in the Town Clerk's Office. Mr. Cox also reported that responses were received for the Brownfields RFQ for Licensed Environmental professionals for assistance with grants. Seven responses were received. They will be reviewed, and interviews will be conducted with a recommendation in December or January.

Mr. Cox acknowledged the Town Council members that are not running for reelection: Tim Feegel, Eric Peterson, Pete Brown, Mark Philhower and Kevin Reich. He noted that these members have served a combined 94 years of service to the Town of East Hampton with 42 of those years being on Town Council. The remaining years include the Board of Finance, Planning & Zoning, Zoning Board of Appeals, Cemetery Board and others. He thanked all of the members for their service on the Town Council.

### **Appointments**

None

### **Tax Refunds**

A motion was made by Ms. Walck, seconded by Mr. Goff, to approve tax refunds in the amount of \$1,109.95. Voted (7-0)

### **Public Remarks**

Dave Johnson, 159 Bear Swamp Road and President of the Hawks Football, thanked the Town Council for listening to the issues regarding field use. He noted that everyone wants the same thing for the kids.

Paul Smith, Superintendent of Schools, thanked the Town Council members for their service. He spoke about the Board of Education deficit and the five additional special education students that came into the system this year. He was told in past years to budget for the number of students that are known at budget time.

Sal Nucifora, 147 Colchester Avenue, thanked the Council members for their service noting Mr. Brown, Mr. Reich and Mr. Philhower. He also noted that the new incoming special education students cannot be anticipated.

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

Mr. Reich wished everyone running for office good luck and thanked all of the Town Council members, Mr. Cox, Ms. Sirois and all of the department heads who have been very helpful to him over the years.

Mr. Brown thanked everyone and noted there have been battles but the battles are worth it for the Town.

Mr. Goff thanked everyone and noted he has learned a lot.

### **Adjournment**

A motion was made by Mr. Reich, seconded by Ms. Walck, to adjourn the meeting at 7:22pm. Voted (7-0).

Respectfully Submitted,

Cathy Sirois  
Recording Clerk

RESOLUTION

East Hampton Town Council

A Resolution Authorizing State DECD-OBRD Assessment Only Grant  
Application Related to Brownfield Properties in the Village Center

DRAFT – November 9, 2023

WHEREAS, the Town of East Hampton’s approved planning documents related to the Village Center and previous brownfield assessment efforts by the Town identify environmental concerns and intended redevelopment opportunities for certain properties in the Village Center, and

WHEREAS, the Town of East Hampton (“Town”) anticipates clean up, redevelopment and reuse of contaminated and blighted properties in the Village Center will facilitate economic growth, improvement in tax base and enhancement of the quality of life for persons in the immediate area and throughout the entire community, and

WHEREAS, the Town desires and needs outside resources to undertake this environmental evaluation project in the Village Center, and specifically at 13 Summit Street and 1 Watrous Street, and, as such, desires to make certain statements as appropriate to facilitate an application for said grant and project; and.

WHEREAS, pursuant to CGS Section 32-763, the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and

WHEREAS, it is desirable and in the public interest that the Town of East Hampton make an application to the State for \$200,000 in order to undertake the Village Center Assessment Project and to execute an Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Town Council

1. That it is cognizant of the conditions and prerequisites for the State financial assistance imposed by CGS Section 32-763;
2. That the filing of an application for State financial assistance by the Town of East Hampton in an amount not to exceed \$200,000 is hereby approved and that Town Manager David Cox is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an

Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of the Town of East Hampton.

Approved this 14<sup>th</sup> day of November, 2023.

TOWN COUNCIL

ATTEST

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Dean Markham, Chairperson

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Kelly Bilodeau, Town Clerk



# Public Utilities Administrator

Under guidance from the Colchester/East Hampton Joint Facilities Committee, East Hampton Water and Sewer Commission and the East Hampton Town Manager, performs high level technical and professional work concerning all areas of the Colchester/East Hampton Joint Facilities Committee and East Hampton Water and Sewer Commission. This includes the management of the Colchester/East Hampton Wastewater Treatment Plant and its ~~seven (7) Town~~ multi-town planning region, all wastewater infrastructure including pumping lift stations, sewer lines and odor control stations. Manages the East Hampton public water system and water development and other related work as required.

