


MEMORANDUM

TO: Town Council

FROM: David E. Cox, Town Manager 

DATE: June 17, 2021

SUBJECT: Agenda Information – 6/22/2021

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

8 Resolutions/Ordinances/Policies/Proclamations

8a Resolution Authorizing the Purchase of Fire Tankers and The Related Financing - Council is asked to review and consider approval of the final quotes for the two tankers and the related financing plan. As noted during budget discussions, the two tankers will cost \$590,000 and the proposed financing covers the entire purchase price with an interest rate of 1.6%, which costs about \$48,600 over the 10-year life of the lease. The Tankers proposed for purchase are available under a purchasing consortium pricing schedule, which was established via a bidding process conducted by a Texas-based consortium. An order placed now would likely be filled in about October or November 2021. At the last Council meeting, a question was asked whether the purchase could be funded with American Rescue Plan funds. It appears that it may be possible to make the purchase using those funds because some latitude is granted in the Interim Final Rule for expenditures related to public safety. However, it is important to note that if that were the desire and the Town Council were to earmark those funds now, the Town would likely not be able to purchase the tankers using a direct quote through a purchasing consortium as is the current plan. A purchase of this size is required to be bid using the formal process as prescribed in federal regulations, which would probably not have been followed by the consortium. Staff is confirming this. The Fire Department would be tasked with developing a detailed specification that while it could name a particular manufacturer, it would also have to allow others that were “equal.” The process must be designed to solicit multiple bidders. As noted, Council is anticipated to review and prioritize potential spending under the American Rescue Plan later in the summer.

8b Police Department General Order Updates regarding Biased Based Profiling and Pursuits – The Council is asked to consider and approve minor updates to these two policies to reflect updates in policy cross references and changes in forms that are filed. The changes are briefly described in Chief Woessner’s memorandum included in the meeting packet.

Recommended Action: Approve the updated Policies.

10 New Business

10a Neighborhood Assistance Act Application, Epoch Arts – The Town Council is asked to consider approval of the application for funding assistance under the Neighborhood Assistance Act program from Epoch Arts. The Application seeks funding assistance in the amount of \$30,000 to support ongoing energy conservation projects at the facility. The Council will hold a public hearing on this matter at the beginning of this meeting. As a reminder, the CT Neighborhood Assistance Act is a tax credit program designed to provide funding for municipal and tax-exempt organizations by providing a business tax credit to businesses who make cash contributions to these entities within certain categories. Epoch Arts has again submitted an application seeking support of energy efficiency improvements for HVAC at its facility on Skinner Street.

Recommended Action: Approve the application.

10b RFQ for Water System Evaluation and Design – The Council is asked to give approval to a Request for Qualifications (RFQ) document and authorize its distribution to seek qualified engineering firms to assist the Town in determining a course of action, preparing preliminary designs and providing assistance with funding applications for Town water system enhancements and expansions. Via the RFQ process, a qualified engineering firm would be selected, and a detailed scope of services and fee agreement would be developed by the Council's Water subcommittee for presentation to the full Council for approval. It is anticipated that the Water subcommittee will give its final recommendation regarding the RFQ, which has also been reviewed by the State Department of Public Health, after its meeting on Tuesday evening. Funding to support this phase of water system design is available through a grant received by the Town in the amount of \$250,000 through the Department of Public Health.

Recommended Action: Approve the RFQ document and authorize its distribution.

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, June 8, 2021
Town Hall Council Chambers and Zoom

MINUTES

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

Call to Order

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

Adoption of Agenda:

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

Approval of Minutes

A motion was made by Mr. Reich, seconded by Mr. Johnson, to approve the minutes of the Town Council Regular Meeting of May 25, 2021 as written. Voted (7-0)

Public Remarks

None

Presentations

Presentation on House Bill 6107 and Other Relevant Legislation

Zoning Official Jeremy DeCarli provided an overview of House Bill 6107 and how it could affect the town. The full bill and memo will be included with the minutes filed in the Town Clerk's Office.

House Bill 6448 discusses outdoor dining provisions and remote and hybrid meetings. There is no longer a mandate for certain boards and commissions to hold remote or hybrid meetings. Towns may hold in-person, remote only or hybrid meetings. Each board or commission has the discretion as to how it plans to conduct its business.

House Bill 6655 is now focused on eliminating barriers to regionalization.

Ray Zatorski, Chairman of the Planning & Zoning Commission, commented on the opt out provisions for House Bill 6107 for accessory dwelling units and he suggests opting out so the Town can retain control.

Bids & Contracts

None

Resolution/ Ordinances/ Policies/ Proclamation

None

Continued Business

Consideration & Possible Action on WPCA Water Budget

Public Utilities Administrator Scott Clayton presented the second reading of the 2021-2022 WPCA Water Budget. A public hearing was held on June 1 although no members of the public attended. There is no recommended increase in rates.

A motion was made by Mr. Reich, seconded by Mr. Philhower, to approve the FY 2021-2022 Water Budget as presented. Voted (7-0)

New Business

Set Date for Public Hearing for Neighborhood Assistance Act Application

The CT Neighborhood Assistance Act requires a public hearing prior to applications being submitted. Epoch Arts has again submitted an application seeking support of energy efficiency improvements for HVAC at their building on Skinner Street. Mr. Johnson noted that he is on the Board of Directors at Epoch Arts and will not be able to vote on approving the application but can vote to schedule the public hearing.

A motion was made by Mr. Reich, seconded by Ms. Moore, to set a Public Hearing date of Tuesday, June 22, 2021 at 6:30pm for the Neighborhood Assistance Act. Voted (7-0)

Town Manager Report

American Rescue Plan (ARP) Funds

Mr. Cox noted that the town will receive approximately \$3.7 million dollars from the American Rescue Plan (ARP) Fund. He has asked staff to provide recommendations for the funds. He will review the information and then provide Council with some recommendations. The funds need to be obligated by December 2024 and used by December 2026. It was suggested to have a Town Council workshop to discuss the use of the funds.

Mr. Cox also reported on the rainstorm on Friday, June 4 that washed out portions of the road and sidewalk in the Village Center and on White Birch Road. The storm water systems could not handle the quantity of rainwater that fell in such a short time. Portland Reservoir Road, Wangonk Trail and Sears Park beach also had issues that are being addressed. Mr. Cox gave kudos to the Department of Public Works staff that have worked on many projects that performed well during the rainy weather.

Mr. Cox provided an overview of his written report which will be included with the minutes filed in the Town Clerk's Office. He also noted that the Board of Education has been named a Board of Distinction. Also, canine officer Ardo and his handler Officer Wilson made a traffic stop that resulted in finding 25 bags of narcotics in the vehicle.

Appointments

None

Tax Refunds

None

Public Remarks

None

Communications, Correspondence & Announcement

May 2021 Board and Commission Summary

Council members received the May 2021 Board and Commission summary.

Adjournment

A motion was made by Mr. Reich, seconded by Mr. Philhower, to adjourn the meeting at 7:34pm.

Voted (7-0)

Respectfully Submitted,

Cathy Sirois
Recording Clerk

**TOWN OF EAST HAMPTON OF THE STATE OF CONNECTICUT
RESOLUTION AUTHORIZING A LEASE-PURCHASE FINANCING TO FINANCE
ACQUISITION OF TWO PIERCE FIRE TANKERS AND RELATED EQUIPMENT
June 22, 2021**

WHEREAS, the Town of East Hampton of the State of Connecticut (the "Town") contemplates entering into a lease-purchase agreement to finance the costs of acquisition of a Two Pierce Fire Tankers and equipment related thereto (the "Project"); and

WHEREAS, the Town Council of the Town has determined that a true and very real need exists for the acquisition of the Project; and

WHEREAS, the Town Council has taken the necessary steps, including any legal bidding requirements, under applicable law to arrange for the acquisition of the Project; and

WHEREAS, it is contemplated that interest on such lease-purchase financing shall be exempt from Federal income taxation; and

WHEREAS, the Town Council hereby determines that such a lease-purchase financing is in the best interests of Town; and

WHEREAS, it is contemplated that a payment may be due under the Agreement during the fiscal year ending June 30, 2022 and that the general fund has amounts sufficient for such payment; and

WHEREAS, the lease-purchase financing agreement will contain a non-appropriation provision; and

WHEREAS, the Town Council has the power, among others, (1) to provide for the due execution of contracts of the Town, (2) to lease real and personal property for the Town, and (3) to enter into contracts for any services and to purchase or contract to purchase any supplies, materials, equipment and other commodities required by the Town.

NOW, THEREFORE, BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF EAST HAMPTON:

1. That the Town Council award the contract for the acquisition of Two Pierce Fire Tankers and equipment related thereto to Firematic Supply Company, Inc. using HGACBuy contract number FS12-19 and product code FS19VE01 pricing.

2. That the Town undertake a lease-purchase financing in a principal amount not to exceed \$590,000, and with an amortization period not to exceed ten (10) years, to finance the costs of the Project, the first payment on the lease-purchase financing may be made in the 2021/22 fiscal year from the general fund. The Project may include acquisition costs, equipment, legal fees, capitalized net interest cost and other financing costs, and other expenses related to the Project and its financing.

3. That the Town Manager or the Finance Director of the Town are authorized to negotiate, approve, execute and deliver on behalf of the Town any lease-purchase agreement and any certificates or documents related to the acquisition or the financing and are authorized to determine the amounts, dates, interest rates, maturities, prepayment terms, form and other details of the lease-purchase agreement; and to perform all other acts and execute all other documents which are necessary or appropriate to enter into the lease-purchase agreement, including without limitation any agreement with regards to the escrow of the proceeds of the lease-purchase agreement.

4. That the Town Council, acting on behalf of the Town, hereby declares the Town's official intent under Federal Income Tax Regulation Section 1.150-2 that costs of the Project may be funded initially from available funds of the Town, and that the Town reasonably expects to reimburse any such initial funding sources from the proceeds of the lease-purchase financing for the Project in an aggregate principal amount anticipated not to exceed \$590,000. The Chairman or the Vice-Chairman of the Town Council and the Town Manager or the Finance Director of the Town are authorized to amend such declaration of official intent as the Chairman or the Vice-Chairman of the Town Council and the Town Manager or the Finance Director of the Town deems necessary or advisable and to bind the Town pursuant to such representations and covenants as the Chairman or the Vice-Chairman of the Town Council and the Town Manager or the Finance Director of the Town deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the lease-purchase agreement authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

5. That the Town Manager, the Finance Director, and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the Project and to enter into the lease-purchase agreement.

Approved this 22nd day of June, 2021.

TOWN COUNCIL

ATTEST

James Brown, Chairperson

Kelly Bilodeau, Town Clerk



Key Government Finance is pleased to present the following proposal for the transaction described below:

LESSOR: Key Government Finance, Inc.

