

## MEMORANDUM

TO: Town Council

FROM: David E. Cox, Town Manager 

DATE: October 18, 2019

SUBJECT: Agenda Information – 10/22/2019

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.

### **Special Meeting Agenda**

**Board of Education Administrator's Contract** – In accordance with State Statutes, the collective bargaining agreement between the Board of Education and the East Hampton Administrator's Association is submitted for consideration by the Town Council. The agreement, which expires June 30, 2020, has been reviewed and approved by the Board of Education and has been ratified by the Association membership. In accordance with State Law, the contract has been submitted to the Town Council and is binding unless rejected by the Council within 30 days. As in the past, the Council is asked to confirm its intention by either approving or rejecting the agreement. The Council may also choose to take no action, which will cause the agreement to be binding upon expiration of the 30-day period. Background material was shared with the Council last week that provided some context to the agreement and how the East Hampton pay relates to other pay in the area/region.

### **Regular Meeting Agenda**

#### **5 New Business**

**5a Discussion of the Everblue Lakes presentation** – The Council is asked to review the information presented at the presentation regarding an option for improving the lake water quality through aeration and biological treatment. It may be appropriate for the Council to make some statement of its feelings and intent in terms of whether the staff and appropriate other bodies should continue to pursue the matter for implementation.

**5b Job Description revision for Library** – The Council is asked to consider an amendment to the Job Description for the Manager of Acquisitions position to retitle the position as Head of Circulation and Technical Services and to update the description to address current needs and responsibilities of this position. An agenda report from the Library Director and the current and proposed Job Descriptions

have been included in the packet for Council's review. The Town Manager has considered the proposed description and recommends it for approval of the Council in accordance with Charter. The Council is asked to approve the revised description so that the new position may be advertised soon in order that a new employee may be hired at about the same time as the incumbent employee retires.

Action: The Council is asked to consider waiving second reading of the description and to approve the revised description at this meeting.

**5c Reallocation of funds to a ceiling tile project in the Library** – Staff is requesting the Town Council to reallocate and appropriate funds leftover from the Library Roof Project to a new project to replace the interior ceiling tiles in the Library. As the material prepared by the Finance Director indicates, approximately \$110,000 were unspent in the Library Roof Project and were returned to the General Fund. The Council is asked to approve the transfer of \$24,255 from the General Fund to the Capital Reserve Fund and to appropriate those funds for the Ceiling Tile Replacement Project. The project, which includes the tile replacement as well as related electrical work and a small contingency, is being presented to the Board of Finance on Monday, October 21 for its recommendation to the Council.

Action: The Council is asked to approve a motion to authorize the transfer, appropriate the funds and authorize the project.

The remainder of the items are of a routine nature or are announcements. Please contact me or the appropriate staff member with questions or concerns.

DC



**EAST HAMPTON  
PUBLIC SCHOOLS**

**PAUL K. SMITH**  
Superintendent of Schools

**MARY E. CLARK**  
Director of Curriculum and Instruction

94 MAIN STREET  
EAST HAMPTON, CONNECTICUT 06424  
(860) 365-4000

**RODNEY L. MOSIER II**  
Director of Special Education  
and Pupil Personnel Services

**KAREN HITCHCOCK ASETTA**  
School Business Manager

September 23, 2019

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

Dear Mr. Cox:

In accordance with Connecticut General Statutes, Section 10-153d(b), I am enclosing the recently negotiated successor collective bargaining agreement between the East Hampton Board of Education and the East Hampton Administrators' Association, Connecticut Federation of School Administrators, Local 42J. As of September 23, 2019 this three year Agreement was approved unanimously by the Board of Education and ratified by the Association.

Please call me if you have any questions concerning this agreement. Thank you.

Sincerely,

Paul K. Smith  
Superintendent of Schools

cc: Kelly Bilodeau, Town Clerk  
Attorney Laura L. Anastasio, C.S.D.E.  
Members of the Board of Education  
Bridget McLennan  
Attorney Zachary Schurin  
Jason Lehmann  
Karen Asetta

PS:rs

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September 18, 2019

*Via E-Mail*

East Hampton Board of Education  
94 Main Street  
East Hampton, CT 06424

*- Privileged and Confidential -*

**Re: Summary of Tentative Agreement with the East Hampton School Administrators' Association**

Dear Board of Education Members:

The following is a summary of a proposed tentative agreement ("TA") that has been reached in successor collective bargaining agreement negotiations between the Board and the East Hampton School Administrators' Association ("the Association"), the union that represents East Hampton's administrators. As of this writing, the administrators have yet to ratify the proposed TA, however, it is expected that the administrators will soon ratify and that the Board will then be in a position to take up ratification of the TA at its next scheduled meeting.

The Board's negotiating team for these negotiations included Board Chairman Christopher Goff and Board member Amanda Amtmanis along with Superintendent Paul Smith and myself. The TA was reached on September 4, 2019 during the parties' first negotiating session.

The following is a summary of the tentative agreement and its anticipated financial impact:



Summary of Stipulated Agreement:

**Duration – Art. XV --** Three years, from July 1, 2020 to June 30, 2023.

**Salaries – Schedule A –** The TA calls for an overall 5.75% general wage increase (“GWI”). In the first year of the contract, administrator salaries would be increased by a 1.75% GWI, which is the same GWI percentage that East Hampton teachers received for 2019-20. In the second year of the contract, administrators would receive a 2.0% GWI followed by another 2.0% GWI in the third year of the contract.