## **General Description**

Works under the general supervision of the Colchester/East Hampton Joint Facilities Committee, East Hampton Water and Sewer Commission and the East Hampton Town Manager exercising independent judgment in daily activities.

Carries out assignments to assure action on a great variety of administrative matters in addition to line and certain staff functions such as personnel, public information, long-range planning, and management analysis.

## **Reports to:**

Reports to the Colchester/East Hampton Joint Facilities Committee, East Hampton Water and Sewer Commission and the East Hampton Town Manager.

## **Supervision Exercised:**

Supervises assigned technical and clerical employees

## **Essential Duties and Responsibilities-Colchester East Hampton Joint Facilities Committee**

- Oversees and directs operations of the Joint Facilities ~~staff~~ staff, and facilities, including a 3.9 mgd regional wastewater treatment plant, 25+ pumping lift stations, force mains, odor control stations, sewer collection systems and regional septage receiving program.
- Attends all meetings of the Colchester/East Hampton Joint Committee. Responsible for the preparation of agendas and minutes.
- Recruits and screens candidates, conducts interviews and recommends to Town Manager new hires of operational personnel in conjunction with Joint Facilities Committee.
- Oversees and administers Joint Facilities employee relations, participates in negotiations of working agreements, and purchasing programs.
- Responsible for overall fiscal planning of the Joint Facilities Committee including annual operations budget, capital ~~improvement~~ improvement plan and ~~interlocks~~ interacts with the Colchester Water and Sewer Commission and East Hampton WPCA.
- Responsible for the coordination of sewer maintenance in Colchester and East Hampton, including maintenance of regional Towns under contract. When necessary, provide mutual assistance to all Towns in the Regional Planning area of the Joint Facilities and ~~responds~~ respond to their inquiries and correspondence.
- Responsible for coordination and maintaining compliance with State and Federal levels of government.

## **Nonessential Duties**

Assists Town staff in other related municipal projects.

**Essential Duties and Responsibilities-East Hampton Water and Sewer Commission WPCA**

- Oversees and directs daily operations of the East Hampton wastewater collection system utilizing Joint Facilities staff as required by the Colchester/East Hampton Inter-Municipal Agreement.
- Attends all meeting of the WPCA and its subcommittees. Responsible for the preparation of agendas and minutes.
- Recruits and screens candidates, conducts interviews and recommends to Town Manager new hires of operational personnel in conjunction with East Hampton Water and Sewer Commission.
- Responsible for overall fiscal planning of the WPCA, including annual operating budget, capital improvement plan and interlocks with the Colchester Water and Sewer Commission and East Hampton WPCA
- Responsible for recommending a user charge for annual sewer use and coordination with the Collector of Revenue.
- Coordinates connections to sewer system by individuals and developers. This includes overseeing expansion of the sewer system.
- Responsible for individual sewer projects on a continuous basis.
- When requested responds to inquiries and correspondence. Responsible for coordination and maintaining compliance with State and Federal levels of government.

**Town of East Hampton Public Water System Duties:**

- Chief staff person responsible for the daily administration, operation, and maintenance of the Town's public water systems. Coordinates connections to water system by individuals and developers. ~~This includes overseeing expansion of the water system~~
- Oversees and administers the Town's efforts to develop and obtain funding for an expanded public water system including coordination with the Town Council, Town Manager, and state and/or federal agencies as requested by the Town Manager.
- Responsible for individual water projects on a continuous basis
- Responds to inquiries and correspondence.
- Responsible for coordination and maintaining compliance with State and Federal levels of government. Acts as Administrative Contact pursuant to RCSA section 19-13-B102.

**Nonessential Duties**

Assists Town staff in other related municipal projects.