LESSEE: Town of East Hampton
 CT

EXPIRATION: Expires in 30 days

FINANCING QUOTE:

| Amount | Rate | Payments | Factor | Pmts / Year | Payment Frequency | Adv. / Arr. |
|--------------|-------|-------------|-----------|-------------|-------------------|-------------|
| \$590,000.00 | 1.60% | \$33,611.02 | .05696782 | 10yr | Semi-annual | Arrears |
| | | | | | | |

- see attached sample amortization schedules

LEASE: This is a tax-exempt, municipal government lease with the title to the property passing to Lessee. This is a net lease under which, all costs, including insurance, maintenance and taxes, are paid by Lessee for the term of the lease.

APPROVAL: This proposal, until credit approved, serves as a quotation, not a commitment by Lessor to provide credit or property. Lessor acceptance of this Proposal is subject to credit; collateral and essential use review and approval by Lessor.

The interest rates quoted herein is not a locked rate. To lock these rates please return a signed copy of this proposal no later than June 23, 2021. Once locked the rate will be held until July 23, 2021. It also assumes that the interest component of the Payments is exempt from federal income tax. Lessor will provide a taxable financing proposal if it is determined that the financing will not qualify for tax-exempt interest rates.

The financing contemplated by this proposal is subject to the execution and delivery of all appropriate documents (in form and substance satisfactory to Lessor), including without limitation, to the extent applicable, the Master Lease Agreement, any Schedule, financing statements, legal opinion or other documents or agreements reasonably required by Lessor.

Thank you for the opportunity to present this proposal. If you have any questions, please contact me at my number or e-mail address below. If you wish to accept this proposal, please do so by signing below and returning this proposal to me via FAX or e-mail. Upon receipt of this proposal, Lessor will promptly begin its credit, collateral and essential use review process.

Sincerely

Donna Scibetta

Donna Scibetta
 Key Government Finance
 Phone: 716-819-5947
Donna_scibetta@keybank.com

| |
|------------------------------|
| Proposal Accepted by Lessee: |
| By: |
| Title: |
| Date: |

| Town of East Hampton CT | | | | |
|--------------------------------|------------------------------|------------------|------------------|------------------|
| | sample amortization - | | | |
| | | | | |
| Interest Rate 1.60% | | | | |
| | | | | |
| | Total | Interest | Principal | Principal |
| Date | Payment | Component | Component | Balance |
| 7/21/2021 | \$ - | \$ - | \$ - | \$ 590,000.00 |
| 2/1/2022 | \$ 33,611.02 | \$ 4,982.22 | \$ 28,628.79 | \$ 561,371.21 |
| 8/1/2022 | \$ 33,611.02 | \$ 4,490.97 | \$ 29,120.05 | \$ 532,251.16 |
| 2/1/2023 | \$ 33,611.02 | \$ 4,258.01 | \$ 29,353.01 | \$ 502,898.15 |
| 8/1/2023 | \$ 33,611.02 | \$ 4,023.19 | \$ 29,587.83 | \$ 473,310.32 |
| 2/1/2024 | \$ 33,611.02 | \$ 3,786.48 | \$ 29,824.53 | \$ 443,485.79 |
| 8/1/2024 | \$ 33,611.02 | \$ 3,547.89 | \$ 30,063.13 | \$ 413,422.66 |
| 2/1/2025 | \$ 33,611.02 | \$ 3,307.38 | \$ 30,303.64 | \$ 383,119.02 |
| 8/1/2025 | \$ 33,611.02 | \$ 3,064.95 | \$ 30,546.06 | \$ 352,572.96 |
| 2/1/2026 | \$ 33,611.02 | \$ 2,820.58 | \$ 30,790.43 | \$ 321,782.53 |
| 8/1/2026 | \$ 33,611.02 | \$ 2,574.26 | \$ 31,036.76 | \$ 290,745.77 |
| 2/1/2027 | \$ 33,611.02 | \$ 2,325.97 | \$ 31,285.05 | \$ 259,460.72 |
| 8/1/2027 | \$ 33,611.02 | \$ 2,075.69 | \$ 31,535.33 | \$ 227,925.39 |
| 2/1/2028 | \$ 33,611.02 | \$ 1,823.40 | \$ 31,787.61 | \$ 196,137.78 |
| 8/1/2028 | \$ 33,611.02 | \$ 1,569.10 | \$ 32,041.91 | \$ 164,095.86 |
| 2/1/2029 | \$ 33,611.02 | \$ 1,312.77 | \$ 32,298.25 | \$ 131,797.61 |
| 8/1/2029 | \$ 33,611.02 | \$ 1,054.38 | \$ 32,556.64 | \$ 99,240.98 |
| 2/1/2030 | \$ 33,611.02 | \$ 793.93 | \$ 32,817.09 | \$ 66,423.89 |
| 8/1/2030 | \$ 33,611.02 | \$ 531.39 | \$ 33,079.63 | \$ 33,344.26 |
| 2/1/2031 | \$ 33,611.02 | \$ 266.75 | \$ 33,344.26 | \$ 0.00 |
| | | | | |
| Total | \$ 638,609.31 | \$ 48,609.31 | \$ 590,000.00 | |
| | | | | |

PROPOSAL FOR FURNISHING FIRE APPARATUS

June 16th, 2021

East Hampton Volunteer Fire Department
5 Barton Hill Road
East Hampton CT. 06424

The undersigned is prepared to deliver for you, upon an order being placed by you, for final acceptance by Firematic Supply Company Inc., at its office in Rocky Hill CT., the apparatus and equipment herein named and for the following prices:

| | |
|---|--------------|
| | |
| | |
| | |
| One (1) Stock Pierce FXT 2100 Gallon, Commercial Tanker on 2022 Freightliner M2-106 Cab & Chassis Stock #36442 | \$295,000.00 |
| Two Hundred Ninety Five Thousand Dollars and Zero Cents using HGACBUY Contract # FS12-19, Product Code #FS19VE01 | |
| | |
| | |
| | |

Said apparatus and equipment are to be built and shipped in accordance with the specifications hereto attached, delays due to strikes, war, or intentional conflict, failures to obtain chassis, materials, or other causes beyond our control not preventing, within about 5 - 6 months after receipt of this order and the acceptance there of at our office at Rocky Hill CT., and to be delivered to you at the East Hampton Vol. Fire Department.

The specifications herein contained shall form a part of the final contract, and are subject to changes desired by the purchaser, provided such alterations are interlined prior to the acceptance by the company of the order to purchase, and provided such alterations do not materially affect the cost of the construction of the apparatus.

The proposal for fire apparatus conforms with all Federal Department of Transportations (DOT) rules and regulations in effect at the time of the bid, and with all National Fire Protections Association (NFPA) Guidelines for Automotive Fire Apparatus as published at the time of bid, except as modified by the customer specifications. Any increased cost incurred by first part because of future changes in or additions to said DOT or NFPA standards will be passed along to the customers as an addition to the price set forth above.

Unless accepted within 60 days from date, the right is reserved to withdraw this proposition.

Firematic Supply Company Inc.
By: Curt Dowling
AUTHORIZED SALES REPRESENTATIVE
Curt Dowling



PROPOSAL FOR FURNISHING FIRE APPARATUS

June 16th, 2021

East Hampton Volunteer Fire Department
5 Barton Hill Road
East Hampton CT. 06424

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| | |
|---|--------------|
| | |
| | |
| | |
| One (1) Stock Pierce FXT 2100 Gallon, Commercial Tanker on 2022 Freightliner M2-106 Cab & Chassis Stock #36105 | \$295,000.00 |
| Two Hundred Ninety Five Thousand Dollars and Zero Cents using HGACBUY Contract #FS12-19, Product Code FS19VE01 | |
| | |
| | |
| | |

Said apparatus and equipment are to be built and shipped in accordance with the specifications hereto attached, delays due to strikes, war, or intentional conflict, failures to obtain chassis, materials, or other causes beyond our control not preventing, within about 5 - 6 months after receipt of this order and the acceptance there of at our office at Rocky Hill CT., and to be delivered to you at the East Hampton Vol. Fire Department.

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Unless accepted within 60 days from date, the right is reserved to withdraw this proposition.

Firematic Supply Company Inc.
By: Curt Dowling
AUTHORIZED SALES REPRESENTATIVE
Curt Dowling



Revised: 11/1/2017



East Hampton Police Department

1 Community Drive
East Hampton, CT 06424



Dennis Woessner
Chief of Police

June 15, 2021

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

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

General Order 1.9, *Bias Based Profiling*, is an existing General Order which required updating to reflect the correct General Order in which violations of this order are investigated.

General Order 3.6, *Pursuit Policy*, is also an existing General Order which required updating. The Police Officer Standards and Training Council (POSTC) requires law enforcement agencies to submit a Pursuit Tracking Form for each pursuit their officers are involved in. POSTC changed where the forms need to be sent and a copy of that form is attached. The new form also required a couple of minor administrative changes to the order.

Any additions to these General Orders are marked in red and deletions are crossed out.



EAST HAMPTON POLICE DEPARTMENT

GENERAL ORDER 1.9

DEPARTMENT ROLE AND AUTHORITY

| | | |
|---|---------------------------|---------------------------------------|
| SUBJECT: Bias Based Profiling | | |
| Issue Date: TBD | Effective Date: BD | 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 policy is to establish policy and procedures to protect citizens and officers from bias based policing.

II. POLICY

It is East Hampton Police Department ("Department") policy to patrol in a proactive manner, to aggressively investigate suspicious persons and circumstances, and to actively enforce the motor vehicle laws, while insisting that citizens will only be stopped or detained when there exists reasonable suspicion to believe they have committed, are committing, or are about to commit an offense.

The Department's response to bias based profiling shall be a set of procedures that require professional police traffic stops; ensure that officers base their behavior on sound legal reason, safety for officers and citizens, and the accepted standards of modern policing; and that protect our officers when they act within the dictates of the law and policy from unwarranted accusations.

These procedures are intended to assist personnel in accomplishing this total mission in a way that respects the dignity of all persons and yet, sends a strong deterrent message to actual and potential lawbreakers that if they break the law, they are likely to encounter the police.

III. PROCEDURE

A. Bias Based Profiling Prohibited

While profiling can be a useful tool to assist officers in carrying out their duties, the use of bias based profiling, i.e., the practice of using race, ethnicity, religion, gender, sexual orientation, economic status, age, cultural group, or some other identifiable common trait of a group, as the sole reason for stopping, detaining, searching pedestrians and motorists, and in asset seizure and forfeiture efforts is prohibited.