**Knowledge, Skills, and Abilities**

- Thorough knowledge of sewer and water practices. Administrative and executive ability to initiate, organize and follow through on programs and projects.
- Ability to deal effectively with employees, department heads, Town Officials, and the public.
- Ability to study sewer and water operations and make recommendations for improvements.
- Ability to present ideas and policies to agencies and individual groups.

**Desirable Experience and Training:**

College degree in an appropriate field, or significant related experience, -with considerable responsible management experience in public utility activities (water and wastewater) including supervisory

experience and long-range planning. Appropriate technical or engineering experience required. Related work in public and business administration is desired.

### **Special Requirements**

- State of Connecticut Department of Health Class II Water Distribution License and State of Connecticut Department of Health Class II Water Treatment Plant License required. SuccessfulThe successful candidate must demonstrate ability~~the ability~~ to obtain within a year of employment.
- Computer literacy required.
- Must possess and maintain a valid Connecticut motor vehicle operator's license.
- Significant knowledge of wastewater operations generally achieved through formal training or experience.

### **Tools and Equipment Used**

Personal computer including word processing applications, GIS Mapping, Modeling software, calculator, phone, copy machine and fax machine. Process controls typical to water and wastewater operations.

### **Physical Demands**

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

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

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office and moderate to loud in the field.

### **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. This is an exempt position.

# Public Utilities Administrator

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Reports to the Colchester/East Hampton Joint Facilities Committee, East Hampton Water and Sewer Commission and the East Hampton Town Manager.

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- Oversees and administers Joint Facilities employee relations, participates in negotiations of working agreements, and purchasing programs.
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- Responsible for the coordination of sewer maintenance in Colchester and East Hampton, including maintenance of regional Towns under contract. When necessary, provide mutual assistance to all Towns in the Regional Planning area of the Joint Facilities and respond to their inquiries and correspondence.
- Responsible for coordination and maintaining compliance with State and Federal levels of government.

## **Nonessential Duties**

Assists Town staff in other related municipal projects.

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**Nonessential Duties**

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**Knowledge, Skills, and Abilities**

- Thorough knowledge of sewer and water practices. Administrative and executive ability to initiate, organize and follow through on programs and projects.
- Ability to deal effectively with employees, department heads, Town Officials, and the public.
- Ability to study sewer and water operations and make recommendations for improvements.
- Ability to present ideas and policies to agencies and individual groups.

**Desirable Experience and Training:**

College degree in an appropriate field, or significant related experience, with considerable responsible management experience in public utility activities (water and wastewater) including supervisory

experience and long-range planning. Appropriate technical or engineering experience required. Related work in public and business administration is desired.

#### **Special Requirements**

- State of Connecticut Department of Health Class II Water Distribution License and State of Connecticut Department of Health Class II Water Treatment Plant License required. The successful candidate must demonstrate the ability to obtain within a year of employment.
- Computer literacy required.
- Must possess and maintain a valid Connecticut motor vehicle operator's license.
- Significant knowledge of wastewater operations generally achieved through formal training or experience.

#### **Tools and Equipment Used**

Personal computer including word processing applications, GIS Mapping, Modeling software, calculator, phone, copy machine and fax machine. Process controls typical to water and wastewater operations.

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



Dennis Woessner  
 Chief of Police

November 8, 2023

TO: David Cox, Town Manager  
 FROM: Dennis Woessner, Chief of Police  
 SUBJECT: Ford Police SUV Hybrid vehicles

In recent years, the department has been considering the benefits of hybrid vehicles and has made capital requests for Ford Police SUV Hybrid vehicles. The move from the standard Police SUV to the new Hybrid vehicle was an attempt to save the town money on fuel costs and to limit the amount of time the engine idles while the vehicle was in park. At the time, the Ford Motor Company was advertising that departments could save on average \$3,500 dollars in fuels costs. In addition, while the vehicle was parked the on-board lithium battery would power all the necessary functions of the vehicle, such as the heat, air-conditioning, lighting, and computers to reduce the idle time on the engine. Every hour of idle time equates to 33 miles on the engine. The opportunity to save gas and reduce the wear on the engine was the driving force behind a switch to Hybrid vehicles. The downside of the Police Hybrids was the cost, about \$3,000 more than the standard Police SUV, and little was known about their reliability.