1. Proactive Enforcement

Proactive enforcement requires officers to be observant and identify and act upon any unusual occurrences and law violations. These efforts keep our citizens free from crime and our roadways safe to drive upon, and also deters and/or detects and apprehends criminals. Proactive patrol is an effective strategy to:

- Protect the public from the devastation caused by drug abuse, including the suppression of the activities of drug couriers
- Reduce street and highway traffic-related death and injury, including the apprehension of drunk drivers
- Combat illegal trafficking and possession of weapons and drugs
- Capture and arrest fugitives at-large, and other wanted persons
- Identify and target violent gangs, terrorists and others who pose a threat to public safety
- Otherwise promote and maintain an orderly and law abiding society

2. Role of Supervisors

Traffic enforcement, detention, and search procedures will be accompanied by periodic supervisory oversight to ensure that officers do not go beyond the parameters of reasonableness and lawfulness in conducting such activities.

3. Recording of Motor Vehicle Stops

Motorists and pedestrians shall only be subjected to stops, seizures, or detentions upon reasonable suspicion that they have committed, are committing, or are about to commit an offense. Each time a motorist is

stopped, the officer shall radio to the dispatcher the location of the stop, the description of vehicle being detained, and the number of occupants and reason for the stop. Communication personnel shall log all pertinent information. All required reports and/or forms shall be completed by the officer upon completion of the stop.

4. Contact with the Public

Officers shall be familiar with all General Orders pertaining to traffic stops, including the provisions requiring professionalism and courtesy. Professional behavior is directly related to the degree of cooperation from the motorist. Officers should never forego their command presence, safety, and control of the situation during a public contact.

5. Detention and Search

No motorist, once cited or warned, shall be detained beyond the point where there exists no reasonable suspicion of further criminal activity, and no person or vehicle shall be searched in the absence of a warrant, a legally recognized exception to the warrant requirement, or the person's voluntary consent.

In each case where a search is conducted, this information shall be recorded, including the legal basis for the search, and the results thereof. It is strongly recommended that consent searches only be conducted with written consent, using the proper department form.

If the individual indicates that they will consent to a search but are refusing to sign the form, fill out the form anyway and indicate "consented to search but refused to sign", inserting initials and the signature of any witness in the signature block. Motorists should be informed that they are free to leave before the consent to search is requested.

6. Completion of Required Reports

Appropriate enforcement action should always be completed, generally in the form of a warning, citation, or arrest. Police reports shall indicate the reason for the stop. If the department provides public information pamphlets to officers regarding the purposes of proactive enforcement, officers may distribute the pamphlet to each person subjected to such activities, whenever appropriate.

7. Pretext Traffic Stops

The police may affect the stop of a motorist whom they have probable cause to believe has committed a traffic violation. The officer's subjective motive for stopping the vehicle plays no role in determining whether or not probable cause exists, even if the stop of the motorist was a pretext to conduct a criminal investigation. However, motor vehicle stops, including pretext stops, are prohibited when based solely upon prohibited considerations, such as race, ethnicity, gender, age or sexual orientation, or any combination therein.

B. Training

Officers will receive initial and ongoing training in proactive enforcement tactics, including training in officer safety, courtesy, cultural diversity, discrimination and bias based profiling, field contacts, traffic stops, the laws governing search and seizure, and interpersonal communications skills.

This training shall address the issues pertaining to the practice of racial profiling, including its impact on police and society. Training programs will emphasize the need to respect the rights of all citizens to be free from unreasonable government intrusion or police action.

C. Corrective Measures

Any person may file a complaint with the department if they feel they have been stopped or searched based on bias based profiling, and no person shall be discouraged, intimidated, or coerced from filing such a complaint, or discriminated against because they have filed such a complaint. All complaints shall be investigated, and corrective measures shall be taken if it is determined that bias based profiling has occurred.

Any officer, who is told by a person that they wish to file such a complaint, shall provide the name of their immediate supervisor and the telephone number of the department. Such accusations can often be prevented or mitigated by explaining to the motorist the reason for the stop. Any officer who is accused on scene of discrimination, bias based profiling, an illegal stop, frisk, and/or search by any person, shall report the incident to his/her supervisor as soon as practical at the conclusion of the contact.

Supervisors who receive official complaints shall follow departmental procedures as outlined in ~~Section 4.1, *Citizen Complaints*, and Section 4.2, *Investigation Misconduct and Citizen Complaints*~~. **General Order 4.9, *Complaints that Allege Misconduct by Law Enforcement Personnel***. When backing up officers on vehicle stops and other calls, they shall be alert to any pattern or practice of

possible discriminatory treatment or bias-based profiling by officers.

D. Annual Review of Department Practices and Citizen Concerns

The ~~Records Management Unit~~ **administrative staff of the department** shall provide the ~~Administrative Sergeant~~ **Chief of Police or his designee** with periodic reports on the characteristics of persons stopped on traffic stops by race, ethnicity and gender, when available. Annually, a review committee shall conduct an Administrative Review during the month of February of all department policy, practices, training, and citizen concerns and complaints relating to bias based profiling.

The review committee shall prepare and forward a report of their findings and recommendations, if any, to the Chief of Police by March 1st of each year.



EAST HAMPTON POLICE DEPARTMENT

GENERAL ORDER 3.6

RULES OF CONDUCT

SUBJECT: PURSUIT POLICY

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

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

POSTC Model Policy Police Motor Vehicle Pursuit Policy

I. PURPOSE

On November 14, 2019, the Police Officer Standards and Training Council (POSTC) adopted a Model Pursuit Policy. This policy was updated in accordance with Public Act 19-90, Section 5, which updates Connecticut General Statute 14-283a "Adoption of state-wide policy for pursuits by police officers. Reports." The purpose of the policy was to establish a Uniform Statewide Pursuit Policy in accordance with the provisions of 14-283a-1 to 14-283a-4, inclusive and section 14-283a of the Connecticut General Statutes. The policy shall serve as the minimum standard for all police pursuits in Connecticut, involving POSTC Certified Police Officers. Additional requirements adopted by an individual police agency shall not conflict with any provision of this policy.

The East Hampton Police Department is adopting the POSTC Model Pursuit Policy and is adding certain sections that deal specifically with the officer and supervisory responsibilities, as it applies to reporting requirements for pursuits.

II. POLICY

Pursuits of fleeing motor vehicles may present a danger to the lives of the public, officers, and those vehicle occupants involved in the pursuit. Each police agency shall be responsible for assisting police officers in the safe performance of their duties.

III. DEFINITIONS

1. "Pursuit" means an attempt by a police officer in an authorized emergency vehicle to apprehend any occupant of another moving motor vehicle, when the driver of the fleeing vehicle is attempting to avoid apprehension by maintaining or increasing the speed of such vehicle or by ignoring the police officer's attempt to stop such vehicle.
2. "Authorized emergency vehicle" means a police vehicle equipped with operable emergency equipment, including audible siren and red or blue flashing lights, while such vehicle is being operated by a police officer.
3. "Primary unit" means the police vehicle operated by a police officer that initiates a pursuit or any police vehicle operated by a police officer that assumes control of the pursuit.
4. "Secondary unit" means any police vehicle operated by a police officer that becomes involved as a backup to the primary unit and follows the primary unit at a safe distance.
5. "Supervisor" means a person designated by the police agency to have supervisory control over the operation of the agency's vehicles during a pursuit.
6. "Communications" means the central dispatch center or personnel staffing the central dispatch center of the police agency in the jurisdiction where the pursuit is occurring.
7. "Uniform Statewide Pursuit Policy, "known as "the policy" or "this policy," means Sections 14-283a-1 to 14-283a-4, inclusive, of the Regulations of Connecticut State Agencies.
8. "Police agency" means the Division of State Police within the Department of Public Safety, including local police officers serving in municipalities with a Resident State Trooper, or an organized municipal police department.
9. "Crime of Violence" -An offense in which physical force, the attempted use or threatened use of physical force, is used against another person(s) for the purpose of, injuring, damaging or abusing another person(s), or any offense that is a felony and that involves a substantial risk that physical force against another person may

be used in the course of committing the offense.

IV. PROCEDURES

A. Initiation of Pursuit

1. A police officer may only engage another vehicle in a pursuit if the officer has reasonable suspicion to believe that the driver or occupant has committed or is attempting to commit a crime of violence, or there are exigent circumstances that warrant the need to apprehend the suspect in a timely manner because of the potential for harm to the public if the apprehension does not occur. The officers must be able to articulate the exigent need to apprehend the driver or occupant because of the potential harm or risk to the public.
2. Offenses that constitute Infractions, property crimes, (to include stolen motor vehicles), non-violent misdemeanors and non-violent felonies shall not be justification to engage in a pursuit of another vehicle, absent articulable exigent circumstances.
3. The officers involved in the pursuit and their supervisors shall continuously reassess the factors listed above to determine whether the pursuit shall continue or be terminated.
4. A pursuit shall not be undertaken, even if allowable by other provisions of this policy, unless and until the officer, based upon the information available to him/her at the time, shall make an objectively reasonable determination that the threat of imminent death or serious physical injury to the officer, the public or both, created by the pursuit is less than the immediate or potential danger to the public, should the suspect(s) or occupant(s) remain at large. A decision to engage in a pursuit shall be based upon the following:
 - a. The underlying crime for which the operator or occupants are suspected of committing;
 - b. Whether the identity of the operator or occupant is known and apprehension by other means is possible;
 - c. That the immediate danger to the public and the police officer created by the pursuit is less than the immediate danger to the public should the occupants of the pursued vehicle remain at large;
 - d. Location, speed, direction of other traffic, population density, type of vehicle being pursued and operators driving behaviors;
 - e. Environmental factors such as, weather, time of the day, visibility;
 - f. Relative capability of the police vehicle(s) and the vehicle being pursued;

- g. Road conditions, including surface type, wet, icy, dry roadway. Road typography, traffic controls;
- h. The presence of other people in the police vehicle;
- i. Population density, vehicular and pedestrian traffic.

V. PURSUIT OPERATIONS

1. All authorized emergency vehicle operations shall be conducted in strict conformity with Sections 14-283a-1 to 14-283a-4, inclusive, of the Regulations of Connecticut State Agencies, and section 14-283a of the Connecticut General Statutes.
2. Upon engaging in or entering into a pursuit, the pursuing vehicle shall activate appropriate warning equipment. An audible warning device shall be used during all such pursuits.
3. Upon engaging in a pursuit, the police officer shall immediately notify communications of the location, direction and speed of the pursuit, the description of the pursued vehicle and the initial purpose of the stop. The police officers shall keep communications updated on the pursuit. Communications personnel shall immediately notify any available supervisor of the agency or agencies involved in such pursuit, clear the radio channel of non-emergency traffic, and relay necessary information to other police officers of the involved police agency or agencies, and adjacent police agencies in whose direction the pursuit is proceeding.
4. When engaged in a pursuit, police officers shall drive with due regard for the safety of persons and property.
5. Unless circumstances dictate otherwise, a pursuit shall consist of no more than three police vehicles, one of which shall be designated as the primary unit. No other personnel shall join the pursuit unless instructed to participate by a supervisor.
6. The primary unit involved in the pursuit shall become secondary when the fleeing vehicle comes under police air surveillance or when another unit has been assigned primary responsibility.

VI. SUPERVISORY RESPONSIBILITIES

1. When made aware of a pursuit, the appropriate supervisor shall evaluate the situation and conditions that caused the pursuit to be initiated, the need to continue the pursuit, and shall monitor incoming information, coordinate and direct activities as needed to ensure that proper procedures are used. Such supervisor shall also have the authority to terminate the pursuit. When the agency supervisor communicates a termination directive, all agency vehicles shall disengage warning devices and cease the pursuit.

2. Where possible, a supervisory police officer shall respond to the location where a vehicle has been stopped following a pursuit.
3. If the supervisor is not a sergeant, or higher rank, he will notify a sergeant of the pursuit as soon as practical.

VII. PURSUIT TACTICS

1. Police officers not engaged in the pursuit as the primary or secondary unit shall not normally follow the pursuit on parallel streets unless authorized by a supervisor or when it is possible to conduct such an operation without unreasonable hazard to other vehicular or pedestrian traffic.
2. When feasible, available patrol units having the most prominent markings and emergency lights shall be used to pursue, particularly as the primary unit. When a pursuit is initiated by other than a marked patrol unit, such unit shall become the secondary unit when a marked unit becomes available as the primary unit, and such unit shall disengage from the pursuit when another marked unit becomes available as the secondary unit.
3. Motorcycles may be used for a pursuit in exigent circumstances including, but not limited to, situations where a felony has been committed, deadly force has been used by a vehicle occupant, or the pursuit is necessary to preserve a life, provided that weather and related conditions allow such pursuit to continue. Motorcycles shall disengage from the pursuit when support from marked patrol units becomes available.
4. Once the pursued vehicle is stopped, police officers shall utilize appropriate police officer safety tactics and shall be aware of the necessity to utilize only the force the police officer reasonably believes to be necessary to take occupants into custody.
5. All intervention techniques short of deadly force shall be used when it is possible to do so in safety and when the police officers utilizing them have received appropriate training in their use. Such techniques shall include, but not be limited to, boxing in the vehicle or using controlled termination *devices such as stop sticks*.
6. Roadblocks are prohibited unless specifically authorized by the supervisor in charge after consideration of the necessity of applying deadly physical force to end the pursuit.

VIII. USE OF FIREARMS DURING A PURSUIT

1. Officers shall not discharge their firearms at a moving vehicle or its occupants unless, the occupants are using, or threatened the use of deadly physical force, against the officer or another person present, by means other than the vehicle.
 - a. This does not preclude exigent circumstances such as, but not limited to, where the officer reasonably believes there are no other means available to avert the threat of the vehicle, or if such vehicle is being utilized as a weapon against the officer(s), or another person, such as in a vehicle ramming attack.
 - b. No officer should intentionally position his or her body into the path of a fleeing motor vehicle, unless such action is a tactic approved by the law enforcement unit, that employs such police officer and in accordance with an established written policy. Whenever possible, the involved officer should make an effort to move to an area of safety if the vehicle becomes a threat, including retreating from the threat, if practical.

IX. TERMINATION OF THE PURSUIT

1. The police officer serving as the primary unit engaged in the pursuit shall continually re-evaluate and assess the pursuit situation, including all of the initiating factors, and terminate the pursuit whenever he or she reasonably believes that the risks associated with continued pursuit are greater than the public safety benefit of making an immediate apprehension.
2. The pursuit may be terminated by the primary unit at any time.
3. A supervisor may order the termination of a pursuit at any time and shall order the termination of a pursuit when the potential danger to the public outweighs the need immediate apprehension. Such decision shall be based on information known to the supervisor at the time of the pursuit.
4. A pursuit may be terminated if the identity of the occupants has been determined, immediate apprehension is not necessary to protect the public or police officers, and apprehension at a later time is feasible.
5. A pursuit may be terminated when the police officers are prevented from communicating with their supervisors, communications or other police officers.
6. A pursuit shall be terminated if the police officer knows or is reasonably certain, that the fleeing motor vehicle is being operated by a juvenile and the suspected offense is not a violent felony.

X. INTER-JURISDICTIONAL PURSUITS

1. The primary unit shall notify communications when it is likely that a pursuit will continue into a neighboring police agency's area of law enforcement responsibility or cross the state line. Municipal police agencies and the State Police shall notify each other whenever entering the other's area of law enforcement responsibility.
2. A pursuit into a bordering state shall comply with the laws of both states and any applicable inter-agency agreements.
3. In all cases where a pursuit enters an area of law enforcement responsibility of a police agency other than that of the initiating police agency, the police agency in pursuit shall be responsible for immediately notifying the police agency responsible for such area. The desk officer or duty supervisor for the police agency responsible for such area shall determine if assistance is necessary and police officers from police agencies other than the initiating agency shall not join the outside pursuit unless:
 - a. Directed by such duty supervisor or desk officer; or
 - b. The involved pursuit unit is unable to request assistance; or
 - c. The situation demands immediate assistance. The supervisors of the respective police agencies involved in the pursuit shall communicate with each other to determine the respective responsibilities of each police agency and to determine which police agency will assume primary operational control of the pursuit. The supervisors shall also communicate with each other regarding any external conditions pertinent to the continued conduct of the pursuit. Communications between police agencies shall be controlled by inter-agency police radio systems, if they exist, or by telephone, or by both.
4. In all cases where the pursuit enters a municipality without a regularly organized police department, notification shall be made to the State Police troop responsible for that area. Such troop shall maintain radio communications with all local police officers serving in any such municipality.
5. Agencies pursuing a vehicle into another jurisdiction must notify that jurisdiction as soon as practical, provided that agency with all available information pertinent to the pursuit, including but not limited to:
 - a. The reason(s) for the pursuit, or primary offense the driver or occupant(s) are believed to have committed
 - b. Location, speed, and direction of travel
 - c. Vehicle and occupant(s) description
 - d. The number of vehicles and agencies involved in the pursuit

- e. Whether assistance is requested/needed or not
- f. Other available information as to the conditions of the pursuit

The pursuing agency will notify the other jurisdiction whether or not the pursuit has been terminated or is leaving their jurisdiction.

Any agency involved in the pursuit may, at its discretion, choose to terminate its involvement in a pursuit at any time. The supervisor and the police officers involved in the pursuit shall make their own determination whether their officers shall enter, continue or terminate the pursuit within their jurisdiction.

XI. POST-PURSUIT REPORTING

1. Whenever a police officer engages in a pursuit, the police officer shall file a written report on the appropriate form required by his or her agency describing the circumstances. This report shall be reviewed by the appropriate supervisor or supervisors to determine if policy has been complied with and to detect and correct any training deficiencies. Each officer will complete the POSTC Pursuit Tracking Form (attached). ~~Section 18 will be left blank and~~ **S**ection 20 is for supervisory approval.
2. Each police agency shall periodically analyze its police pursuit activity and identify any additions, deletions or modifications warranted in agency pursuit procedures.
3. Post-Pursuit reports shall be completed for each police pursuit in accordance with department policy and training. Supervisors will ensure the POSTC Pursuit Tracking Form is completed, including section 20, and forwarded to the Chief of Police for his review and submission per POSTC General Notice ~~18-06~~ **19-04**.
4. In accordance with Section 14-283a-1 to 14-283a-4, inclusive and section 14-283a of the Connecticut General Statutes Not later than January 31, 2020, and annually thereafter, each Chief of Police and the Commissioner of the Department of Emergency Services and Public Protection shall submit an annual report to the Police Officers Standards and Training Council regarding pursuits by police officers, on the standardized form developed and promulgated by POSTC
5. Each police agency involved in the pursuit must report their involvement to POSTC on the designated reporting form. Departments shall indicate on the form whether they were the initiating agency or a secondary unit.

XII. OTHER PURSUIT CONSIDERATIONS

1. High speed operation - A police officer in pursuit may operate their vehicle at a speed that the condition of the vehicle, existing road, traffic, environmental conditions, and the officer's driving abilities will safely permit.
2. Number of involved pursuit vehicles - No more than three police vehicles shall be actively involved in a pursuit, unless directed otherwise by a commander, superior officer, or supervisor, however, all police officers should be alert to the progress and location of any nearby and ongoing pursuit.
3. Offensive driving tactics are limited - Deliberate contact between vehicles, (i.e., intentional collision, PIT Maneuver, or ramming) shall not be attempted unless permission is obtained from a supervisor, in accordance with established written policy.
4. Spacing of Vehicles - All police units in active pursuit shall space themselves at reasonable and safe distances to permit adequate braking and reaction times if any preceding vehicle stops, slows, turns, becomes disabled or collides with any vehicle or object.
5. Police officers shall operate available emergency warning lights and their vehicle siren to alert other motorists to unexpected pursuit vehicle maneuvers.
6. A police pursuit vehicle entering any intersection against traffic control signals or signs shall slow to safe speeds and be prepared to slow or stop to avoid any collision.

XIII. FORCED STOP PROCEDURES (ALTERNATIVE MEASURES)

1. Forced stop procedures, to include but not limited to PIT Maneuver, Boxing-in, and Intentional collision (Roadblocks), short of deadly force, may be considered to stop a fleeing vehicle;
2. Forced stop procedures may be considered when the necessity for an immediate apprehension outweighs the dangers presented to all parties involved and innocent persons.
3. Forcing vehicles to stop usually presents serious safety hazards to participants and any innocent persons who are present.

4. Forced stop procedures must be reasonably and properly applied by police officers who have received appropriate training in their use and have received authorization from their supervisor, absent exigent circumstances.
5. Forced stop procedures shall be conducted in accordance with department policy and training.

A. Roadblocks

1. Use of a roadblock, ramming or forcing a vehicle from the roadway may be employed if deadly force can be reasonably applied to apprehend one of the following persons, after all other reasonable alternatives have been exhausted or would be ineffective;
 - A dangerous fleeing felon - A person for whom there is reasonable cause to believe that the person has committed a violent felony involving an actual or threatened attack which the police officer has reasonable cause to believe could or has resulted in death or serious physical injury; or
 - Any person who is operating a motor vehicle recklessly and in such a manner as to be reasonably likely to cause death or serious injury to any other person should they be allowed to continue operation of the vehicle.
 - The use of a roadblock shall be used in accordance with department policy and training.