In the 2022/2023 Fiscal year, a hybrid vehicle was requested along with the Ford F150 Police Responder vehicle and only the F150 truck was approved by Council in the Capital Plan. In the current Fiscal Year, a request was made for a Ford Police SUV Hybrid vehicle along with the proposed rebuild of another vehicle. The same rational for going with the Hybrid vehicle, fuel savings and wear on the engine while idling, was the driving force for the request. The Capital Committee did not believe there was enough information on the vehicle to warrant the conversion based upon the vehicle's reliability and the unknow maintenance on the Hybrid battery. The Committee excluded the request for the Hybrid vehicle and included the purchase of a standard Ford Police SUV and allocated \$20,000 to refurbish an existing police vehicle (replacing the engine, transmission, and contingency dollars in case they found something that needed repair in the process) in its recommended Capital Plan.

**Availability of Ford Police vehicles:**

Ford Motor Company, over the past couple of years, has struggled to produce and deliver police vehicles in a timely fashion and has blamed the issues on Covid, computer chips, and other supply chain issues. Their delays are not getting better, and, in fact, they are getting worse. The Department placed the order for the Ford F150 Police Responder on August 17, 2022, and did not take delivery of the vehicle until May 11, 2023, almost nine (9) months later. In addition, the vehicle that we originally ordered was not the one we received. Ford "lost it" in their order bank. Fortunately, the company we purchase our vehicles from had an extra vehicle in their inventory that we were able to

purchase. Ironically the original vehicle we ordered was delivered to the company on October 18, 2023, fourteen (14) months after the original order.

The Department, in this year's budget, has approval to purchase one (1) standard Police SUV vehicle, but Ford is not accepting orders for the new vehicles. Ford is telling their distributors that the ordering window will open sometime in November and will only be open for two weeks. Vehicles ordered during that time are not expected to ship until the first quarter of 2025, over a year after we order one. The vehicle being replaced will be 9 years old and is anticipated to have 138,350 miles on it. As such, staff is considering other options.

Our supplier currently has a limited number of Ford Police Hybrid vehicles in stock, and we could purchase the vehicle within a few days. With the upfitting of the required equipment into the vehicle we could have it on the road in early 2024.

The reliability of the Ford Police Hybrid vehicles has been discussed by the past Capital committee for two years, and ultimately, they have decided not to purchase them. Hybrid vehicles manufactured by all major automakers have been around for many years to include the Ford Police Hybrid SUV. With reliability being the key issue, the Department contacted several area police departments to get their opinion on the reliability of the Ford Police Hybrid vehicles they have in their fleet.

#### **Glastonbury PD:**

Currently have five (5) hybrid vehicles in their fleet; the oldest being two-years old. No issues so far and they are very satisfied with them and intend to replace their remaining vehicles with hybrids. Conservatively they get a 4 mpg increase over the conventional police vehicles.

#### **South Windsor PD:**

Has several hybrids and they are in the process of transitioning to the Chevrolet Tahoe platform. They are not sure if it is hybrid technology, Covid or when their vehicles were built but they have had problems with their hybrid vehicles. One of their hybrids was out of service for 128 days for a variety of issues, including transmission leaks and engine problems; neither of which seem to be related to the hybrid platform. One of the other reasons they are transitioning to Chevrolet Tahoe's is that Ford cancelled some of their previous orders, which other agencies have also complained about. They did acknowledge that they have had an issue with one of their new Chevrolet Tahoe's.