B. Boxing-In

1. Boxing in shall only be performed at relatively low speeds. The use of such a tactic must be carefully coordinated with all involved vehicles, taking into consideration the circumstances and conditions apparent at the time, as well as the potential risk of injury to police officers, the public and the occupants of the violator vehicle.
2. Boxing in normally requires two or more police units to position themselves around the violator to form a box at low speeds pursuits. Once the fleeing vehicle is blocked, the police pursuit vehicles slowly and gradually reduce their speed, causing the violator to stop.
3. It must be anticipated that a violator may attempt to maneuver past the lead blocking vehicle or intentionally collide with it or one of the other blocking

vehicles to move out of the box.

4. Boxing-in techniques shall be used in accordance with department policy and training.

C. Intentional Collision of the Offending Vehicle

1. A deliberate contact between a police vehicle and a violator's vehicle and is intended to cause the violator to spin or leave the roadway in a slow and controlled manner.
2. This technique should be used in accordance with department policy and training.
3. When considering intentional collision of a violator, each police officer and supervisor must be aware that these actions may result in serious physical injury or death and may activate the vehicle airbags or fuel system shut-offs causing the police vehicle to become disabled.

D. Tire Deflation Devices – Stop Sticks

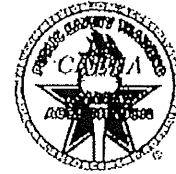
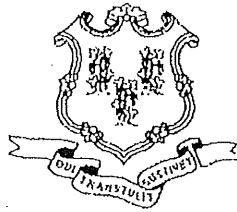
1. Police officers must first complete a department required training course on the use of Tire Deflation Devices. These devices shall only be used in accordance with department policy.
2. Stop Sticks shall not be deployed to stop Motorcycles, or other vehicles with less than four (4) wheels.

XIV. VEHICLE PURSUIT TRAINING

Police officers who drive police vehicles shall be given initial and biennial update training in the agency's pursuit policy and in safe driving tactics. The provisions of Sections 14-283a-1 to 14-283a-4, inclusive, of the Regulations of Connecticut State Agencies shall be a part of the curriculum for all police basic recruit-training and re-certification programs in Connecticut.

1. Pursuit Training Programs shall consist of:
 - a. Knowledge of applicable statutes
 - b. Court decisions impacting police pursuits
 - c. Department policy
 - d. Supervisory and individual responsibilities in a police pursuit
 - e. Reporting requirements

- f. Inter-jurisdictional considerations
- g. Pursuit driving skills and techniques.



STATE OF CONNECTICUT

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION

Police Officer Standards and Training Council
Connecticut Police Academy

Pursuit Tracking Form

Department Name: East Hampton Police Department

Primary Secondary

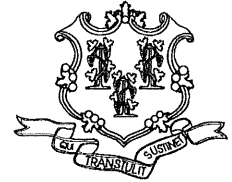
1. Reason for pursuit: _____
2. Date and time of pursuit: _____
3. Primary pursuit vehicle operator: _____
4. Type of vehicle utilized in pursuit: _____
5. In car video: Yes/No
6. Body worn camera: Yes/No
7. Location pursuit initiated: _____
8. Location pursuit terminated: _____
9. Location pursuit concluded, if not terminated: _____
10. Who terminated pursuit: _____
11. Reason for pursuit termination: _____
12. Weather conditions: _____
13. Number of police vehicle(s) involved: _____
14. Was there a collision as a result of the pursuit: Yes/No
15. Injuries resulting from the pursuit: _____
16. Describe damage to vehicles involved if question #14 was answered Yes:

17. Age of offender involved in pursuit: _____
18. Does offender have a criminal history? Yes/No
19. External video available: Yes/No
20. Was pursuit reviewed Yes/No, findings of supervisor, provide a brief narrative: _____

Please submit completed forms to: PursuitForms@ct.gov

Print Form

Reset Form



Municipality: East Hampton CT

Form NAA-01
2021 Connecticut Neighborhood Assistance Act (NAA)
Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____
 Epoch Arts, Inc.

Address: 27 Skinner Street, East Hampton, CT 06424

Federal Employer Identification Number: 113760142

Program title: Epoch Arts Energy Efficiency Project

Name of contact person: Elizabeth Namen

Telephone number: (860) 267-2597

Email address: elizabeth@epocharts.org

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 30,000.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

Yes No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

- Energy conservation; **or**
 Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

60% credit percentage

- Job training/education for unemployed persons aged 50 or over;
 Job training/education for persons with physical disabilities;
 Program serving low-income persons;
 Child care services;
 Establishment of a child day care facility;
 Open space acquisition fund; **or**
 Other (specify): _____

Description of program: _____

Epoch Arts runs community Arts and Education programs out of a redeveloped Brownsfield building. Our programs run year round and the building is used by many people in the community seven days per week. This project will update several spaces in our building with new, energy efficient heating and cooling solutions. The resulting upgrades will provide Epoch Arts with energy efficient mechanical systems in the newly weatherized spaces of our historic building.

Need for program: _____

We welcome over 2000 members of the local region each year into our historic brick building. While the building is a significant historic feature of the town, it lacks the energy standards of modern construction. This grant will allow us to renovate the building prioritizing energy efficiency, and setting Epoch Arts on track for a future with reduced energy costs and environmental impacts.

Neighborhood area to be served: _____

East Hampton, CT and Middlesex County

Plan to implement the program: _____

The Epoch Arts Energy Efficiency Project has been planned through consultation with local architects, engineers and contractors. The Neighborhood Assistance Act will allow us to secure funding through our business partnerships. Other build out costs will be covered by private donations, matching and private grants, and in kind donations. Community support and input will ensure we meet our project goals. We continue to form relationships with town agencies and civic organizations to offer positive, productive opportunities for our community. Volunteers, artists, and staff are in place to begin this project.

Timetable:

Program start date: October 15th 2021

Program completion date: September 15th 2023

The program completion date must not be more than two years from the program start date. A certified post-project review is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving \$25,000 or more in NAA funding.

Part III — Financial Information

Program Budget:

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

| | |
|---|--------------------|
| NAA funds requested | <u>\$30,000.00</u> |
| Other funding sources - itemized sources: | |
| a) <u>Corporate Initiative Giving</u> | <u>\$5,000.00</u> |
| b) <u>Private Donations</u> | <u>\$5,000.00</u> |
| c) _____ | _____ |
| d) _____ | _____ |

Total Funding:

Proposed Program Expenditures:

Direct operating expenses - itemized description:

| | |
|----------------|--------------------|
| a) <u>HVAC</u> | <u>\$30,000.00</u> |
| b) _____ | _____ |
| c) _____ | _____ |
| d) _____ | _____ |

Administrative expenses - itemized description:

| | |
|----------|---------------|
| a) _____ | <u>\$0.00</u> |
| b) _____ | <u>\$0.00</u> |
| c) _____ | <u>\$0.00</u> |
| d) _____ | <u>\$0.00</u> |

Total Proposed Expenditures:

\$40,000.00

Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

| |
|---|
| Name of municipal agency overseeing implementation of the program: _____ Town of East Hampton _____ |
| Mailing address: _____ 1 Community Drive, East Hampton, CT 06424 _____ |
| Name of municipal liaison: <u>David E. Cox, Town Manager</u> _____ |
| Telephone number: <u>860-267-4468</u> _____ |
| Fax number: <u>860-267-1027</u> _____ |
| Email address: <u>dcox@easthamptonct.gov</u> _____ |

| |
|---|
| <p style="text-align: center;">Post-Project Review</p> <p style="text-align: center;">Is a post-project review required for this proposal?</p> <p style="text-align: center;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">If Yes, date post-project review due:</p> <p style="text-align: center;"><u>12/15/2023</u> Date</p> |
|---|

COPY

Form 990-EZ

Short Form

Return of Organization Exempt From Income Tax

OMB No. 1545-0047

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

2020

Open to Public Inspection

Do not enter social security numbers on this form, as it may be made public.

Go to www.irs.gov/Form990EZ for instructions and the latest information.

Department of the Treasury Internal Revenue Service

A For the 2020 calendar year, or tax year beginning , 2020, and ending , 20

B Check if applicable: Address change, Name change, Initial return, Final return/terminated, Amended return, Application pending. C Name of organization: Epoch Arts, Inc. Number and street: 27 Skinner Street. City: East Hampton, CT 06424. D Employer identification number: 11-3760142. E Telephone number: 8603650337. F Group Exemption Number.

G Accounting Method: [X] Cash [] Accrual [] Other (specify). H Check [X] if the organization is not required to attach Schedule B.

I Website: www.epocharts.org

J Tax-exempt status (check only one): [X] 501(c)(3) [] 501(c)() (insert no.) [] 4947(a)(1) or [] 527. (Form 990, 990-EZ, or 990-PF).

K Form of organization: [X] Corporation [] Trust [] Association [] Other

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ. \$ 107,846.

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I) Check if the organization used Schedule O to respond to any question in this Part I [X]

Table with 3 columns: Line number, Description, and Amount. Rows include Revenue (1-9), Expenses (10-17), and Net Assets (18-21). Total revenue is 107,846 and total expenses are 67,054, resulting in an excess of 40,792.



**TOWN OF EAST HAMPTON
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR QUALIFICATIONS
Water System Evaluation and Design**

The Town of East Hampton will be accepting statements of qualifications from those interested in providing engineering services to the Town for final evaluation and water system design for the interconnection and expansion of water systems. Interested firms should request the response instructions and details from the Town Manager, 1 Community Drive, East Hampton, CT 06424, or via the Town's website at www.easthamptonct.gov.

Responses to the Response must be submitted to the Town Manager no later than Noon, July 16, 2021.

David E. Cox
Town Manager

**Town of East Hampton, CT
Request for Qualifications
Water System Evaluation and Design**

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Town of East Hampton, CT Request for Qualifications Water System Evaluation and Design

I. GENERAL INFORMATION

A. INTRODUCTION

The Town of East Hampton is soliciting a Request for Qualifications (RFQ) from qualified engineering firms and individual engineers licensed in the State of Connecticut interested in providing engineering services to the Town that are expected to include feasibility and cost-benefit analysis, conceptual and final design, bidding assistance and construction administration and oversight related to water system expansion and development. Interested parties should submit a statement of qualifications in accordance with the requirements and directions herein.

B. BACKGROUND INFORMATION

The Town of East Hampton East Hampton is located in Middlesex County approximately 22 miles south of Hartford and is equidistant from Boston and New York City. The town is known for its rich history, environmental assets, and small town charm and works preserve its rural-suburban character, farmlands, watershed land, and historic structures by taking a long-term view. Enriching quality of life, respecting Town heritage, and building community are among the highest priorities

East Hampton covers approximately 36 square miles bounded on the west by the Connecticut River and the Town of Portland, on the north by the Town of Glastonbury, on the east by Marlborough and Colchester and on the south by Haddam and East Haddam. The Town's population of is just under 13,000 residents, who enjoy one of Connecticut's largest inland water bodies, Lake Pocotopaug, at 512 acres. State parks and forests surround us on our northern, southern and western borders, along with the famous Comstock Covered Bridge across the Salmon River. East Hampton maintains over 100 miles of local roads, six miles of sidewalks, seven cemeteries and numerous drainage structures. Portions of the Town are served by a wastewater collection and treatment system the treatment portion of which is jointly owned and operated by East Hampton and Colchester. Further, portions of the Town are served by water systems that are both privately and publicly owned and operated.