#### **Simsbury PD:**

They currently have three (3) hybrid vehicles that went on-line in May and June of 2023. In the short period of time that they have had them they are seeing six (6) more miles per gallon and 137 less gallons of fuel than the gasoline powered vehicles. They did have one minor issue with all three vehicles, an electrical system coolant leak. The issue was resolved by taking the vehicles back to the dealer. Their mechanic contributed it to "the overall quality of vehicles now days". They have had no other issues with their vehicles and plan to purchase three (3) more.



### **Connecticut State Police:**

The Connecticut State Police (CSP) is the largest agency in Connecticut that currently utilizes the Ford Police SUV Hybrid vehicles. An individual assigned to work on the CSP fleet stated at any given time there are dozens of hybrid vehicles that are out of service. To put this in perspective they have several hundred hybrid vehicles in their fleet. They work with over sixteen Ford dealerships in Connecticut to repair their vehicles and the dealerships can't get the parts to fix the vehicles nor can they find quality help to repair them. CSP is currently transitioning to a fleet of Chevrolet Tahoe's and Dodge Durango's due to the issues with hybrid vehicles.

### **Warranty**

Every Ford Police SUV and F150 Responder comes with a 5-year, 100,000-mile, zero-deductible PowertrainCare coverage, in addition to the 3-year, 36,000-mile bumper-to-bumper warranty. Hybrid vehicles add an additional 8-year, 100,000-mile hybrid unique components warrant, which includes the lithium-ion hybrid battery, electronic motors, inverters, sensors, modules, and other key components.

### **Ford Police Hybrids Pros and Cons:**

#### Pros

1. We could have the new hybrid vehicle in a week and on the road in a few months.
2. Gas savings of 6 more miles per gallon over standard SUV
3. Could be a substantial fuel savings over a years' time.
4. Less wear on the engine; it shuts off while in park.
5. Reduce carbon emissions while vehicle is in park and using the lithium-ion battery.
6. Two departments, Simsbury and Glastonbury, have no issues with their vehicles and have plans to expand their fleet of hybrids.

#### Cons

1. Vehicle is more expensive (approximately \$3,000 dollars)
2. Warranty on lithium-ion battery is 8 years and 100,000 miles. In some cases, we could exceed the warranty of the lithium-ion battery.
3. Two departments, CSP and South Windsor, are phasing out their hybrid vehicles.

Based upon the research conducted, limited availability of the Ford Police SUV, uncertainty of when we will be able to order a new car, when it will arrive if we order one, I am requesting authorization to purchase a currently available Ford Police SUV Hybrid vehicle. The funds for this purchase would come out of existing capital funds supplemented, as necessary, with funds from the police special services account.



## MEMORANDUM

## TOWN COUNCIL

Dean Markham  
Chairperson

Karen Wanat

Vice Chairperson

Deborah Cunningham

Brandon Goff

Richard Knotek

Jack Solomon

Jordan Werme

TO: Town Council

FROM: David E. Cox, Town Manager

DATE: November 9, 2023

SUBJECT: Potential Purchase of 11 Skinner

The previous Town Council, by action taken at a meeting, instructed me to pursue communications and actions related to the Town acquiring the property at 11 Skinner Street for use as a fire station. The intent was to enter into an agreement that would culminate in the Town purchase of the property as a fully constructed fire station to replace stations #1 and #2 and would meet the Town's needs into the future. The purpose of this memorandum is to update the current Council as to the status of this work and to request Council action to direct that actions continue to evaluate this opportunity.

As of today, I have communicated several times with the owner of the property, have toured the property and have received updated site plans for the property. I have received from the owner the environmental evaluations performed on the property as well as the environmental engineer's summary and recommendations. I have discussed that material with a member of the Town's Brownfield Redevelopment Agency who is an engineer in the environmental field to ensure that it was being understood correctly and to identify questions or concerns that should be addressed. At this stage, the property owner is preparing to remediate certain environmental issues on the site and is considering various requests to the State Department of Energy and Environmental Protection (DEEP) related to closing out the environmental matters.

I have also received from the Fire Department its list of needs for a new building, which is attached to this memorandum. This information has been shared with the property owner with the intent that he would consider the potential costs for constructing those improvements. In the future, it would be appropriate to further consider the proposed build out and to determine the exact layout or nature of the improvements to ensure that they will appropriately meet the Town's needs. This final review would also include a review of national standards including those of the National Fire Protection Association (NFPA) to ensure that the building and improvements would meet those standards.



Town Council – Potential Purchase of 11 Skinner

November 9, 2023

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Additionally, I have spoken with the Town Attorney regarding moving ahead the formal legal process involved in the Town's acquisition of property and preliminary documents have been drafted. As the Council may be aware, the formal process will likely involve a formal Letter of Intent or some other method to officially engage with the owner and to develop the elements of a formal sales agreement. Assuming agreement with that letter, a Purchase and Sale Agreement would be drafted that outlines the details of the process that would culminate in an official closing and transfer of the property. This agreement, which would be approved by the Town Council, would describe a due diligence process as well as the required approval process the Town must follow before buying the property. The final step in that approval process is consideration by the Town Meeting of motions to make the purchase and to approve the financing related to the purchase, which would likely require the issuance of bonds. The approval process would also include review by the Planning and Zoning Commission to approve the project, not only from the perspective of its traditional purpose as the land use regulation body but also from the perspective of the body's statutory role in considering and approving this sort of Town improvement.

While a final determination on whether the purchase will be made has certainly not been reached, the Council is asked to determine whether the investigation should continue and to authorize the Town Manager to continue the process. In the near future, I recommend the Council create a committee of some sort to evaluate the site and the proposed improvements in detail as part of a due diligence process and to make a final recommendation. I anticipate that work will be undertaken this winter.

DC

Attachment

## Firehouse wants and needs “building for the future”

(With Cox additions)

### Needs

- Meeting/ conference room to accommodate 50 people also to serve as community room for events
- Chief’s office split into 3 or 3 separate offices
- Secretary/administration office (street side) with sliding window to foyer for public
- Station officers office (street side) with communications such as radios (larger space for rooster sign in)
- Industrial kitchen space 2 Fridges one for on duty staff other for Volunteers
- Front foyer space for community access
- Key pads/ key fobs for doors to keep public areas separate from employee areas
- Sleeping quarters for six separate rooms with male/female bathrooms / showers near by (heart healthy alarms in bunks for call notification)
- Station alarm system to notify team of calls (heart healthy in bunks)
- 5 bays double deep to store 2 Fire Engines, Ladder, Rescue, 2 Tankers, Squad, 2 Rangers
- Records Room to store FD files( this room can store server equipment and electronics)
- Gear Crib with ventilation to store gear in a cancer safe manner. In the gear crib 2 Industrial turnout gear extractors (washing machines purposely built for cleaning fire gear), 2 turnout gear dryers (we own 2 dryers)
- Exhaust system for trucks NFPA
- Training center with 4 PCs for continuing education.
- Communication tower for radio antennas
- Air compressor system for truck filling
- Air/power drops in garage space for apparatus
- Stand By Generator
- Engineers Crib by loading dock area
- Hose storage area
- SCBA Filling station area (we own a filling station just have to be moved)
- Fiber Connection to Town Hall so we can share server space and internet (Town separate?)
- Computers for Chiefs, secretary and officer’s room (Town separate)
- Sprinkler system
- Fire Detection/Alarm

### Wants

- Outdoor Picnic area in the rear of the building
- Trophy/ display area in Foyer
- Tower in the Front of Building with Bell to make the building look a little less industrial.
- Electronic Sign to notify public of events or fire safety
- Front of building face lift to make appealing to the public

## Potential By-laws amendment

Draft – November 9, 2023

## 1.4a PUBLIC REMARKS

The Council recognizes the importance of the Public to have an opportunity to address their local government. As a result, all regular meetings will have a public comment section that will allow any public the opportunity to ~~speak~~address the Council.