East Hampton has extensively studied the possible interconnection and expansion of municipal water systems in the Town. It currently has a grant through the Department of Public Health and submitted an eligibility application for assistance through the Drinking Water State Revolving Fund to implement the first phase of work. The initial project is expected to include the establishment of one or more new sources of water, the selected development and/or expansion

of water systems, the interconnection of existing water systems both owned by the Town and owned by others and the overall evaluation and expansion of the service area for municipal water. It is anticipated that the initial focus of the project will be centered on the Village Center area. The selected firm will work most closely with the Town Manager, Public Utilities Administrator, Town Council and the public.

The Town of East Hampton owns three (3) water systems including the Village Center, Royal Oaks and Hampton Woods water systems. The Village Center water system serves the small downtown commercial center of the same name and provides domestic water to approximately 30 customers of a mostly commercial nature. The system is served by two (2) ground water wells capable of producing approximately 20 gallons per minute in aggregate. Water in this system is treated for PFAS as well as other compounds. The Village Center is also served by a separate water system for fire suppression, which is fed via surface water impounded from an area creek and a pump system. The Royal Oaks system serves a residential neighborhood and an elementary school totaling approximately 83 customers of a mostly residential nature. The system is also served by three (3) ground water wells capable of producing approximately 20 gallons per minute in aggregate at the Royal Oaks water treatment plant and one (1) ground water well at Memorial School capable of producing approximately ten (10) gallons per minute. Water in this system is also treated for PFAS as well as other compounds. The Hampton Woods system, which serves a residential subdivision that is under development, will ultimately be owned by the Town of East Hampton. However, the development is not yet complete and has not reached the agreed upon threshold at which the Town will accept ownership and responsibility.

The Town currently holds a well site adjacent to the Connecticut River near the Portland boundary (Cobalt Well Field). This site is within an easement on private property and may have daily production capacity in excess of 500,000 gallons. While it presents an opportunity for significant reliable quantities of quality water, the wellfield is several miles from the Village Center, which is likely the primary focus of the upcoming work. Other significant sources of water have been identified in locations more proximate to the commercial areas but the sites are either not secured or are owned and operated by other water systems.

Of initial importance will be the ability of the Town to provide and expand water service to the Village Center and surrounding residential areas coupled with the future ability to serve additional residential areas and the Rt. 66 commercial corridor. Ultimately, provision of such expanded water services aligns with state goals to reduce the number of regulated, small, single building water systems in the community.

C. TERMS AND CONDITIONS

The selected firm or individual will be expected to commence services on or about September 1, 2021 subject to contract execution. The Town of East Hampton reserves the right to cancel this process at any time should any of the following conditions exist:

- Funds are not appropriated to allow continuance of this contract;
- The Town, through changes in its requirements or method of operation, no longer has a need for this service;

- The Town is not satisfied with the level of services provided under the contract or the engineering firm / engineer fails to comply with any terms and conditions outlined in the contract.

Contract Period

It is the intent to negotiate and award a contract for provision of the initial services outlined herein and to utilize the same firm for future aspects of the work should future funding be approved. It is anticipated that an agreement will be negotiated with the selected firm that includes a scope of services, related fees and an estimated timeline.

Compensation

Compensation for services shall be paid monthly in arrears based on services provided and allowable incurred costs. However, the Town may consider other payment arrangements.

Engagement Team

The engineers and the staff assigned to this engagement are considered essential to the work being performed. Substitutions may only be made upon mutual agreement between the Town and the engineering firm.

Freedom of Information

The Town will not be liable for any costs incurred in the preparation of the response to this Request for Qualification. All submissions and materials shall become the property of the Town and will not be returned. Respondents to this RFQ are hereby notified that all submissions and information contained therein and attached thereto shall be subject to disclosure under the Freedom of Information Act.

II. SCOPE OF SERVICES

The firm selected after review of the submission received from this RFQ and the subsequent interview process will be expected to provide certain initial services and is likely to be retained to provide final design and construction services related to Town water systems if the project proceeds. Those providing services to the Town will have a demonstrated expertise in water system development and design with accompanying skills and knowledge in feasibility and cost-benefit analysis and grants and other financing options including, but not limited to, the Connecticut Drinking Water State Revolving Fund, federal drinking water grants, the American Rescue Plan and other federal or state infrastructure funding that may be available.

With an initial focus on the Village Center, the following items are expected to be addressed during the initial phase of the project.

- Evaluation of existing and potential water sources to determine the best long-term source(s) for the benefit of the community including feasibility and cost-benefit analysis and review of likely permit requirements and determination of estimated costs for each potential method.
- Evaluation of existing water systems and potential or anticipated expansion areas including feasibility and cost-benefit analysis, preparation of concepts for development

or enhancement of stand-alone water systems and development of concepts for interconnection of existing or future water systems.

- Prepare conceptual plans for developing and connecting new water sources, interconnection of water systems and expansion of water systems.
- Prepare updated cost estimates of potential work.
- Assist the Town in understanding available funding opportunities and preparing funding applications at both the state and federal level.
- Assist the Town with a public review and evaluation process and, as necessary, a public approval process, which may be necessary depending on the method of financing.

III. SUBMISSION OF RESPONSE

A. INSTRUCTIONS

By submitting a response to this Request for Qualifications, respondents represent that they have thoroughly examined and become familiar with the scope of services outlined in this RFQ and are capable of performing the work to achieve the Town's objectives.

All firms are required to submit six (6) copies plus an electronic version in PDF of their qualifications and response to David Cox, Town Manager, 1 Community Drive, East Hampton, CT by Friday, July 16 at Noon. The response must be submitted in a sealed envelope or package and the outside shall be clearly marked:

REQUEST FOR QUALIFICATIONS WATER SYSTEM EVALUATION AND DESIGN

All respondents are required to submit the information detailed below. **Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating responses.** Responses should be presented in appropriate detail to thoroughly respond to the requirements and expected services described herein and presented and clearly marked in the order within this written response.

- a. Table of Contents to include clear identification of the material provided by section and number.
- b. A letter of transmittal indicating the firm's interest in providing the service and summarizing any other information that would assist the Town in making a selection. This letter must be signed by a person legally authorized to bind the firm to a contract. This letter also must affirm that the firm or their representative has made themselves knowledgeable of those matters and conditions in the Town which would influence this Request for Qualifications.

- c. Name and telephone number of person(s) to be contacted for further information or clarification.
- d. A background and qualifications statement including, name of firm/individual, listing of engineers along with their discipline and physical office location, and description and history of the respondent's firm and the servicing office. Include, at a minimum, as discussion of the unique qualifications that the respondent has regarding this project, proposed staffing for this project, resumes and qualifications for personnel that would be assigned to this project, the respondent's familiarity with local laws, regulations, permitting and inspecting entities.
- e. A description of the respondent's capacity to provide the scope of services. Include, at a minimum, the number of full-time professional staff your (local) office employs, a list of all services required for this project that would be provided in-house by your firm, and a list of all services that would be outsourced to subconsultants/subcontractors, including the names, qualifications, and licenses of proposed subconsultants/subcontractors. If work will be outsourced to subconsultants/subcontractors, provide a breakdown of the work, by percentage, performed in-house and by each proposed subconsultants/subcontractor.
- f. Include a list of completed projects for which the firm/individual provided professional services similar to those considered in this RFQ including evaluation, design and construction administration for during the past five (5) years in the State of Connecticut (including project experience with the State and other municipalities). This list shall include the following information:
 - 1. Name of the city/town
 - 2. Timeframe of engineering services
 - 3. Engineering services provided by the firm including description of project, scope of services provided and references for each project.
 - 4. Name, address, and telephone number of the principal contact of the city/town.

The Town reserves the right to contact these organizations regarding the services performed by the firm.

- g. List of personnel to be assigned, including the principal contact engineer. Please list the number of years of experience in their current position, municipalities served and their roles in providing services. Also provide their resumes, and document the chain of command for these individuals.
- h. Understanding of the Scope of Work. Include information that explains your firm's ability to perform, implement and administer the services outlined in this RFQ, emphasizing experience with other similar municipal clients. Summarize all areas of expertise and experience including the types of services supplied to past and present clients. This information should include areas of specialization and include background and experience in such matters as: feasibility and cost-benefit analysis,

applicable state and municipal law, grant funding, planning and zoning, conflict of interest, and construction contracts and services.

- i. A detailed description of how the respondent anticipates supplying water system engineering services to the Town including a concept plan for the process to move the Town from the current evaluation phase to development of construction drawings and specifications. It is anticipated that a refined and detailed scope of services will be developed with the selected firm.
 - j. A listing of any grievances filed within the firm, with the outcome, against the engineering firm or individual engineer within the past five (5) years.
 - k. A concluding statement as to why the respondent is best qualified to meet the needs of the Town, including any other information relative to this response.
1. Signed Non-Collusion Statement (ATTACHMENT A)

B. TOWN CONTACTS

1. All technical inquiries relative to this RFQ must be directed in writing to Mr. David Cox, Town Manager at 1 Community Drive, East Hampton, CT 06424 or dcoc@easthamptonct.gov.
2. For administrative or procurement questions concerning this response, please contact Jeff Jylkka, Finance Director at (860) 267-7548.

All questions, answers, and/or addenda, as applicable will be posted on the Town's website, faxed, and/or emailed to all known respondents. Responses to requests for more specific contract information than is contained in the RFQ shall be limited to information that is available to all respondents and that is necessary to complete this process. The request must be received at least five (5) business days prior to the advertised response deadline.

No other East Hampton Town employee, elected official, or evaluation committee member should be contacted concerning this RFQ during the response process. Failure to comply with this requirement may result in disqualification.

III. EVALUATION AND SELECTION PROCESS

A. EVALUATION CRITERIA

The following factors will be considered by the Town when evaluating responses.

- Accuracy, overall quality, thoroughness and responsiveness to the Town's requirements as summarized herein.
- Firm's overall familiarity and experience with municipal water system engineering, including demonstrated successful performance on other similar municipal projects;

- with particular emphasis on the qualifications and municipal experience of the engineer to serve as the principal contact and other engineers expected to be most involved.
- Firm's approach to the assignment including firm's demonstrated understanding of the Scope of Services and of the customer's needs and objectives and the creativity associated with the approach.
 - Firm's overall familiarity and experience with funding of similar projects including knowledge of state and federally funded projects and related funding sources and their requirements and especially the CT Drinking Water State Revolving Fund.
 - Demonstrated flexibility, efficiency and timeliness in providing service to municipal clients.