In an effort to maintain order and provide everyone with an opportunity to ~~speak~~provide comment the following rules will be followed:

- The public should hold their comments until they are recognized by the Council Chairperson.
- Comments shall be directed toward the Chairperson.
- Comments shall be made consistent with Decorum section 1.4b.
- Comments shall be limited to 3 minutes.

Further, the Council recognizes that some members of the public may not be able to address the Council during a regular meeting. Public comments for the entire Council will also be accepted in writing or via other means such as recorded video message. As is practice, written communication from residents or local taxpayers will be included as part of correspondence in the agenda and will be included in the record as an attachment to the minutes. Other messages, such as a recorded video message, will be accepted via a Town-approved method and will be shown during the Public Comment portion of the next meeting. These messages will be subject to the same standards as outlined above. These comments will be summarized in the minutes in the same manner as spoken comments received during the meeting. The electronic record will be maintained in accordance with the same retention schedule as the electronic record of the meeting at which the comments were shown to the Council.



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

November 14, 2023

To: The East Hampton Town Council,

The documentation for the tax refunds listed below is available in the Office of the Collector of Revenue for your review. There are thirteen (13) refunds totaling \$7,080.34.

Respectfully Submitted,

Kristy L. Merrifield, CCMC  
Collector of Revenue

0.

770.27

311.75

703.38

778.72

199.20

2,197.48

123.94

321.03

42.52

414.55

141.00

767.35

309.15

013

7,080.34

## **BOARD AND COMMISSION SUMMARY OCTOBER 2023**

### **Arts & Culture Commission**

The Arts & Culture Commission met on October 19. Members discussed the Art Purchase Award artwork as well as the possible locations for the artwork. There was discussion regarding communication from a grant applicant and a budget review.

### **Board of Finance**

The Board of Finance met on October 16 for their regular, and last for this Board, meeting. FY2023 End of Year Budget Transfers as well as an additional appropriation to cover the BOE deficit were approved.

### **Brownfields Redevelopment Agency**

The Brownfields Redevelopment Agency met on October 23. The November 27 regular meeting will be cancelled, and a special meeting will be held on November 13. Members discussed the RFQ grading process and the plan for the interviews of the firms.

### **Clean Energy Task Force**

The Clean Energy Task Force met on October 3. Resident John Switzer sat in on the meeting to see what the task force is about. He expressed interest in community solar and what the task force does in town. The members discussed gaining more membership and advertising for people to join. There was discussion and an update on the fall energy fair. The members went through the list of potential companies. The members will follow up with undecided and/or unresponsive companies to see if they will be in attendance. There was a brief discussion on community solar in town.

### **Commission on Aging**

The Commission on Aging met on October 12. Ms. Ewing provided an update on activities at the Senior Center. Members discussed long term steps to promote East Hampton Community Cares. Fundraising for EHCC was also discussed.

### **Conservation-Lake Commission**

The Conservation-Lake Commission met on October 12. The members received updates on the Lake Smart Program and the newly drafted criteria for Homeowners Associations in town. The members reviewed and discussed two plan reviews. Both were voted to be approved with no further recommendations to Planning and Zoning. The members discussed the watershed projects, federal funding, the invasive plants in the lake, the update from GZA on water quality testing, Aquaflex, and drafting an ordinance in town against phosphorous fertilizer in the watershed.

### **Design Review Board**

No meeting

### **Economic Development Commission**

The Economic Development Commission met on October 17. Members discussed the process for the New Business of the Month and the Business Spotlight programs. The December New Business of the Month will be The Pinshack. The Business Spotlight will be Serra & Associates. These businesses will be invited to the November EDC meeting.

## **Ethics Commission**

No meeting

## **Fire Commission**

The Fire Commission met on October 16. The members approved the purchase of 5 sets of gear in the amount of \$17,000 from capital account 23010. The members discussed the updates for the dry hydrants, the Walnut Avenue water source problem, the safety concern about the Air Line Trail, the update from the new firehouse search committee, and the awards program payout for Judson E. Turney. The Fire Commission Trustee Board met on October 16 following the Regular Meeting. The members discussed the payout for Judson E. Turney. The members approved the payout in the full amount.

## **Inland Wetlands Watercourses Agency**

No meeting

## **Joint Facilities**

No meeting

## **Library Advisory Board**

The Library Advisory Board met on October 2. Ms. Cachuela provided an update on the new Circulation Desk that was originally delivered damaged. The new desk should be installed the last week of October. The Friends of the Library set tentative dates for their next book sale in May, 2024. The members discussed a future community survey that will be brought to the Town Council as part of their Strategic Plan for 2024.

## **Middle Haddam Historic District Commission**

The Middle Haddam Historic District Commission met on October 12 for a Special Meeting. A Certificate of Appropriateness was approved for 2 Knowles Road correcting the dimensions of the covered porch. A Certificate of Appropriateness was denied for 49 Middle Haddam Road for a 24' above ground pool and deck. The applicant will present a new application with more details that will include a fence. A Certificate of Appropriateness was approved for 6 Blacksmith Hill Road for the replacement of 12 double-hung windows to match the existing style.

The Commission also met on October 26 for the Regular Meeting. A Certificate of Appropriateness was approved for 16 Schoolhouse Lane for the repair and rebuild of the chimney using the existing bricks. The Commission approved the 2024 meeting dates.

## **Parks & Recreation Advisory Board**

The Parks & Recreation Advisory Board met on October 3. The Air Line Trail Subcommittee provided an update on plans for the trail cleanup day on October 28. Mr. Mullen provided an update on the programs being offered and on the transition of grounds maintenance to the Public Works Department. Trunk or Treat and the Ghost Run are the next big events for the department.

## **Planning & Zoning Commission**

The Planning & Zoning Commission met on October 4.

Public Hearings

- A. PZC-23-012: Michael Bakaj, 37 South Main Street, a 22-lot (33 units) HOD subdivision in existing HOD Zone, Map 20 Block 51/ Lot 27B. Vice-Chairman Zatorski made a motion to close the Public Hearing. Mr. Sennett seconded the motion. Vote: 6-0. Vice-Chairman Zatorski made a motion to continue the application to the regular meeting of November 1, 2023. Mr. Sennett seconded the motion. Vote: 6-0.



- B. PZC-23-014: Flanders Road Estates LLC, Flanders Road, Fifteen (15) Lot subdivision, (Home Acres Estates), Map 26/ Block 87/ Lot 6 Vice-Chairman Zatorski made a motion to continue the Public Hearing to the regular meeting of November 1, 2023. Mr. Sennett seconded the motion. Vote: 6-0. Vice-Chairman Zatorski made a motion to continue the application to the regular meeting of November 1, 2023. Mr. Sennett seconded the motion. Vote: 6-0.
- C. Text Amendment Regarding Required Setbacks on Non-Conforming Lots in the R1 Zone: Section 8.2 of the East Hampton Zoning Regulations. Vice-Chairman Zatorski made a motion to continue the Public Hearing to January 3, 2024. Mr. Sennett seconded the motion. Vote: 6-0. Vice-Chairman Zatorski made a motion to continue the application to January 3, 2024. Mr. Sennett seconded the motion. Vote: 6-0.

### **Water Pollution Control Authority**

The East Hampton WPCA met on October 3. The property owners of 55 Clark Hill Rd requested a variance to repair their septic system instead of hooking up to the public sewer system as the WPCA ordinance requires. The house sits approximately 400 feet back from the road and has a brook running through the property that the sewer line would have to go underneath to connect. The Board accepted the variance with the stipulation that the inspection results proved that it's a fully operational system and repairs are approved by Chatham Health Dept. Vote: 5-0.

The Board discussed management's recommendation to hold off capital projects for a year or two to build back up reserves and have funds for emergencies.

The Board approved the transfer of \$116,029 from the Reserve for Capital & Non-recurring Fund to Capital Fund Balance. Vote 5-0

### **Zoning Board of Appeals**

No meeting