B. SELECTION PROCESS

Following the review and evaluation of responses, the Town reserves the right to request certain additional information. The Town Manager, the Public Utilities Administrator and others will review the responses based upon the criteria herein. Based on the review and rating of responses, a short list of respondents will be invited to interview with the Town selection committee. Respondents are advised that the Town expects to hold interviews of the top rated firms during July or August.

The information in this Request for Qualifications will serve as the basis for review and recommendation for firm/individual interviews. Respondents are encouraged to address each of the factors thoroughly and provide additional information concerning background, experience, and qualifications for these services as deemed appropriate.

Based on the results of the interview process, a final scope of services will be developed and a professional services agreement with fee structure will be negotiated the top selected respondent. Upon completion of a proposed agreement, it will be presented to the Town Council for approval. If an acceptable contract agreement cannot be reached, the Town reserves its right to consider another qualified respondent based on the evaluation criteria.

This Request for Qualifications does not commit the Town of East Hampton to award a contract or to pay any costs incurred in the preparation of a response to this request. All responses submitted to this Request for Qualifications become the property of the Town of East Hampton. The Town of East Hampton reserves the right to accept or reject any or all responses received as a result of this request, to negotiate with the selected respondent(s), the right to extend the contract for an additional period, or to cancel in part or in its entirety the Request for Qualifications, and to waive any informality if it is in the best interests of the Town to do so.

C. TIMELINE

The following schedule is anticipated. The Town intends to adhere to this schedule as closely as possible but reserves the right to modify the schedule in the best interest of the Town as required.

| | |
|---------------------------------|------------------------------|
| Publicize RFQ | June 28, 2021 |
| RFQ Due Date | July 16, 2021 |
| Interviews with Top Respondents | Week of July 26, 2021 |
| Award of Contract | August 10, 2021 |
| Contract Effective Date | September 1, 2021 |

ATTACHMENT A

**TOWN OF EAST HAMPTON
REQUEST FOR QUALIFICATIONS
Water System Evaluation and Design**

NON-COLLUSION STATEMENT

The company submitting this response certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other respondent or competitor. We understand that this response must be signed by an authorized agent of our company to constitute a valid response.

Date: _____

Name of Company: _____


Name and Title of Agent: _____

By (SIGNATURE): _____

Address: _____

Telephone Number: _____

MEMORANDUM

TO: Town Council
FROM: David E. Cox, Town Manager 
DATE: June 17, 2021
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. The items are organized by department and are intended to provide information on activities currently being undertaken by the Town's departments and those matters that are upcoming. Not all departments will be represented in each Report.

Finance

- The Board of Finance met on Monday, June 14 and approved a mill rate of 34.53 which is .09 lower than the figure published with the budget and an overall increase of 1.39 or just over 4%. The average mill rate increase over the last two years, due to the fact that there was no mill rate change last year, is just about .69 per year. The reduction is possible due to an increase of about \$100,000 in funding that will flow to the Town from the State via the PILOT program, which pays municipalities to provide services to State-owned properties.

Library

- The Library Director's report to the Library Advisory Board for May 2021 is attached to this Report.
- Kick off for the Summer Reading Program will be held on the Library's "front patio" on Friday, June 25 from 3pm to 5pm. This summer's program, themed "Tales and Tails," encourages reading through various activities, events and prizes directed at all age groups from children through teens and adults.

Parks and Recreation

- As noted earlier, the Department received a state grant to support increased summer youth camp offerings for the children of East Hampton. Staff is excited to announce the promotion of Jenna DeMartino from Camp Counselor to Program Leader to provide this new programming.
- The Town is currently planning to implement a Bio Blast treatment during the week of June 21. The recent high temperatures coupled with some heavy rains has created

conditions for Cyanobacteria blooms, which seemed to have occurred in areas of the lake. The BioBlast treatment will take a few days to disperse into the lake. Residents will see the material being distributed from the Town's contractor's boats by Tuesday.

- On Saturday, June 19 from 10:00am to 12:00pm, the Department will host its first Secchi Disk monitoring training program at Sears Park. This program will teach the volunteers on how to test for turbidity (clarity) of lake water. Results will be submitted to the Town's lake scientist, NEAR, and used to better understand the impacts of Lake Pocotopaug water clarity and how it affects Cyanobacteria. This program was funded from a grant received from Rockfall Foundation.

Public Works

- Connecticut DOT has completed its repair work to the drainage system in Main Street. The work consisted of a repair to a collapsed drainage structure and the addition of a catch basin at a junction point. To facilitate the work, Town DPW crews removed and stored the brick pavers from the area. The sidewalk has been temporarily paved by DPW crews to restore walkability to the area.
- Staff is evaluating a project to reinstall the Village Center memorial bricks that were removed for the storm water repairs identified above. In addition to the replacement, the project may involve an expanded project to remove and replace other brick sidewalks in the area to restore a more level walking surface and provide for a longer term installation. It is anticipated that the expanded project will be considered during the summer and implemented as soon as possible.
- The Town's contractor, Comer Contracting, is tentatively scheduled to begin chip sealing the week of June 28. This work should last approximately one week. The roads to be chip sealed are Portland Reservoir Rd, White Birch Rd, Ridge View Drive, Mott Hill Rd, and Brack Farm Rd. A press release will be in the Rivereast and on social media sites.
- DPW crews are continuing work on Edgerton Street. This work will continue through the summer and fall until complete.
- Roadside mowing is underway and will continue through the summer months.
- The street sweeper and vactor truck are also making rounds to cleanup from the recent storm event. The first focus is areas around Lake Pocotopaug.

Senior Center

- Since the Senior Center fully re-opened on June 1, more and more participants are attending daily. Each week, staff is adding more groups and programs in conformance with the guidance from Chatham Health District. Based on its guidance, as shown in the attached letter, exercise programs and meals will begin again. With the exception of congregate meals, staff anticipates that all activities, at pre-COVID levels, will be offered by July. Additional, new programs are also being developed for the summer and fall. Staff and participants are pleased to have people back in the Center as all have missed the interactions.
- Staff has started communications with Community Renewal Team (CRT) to reinstate congregate meals. It is anticipated that meals will begin again in fall. In the meantime, CRT will continue to provide frozen Grab and Go Meals on Tuesdays.
- Ten people had a successful trip to Ogunquit, Maine on June 7 through 9 via Friendship tours. Staff is working to share additional trips with other senior centers this fall and are making plans to kick off National Senior Center month in September with a Food Truck Picnic at Sears Park.

Youth and Family Services

- The Department has recently coordinated seven Juvenile Review Board (JRB) cases, of which six of the minors will be undertaking individual family therapy using the Department's services. In order to accommodate the growing case load, the Department will be bringing in another student clinician in the upcoming months.
- On Monday, June 21, representatives of Epoch Arts will be coming to the Department to survey the space for an art canvas installation that the Department will be sponsoring. Using Enhancement Grant funds, the Department will engage Epoch Arts to facilitate an art project in the Department's lobby and therapy rooms. The project will be open to youth in the community and will be used to present themes related to emotions, mental health and the safety of the therapeutic space.

Town Manager/Other

- The Town's COVID rates continue to drop. As of yesterday, the Town had experienced only one additional case in the last week, which brings the transmission rate to the level it was when tracking began at the beginning of the pandemic in March 2020. In order to be more fully protected, residents continue to be encouraged to get vaccinated and to practice safety protocols if they are not.

- The State Department of Public Health (DPH) in coordination with the Department of Energy and Environmental Protection (DEEP) and the Town will be conducting sampling of private residential wells in the area of the Village Center east of Main Street. The goal of the sampling program is to identify wells that may be impacted by pollutants from the historic manufacturing facilities in the area and the use of PFAS containing products. In the upcoming weeks, communications will be sent to property owners inviting them to participate in the testing.

- Staff is pleased to announce the filling of some key employee vacancies. Steve Fontanella has been hired as the Joint Facilities Director to replace Don Harwood, who is retiring in July. Fontanella, who has several years of private sector experience, will begin on July 1 and will provide leadership related to facilities matters on all Town facilities whether used for educational or general government purposes. Additionally, in coordination with the Prevention Partnership, Courtney Widrick has been hired to facilitate the Town's youth drug and alcohol use prevention activities as the Prevention Coordinator. The position, which operates out of Youth and Family Services, is funded entirely by grant funding received from the Centers for Disease Control and other agencies.

DC

cc: Management Staff

May 2021 Monthly Report

At a glance:

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

- The Library has been honored by the CT Library Association with their annual Excellence in Public Library Service award for the Library's Life Size Candy Land program. This award honors two libraries each year (one serving a population of over 15,000 people and one serving a population under 15,000 people) for an outstanding program or service to their community. Over 3,200 people participated in Candy Land, a 10-day outdoor, COVID sensitive event, making it the largest event in the Library's history. This is the second time that the Library has won this award in four years.
- Library Director Ellen Paul and Children's Librarian April Hannon gave a presentation at the Connecticut Library Association annual conference earlier in May titled: Rising Circulation in the Time of COVID-19. The Library's circulation has increased 72% in the last four years bucking national and state-wide trends. They have been asked to give their presentation again for the Connecticut State Library. The encore presentation was held on Friday, May 28.
- Given CDC and State of Connecticut changes to COVID regulations and restrictions, the Library has made adjustments to services including:
 - Masks are encouraged but not required. Out of respect for the many children who visit the Library and are cannot be vaccinated, the Library is asking patrons to continue to wear masks. Mask wearing is not being enforced.
 - The Community Room and Local History room are re-opening. The Local History Room is open on a first come first served basis. The Library will begin taking reservations to use the community room for dates after July 1, 2021.
 - The Library will continue to quarantine returned items for 48 hours on the advice of the Chatham Health Director.
 - The Library will be returning all furniture to the floor however children's toys will stay in storage on the advice of the Chatham Health Director.
 - All Library programs and events this summer will be held in person and outdoors.
 - Curbside pickup for library materials and mobile printing is still available. Residents can call the Library to schedule a pickup.
 - Public computer sessions have returned to full 2 hour sessions.

Department Reports

Administration:

This section contains general updates and news about library administration.

- Library Director Ellen Paul has accepted a nomination to be the president-elect of LION for the 2021/2022 fiscal year and President in the 2022/2023 fiscal year.
- Staff is working to make some small updates to the Library's website.
 - A button will be placed near the Library's logo on the home page that will say 'award winning'. The button will link to a page that describes the awards the Library has won in the last four years.
 - The Library will enable pop-up notifications on the homepage. This will be useful if the Library needs to announce a program cancellation or building closure.
 - We will be adding an email newsletter signup form that will link directly to our constant contact account.
- An email newsletter from Board Chair Amy Ordonez announcing the Library's recent award was sent out on May 14th. The email had a 33% open rate, slightly higher than normal.
- The Rivereast published a front page story in their Friday, May 21st edition about the Library's award.
- Staff is working to finalize a spending plan for the Library's \$17,000 ARPA grant. This unsolicited grant from the Connecticut State Library are to be used to respond to the pandemic.
- The Library is considering applying for a Federal Emergency Connectivity Fund grant. These funds, which originated from the ARPA, are earmarked for schools and libraries to lend hotspots, tablets and laptops. Federal guidance along with a timeline is expected in mid-June.

Children's Department:

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

- The Library was approached by a pediatrician at Middlesex Health Family Medicine in East Hampton to establish a community partnership. Moving forward, the pediatrician will be providing library card applications to children and families at wellness visits and check-ups, which will be routinely brought to the library for processing. During the school year, the Library will provide the same early literacy kits that are distributed to local preschools to the doctor's office for distribution. Additionally, a bulletin board outside of the children's patient room will be transformed into a community literacy hub where library events and promotions can be advertised.
- The principals of Center and Memorial Schools have okayed cup delivery and classroom visits to promote summer reading. Visits to the schools will occur in the beginning of June.
- Children's staff presented two in-person story times at East Hampton Nursery School this month, which were the first in-person visits in over a year. In addition, preschool students visited the library on May 26 to participate in a story time, get a library tour, and check out books. The department will be hosting one more preschool class field trip in June, as well as seven class field trips for grade 3 from Memorial School.

- To make room for summer reading prizes, juvenile audiobooks/playaways and picture books with CDs have been moved to the top shelves of the fiction and picture book sections. Since moving the collections, patrons have commented that they did not know we had these items, and circulation on these items has increased.

Adult / Young Adult Department:

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

- Take and makes for adults were increased to 40 for this month and all 40 kits were claimed.
- The principals of the middle school and high school have okayed cup delivery and classroom visits to promote summer reading. These visits will occur in the beginning of June.
- All teen and adult programs have been planned for summer and are on the library's calendar. Registration will open on June 1.
- The last zoom program for adults, pots with piazzas was held on the 25th. The program had good attendance given the decrease of interest in virtual program over the last two months. 26 people attended the program and gave good feedback at the end of the program.
- The young adult (YA) graphic novel section was refreshed. Books that had not circulated in three years or were in bad condition were assessed for removal or replacement.

Circulation and Technical Services Department:

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

- The Library's seven year old patron computers have been replaced. Patrons have already responded positively to higher quality computer time with the faster machines. LION staff was instrumental in setting up and formatting all of the new computers.
- Circulation staff have worked alongside the Children's staff to update or create nearly 80 new library cards for the June's upcoming class field trips.
- Riverbend, the LION delivery system that makes it possible to lend items between LION libraries, has been experiencing service disruptions resulting in increased wait times for library materials. Riverbend and LION are working to resolve these issues.

Strategic Plan Indicators of Success

Circulation

Borrowers (*Accessible and Inclusive*)

| | +/- Last Month | May Borrowers | April Borrowers | March Borrowers |
|--------------------------------------|----------------|---------------|-----------------|-----------------|
| Adults (borrowing physical items) | +195 | 981 | 796 | 862 |
| Children (borrowing physical items) | +9 | 167 | 158 | 140 |
| Corporate (borrowing physical items) | -1 | 17 | 18 | 14 |
| Staff (borrowing physical items) | +8 | 17 | 9 | 15 |
| TOTAL | +211 | 1,182 | 981 | 1,031 |
| Digital Borrowers | +3 | 402* | 399 | 368 |

*If we add Hoopla's unique borrowers for May, total becomes 598

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

| | 2021 | | | 2020 | 2019 | 2018 |
|-----------------------|--------------|--------------|--------------|-------|--------------|--------------|
| | May | April | March | May | May | May |
| Adult Collection | 3,537 | 3,648 | 4,229 | 4,095 | 4,095 | 3,301 |
| Children's Collection | 2,658 | 3,212 | 3,657 | | 1,532 | 1,510 |
| Young Adult | 243 | 258 | 205 | | 131 | 129 |
| SUBTOTAL | 6,438 | 7,118 | 8,091 | | 5,758 | 4,940 |
| eBooks – RB Digital | 0* | 0* | 0* | | 208 | 208 |
| eBooks – Overdrive | 992 | 1,036 | 1,000 | | 454 | 150 |
| eBooks - Hoopla | 542 | 554 | 497 | | 272 | n/a |
| SUBTOTAL | 1,534 | 1,590 | 1,497 | | 934 | 358 |
| TOTAL | 7,972 | 8,708 | 9,588 | | 6,692 | 5,298 |

*RB Digital has been discontinued.

**This number was incorrectly reported in the February Monthly Report.

***The Library was closed to the public because of COVID-19

Visits

COVID Re-Opening Statistics (*Welcoming and Vibrant*)

| | Average Number of People entering Library per day | Number of People entering without masks | Number of conflicts over mask policy | Number of Curbside Pickups |
|--------------|---|---|--------------------------------------|----------------------------|
| Week of 5/3 | 66 | 4 | | 13 |
| Week of 5/10 | 70 | 2 | | 26 |
| Week of 5/17 | 59 | 12* | | 9 |
| Week of 5/24 | 74 | 15 | | 8 |
| Week of 5/31 | 93 | 15 | | 13 |

*Wednesday, 5/21, is when coronavirus restrictions lifted for the state of CT.

Door Counter (*Welcoming and Vibrant*)

| July | August | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June |
|-------|--------|-------|-------|-------|-------|-------|-------|-------|-----|------|------|
| 1,579 | 2,535 | 2,768 | 2,984 | 2,568 | 3,013 | 2,786 | 2,733 | 4,218 | * | * | |
| | | | | | | | | | | 2086 | |

*Door counter broken.

Programs and Partners

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

| | Programs | | | Attendance | | |
|--------------------|-----------|-----------|-----------|------------|------------|--------------|
| | May | April | March | May | April | March |
| Adult Events | 4 | 4 | 4 | 58 | 93 | 53 |
| Children's Events | 14 | 24 | 22 | 204 | 448 | 322 |
| Young Adult Events | 7 | 7 | 3* | 34 | 96 | 11* |
| Intergenerational | 0 | 0 | 1 | 0 | 0 | 3,223 |
| TOTAL | 24 | 35 | 29 | 294 | 637 | 3,603 |

*Young adult programs and attendance were incorrectly reported in the March 2021 monthly report.

Promotion

Website (*Welcoming and Vibrant*)

| | +/- last month | May | April | March |
|-----------|----------------|-------|-------|-------|
| Users | -147 | 1,507 | 1,654 | 3,534 |
| New Users | -147 | 1,293 | 1,440 | 3,245 |
| Sessions | -177 | 2,642 | 2,819 | 5,454 |

| | | | | |
|-------------------|-------------|-------|-------|--------|
| Page Views | -425 | 8,743 | 9,168 | 16,974 |
|-------------------|-------------|-------|-------|--------|

Popular Pages: Hours and Contact Info, Events Calendar, Summer, Library Staff, Museum Passes,

Facebook (*Welcoming and Vibrant*)

| | +/- last month | May | April | March |
|------------------------|-----------------------|------------|--------------|--------------|
| Likes | +2 | 1,943 | 1,941 | 1,933 |
| Post Reach | +683 | 8,627 | 7,944 | 11,446 |
| Post Engagement | | | 1,464 | 4,095 |

Donations and Fundraising

Donations

| Organization | Donation | Restrictions |
|---------------------|-----------------|---------------------|
| A Patron | \$50 | Unrestricted |

Grants/Fundraising

| Organization | Amount | Restrictions |
|---------------------|---------------|-------------------------------|
| East Hampton Rotary | \$300 | End of Summer Reading Concert |

BOARD MEMBERS

*Andrew Tierney, Chairman
Stan Soby, Vice Chairman
Peter Hughes, Treasurer
Susan Bransfield
Rosemary Coyle
Robert Smith
David Cox
Kate Morris*



DIRECTOR of HEALTH

Russell Melmed, MPH

Colchester, East Haddam, East Hampton, Hebron, Marlborough, & Portland

6/15/2021

To: Senior Center Directors

Re: Reopening Guidance for Group Fitness and Communal Dining

Chatham Health District continues to monitor transmission of COVID-19 and vaccinations in our communities. Currently, all towns in our jurisdiction are experiencing very low levels of transmission, with 2-week average daily infection rates (1.4 per 100,000 in CHD overall) at levels not seen since the Summer of 2020, and vaccination rates among seniors approaching 100% (at least 1 dose administered).

In this context of substantially reduced risk of COVID-19 transmission among seniors, Chatham Health District no longer recommends that senior centers limit their in-person programming and services, including high risk activities like indoor fitness and communal dining. Seniors who are not fully vaccinated* or have not recently recovered (in the past 90 days) from natural infection** should continue to avoid in-person group activities, especially high risk activities that take place indoors.

If people who are not fully vaccinated or have not recently recovered (in the past 90 days) from natural infection decide to participate in any in-person activities indoors, they should be counseled regarding the risks of COVID-19 transmission and disease, and encouraged to discuss vaccination with their doctor or seek the COVID-19 vaccine as soon as possible. [Executive Order 12a](#) requires that any person while indoors in a public place who does not maintain a safe social distance of approximately six feet from every other person and who is not fully vaccinated for COVID-19 cover their mouth and nose with a mask or cloth face covering. Given the high risk for severe COVID-19 among people ages 65+, Senior Centers offering indoor programs or activities should consider ways to ensure that people entering their facilities who are not fully vaccinated wear masks in accordance with Executive Order 12a.

Please feel free to reach out to me with any specific questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'R Melmed', is written over a horizontal line.

Russell Melmed
Director of Health
Chatham Health District

* In general, people are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

** In general, people who have recovered from COVID-19 disease in the past 90 days are at low risk of being re-infected. Seniors and others with compromised immune systems (for example: taking immune suppressive drugs after a transplant, chemotherapy for cancer, or having an immune suppressive disorder) may be able to be re-infected more easily, and should discuss their risk of re-infection with their doctor before resuming high risk activities.



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

June 22, 2021

To: The East Hampton Town Council,

The documentation for the tax refunds listed below is available in the Office of the Collector of Revenue for your review. There are three (3) refunds totaling \$954.78.

Respectfully Submitted,

Kristy L. Merrifield, CCMC
Collector of Revenue

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| | U. | (CL) |
| | 254.93 | (+) |
| | 198.81 | (+) |
| | 501.04 | (+) |
| 003 | 954.78 | (TL+) |