Administrators who are not at the top salary step for their position would advance a step in each year of the contract. The total GWI of 5.75% combined with step-movement results in a 6.94% total increase to the administrators’ salary account. For comparison purposes in 2018-19 the statewide three-year administrators’ settlement average was 6.72%.<sup>1</sup>

**Insurance – Art. IX & Schedule B --** The Agreement designates the Connecticut State Partnership Plan 2.0 (“SP2.0”) as the applicable insurance plan. The SP2.0 is a state-run, no-deductible point-of-service plan that includes a Health Enhancement Program component that requires covered members to undergo periodic preventative screening or pay a \$350 per-member annual deductible. The Board has worked to move all of its bargaining-units to the SP2.0. The administrators were already on the SP2.0 plan as a result of a memorandum of understanding that was worked out in 2017, but the new agreement memorializes this change in the CBA.

Notwithstanding the change in plans to the SP2.0, the TA includes language specifically designating the former High Deductible Health Plan (“HDHP”) with Health Savings Account (“HSA”) as a substantially equivalent plan should the Board seek to leave the SP2.0 for an alternative health insurance plan in future years. See Article IX, Section F. This language would allow the Board to switch back to a HDHP/HSA plan in future years – with \$2,000/4,000 deductibles, no Board deductible co-funding and eleven-percent premium cost share -- -- should the Board wish to change back from the SP2.0.

The TA also contains new language allowing for mid-term negotiations in the event that the total cost of the SP2.0 plan triggers an excise tax payment obligation under the Affordable Care Act. The TA additionally would remove existing language from the Agreement that provided for mid-term negotiations on a new insurance carrier in the event that the teachers’ insurance carrier changed.

**Insurance Premium Cost Shares – Art. IX --** Under the TA administrators would be required to pay increased health insurance premium cost shares of 19% in 2021-22 and 19.5% in 2022-

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<sup>1</sup> There are only a handful of reported administrators’ settlements reported so far for the 2019-20 negotiation season.

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23.<sup>2</sup> In addition, administrators will also be required to pay 15% of the cost of their dental insurance premium in each year of the contract. Currently, administrators only pay 12% of the cost of their dental insurance premium.

**Tax Sheltered Annuity – Art. XII** – The TA would increase the amounts the Board would be required to contribute to administrator tax sheltered annuities (“TSAs”). The amount would increase from \$1,000 to \$2,000 effective July 1, 2020 followed by increases to \$2,750 and \$3,500 in the second and third years of the contract.

TSA contributions are common for administrators across the state and among East Hampton’s neighbors. East Haddam administrators currently receive TSA contributions of \$5,000 per year. Region # 13 administrators receive TSA contributions of up to \$4,500 per year. Colchester and East Lyme administrators receive TSA contributions of \$3,500 per year, and many other administrator groups across the state receive comparable TSA contribution amounts from their employing boards of education.

**Professional Development Account – Art. X** – The TA increases the amount the Board must contribute to the administrators’ annual professional development account from \$10,000 to \$12,500.

**Mileage – Art. X** – The TA increases the administrators’ mileage reimbursement amount from \$500 per year to \$750 per year.

**Supplemental Pay – Art. XII** – The TA would result in an increased supplemental pay stipend for the designated administrator of school buildings that house ESY summer school programs. This stipend amount would increase from the current \$2,000 to \$2,500 effective July 1, 2020, \$3,000 effective July 1, 2021 and \$3,500 effective July 1, 2022.

**Middle School Assistant Principal – Ten Month Salary – Art. V** – The TA includes a reopener clause that states that the Board and the Association will engage in midterm bargaining over salary for the Middle School Assistant Principal as a ten month position in the event that the Board does not increase the position to a twelve month salary position by July 1, 2020. Midterm negotiations over this issue would likely result in an increased salary for the Middle School Assistant Principal if the position remains a ten month position.

**Just Cause – Art. VIII** – The TA would amend the contract’s current “just cause” language to provide that disciplinary suspensions are subject to “just cause” protection while still excluding terminations, evaluations, transfers, assignments or oral reprimands from just cause protection. “Just cause” language requires the Board to meet a higher standard of proof in the event that a grievance is filed alleging that a disciplinary action is not supported by just cause.

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<sup>2</sup> The administrators currently pay 18.5% in premium cost share pursuant to the MOU that was entered into in 2017 to switch insurance plans to the SP2.0. There would be no increase to health insurance premium cost shares in the first year of the contract. Dental premium cost shares would go up three percent in the first year.

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**Union Dues – Art. II** – The TA includes substantial revisions to the Agreement’s dues deduction/union security language. These changes are in light of the United States Supreme Court’s recent decision in *Janus v. AFSCME Co. 31*. As a result of the *Janus* decision, collective bargaining agreement language that forces objecting bargaining-unit members to pay a service fee to the union representing them in collective bargaining matters has been rendered unconstitutional. The TA eliminates language that required bargaining-unit members to pay service fees to the Association regardless of if they wished to be represented by the Association or not.

Attached to this summary is the direct cost impact analysis for the tentative agreement.

It was a pleasure to serve as the Board’s spokesperson for these negotiations. Please let me know if you have any questions about this summary.

Very truly yours,

/s/

Zachary D. Schurin



**DIRECT COST IMPACT**

2019 Tentative Agreement for the Successor Agreement between  
EAST HAMPTON BOARD OF EDUCATION  
and  
EAST HAMPTON SCHOOL ADMINISTRATORS' ASSOCIATION

The direct cost impact estimates the increased costs and/or (savings) to the Board in actual dollars due to the changes to the collective bargaining agreement. Total cost is provided for each year of the contract in actual dollars and as a percentage of the prior year's salary account.

**Compensation**

The 2019-20 total compensation for the Administrators bargaining unit is \$1,310,284.<sup>3</sup> The chart below shows projected cost increases over the life of the contract. This accounting is subject to change based on changes to the composition of the bargaining unit (retirements, new hires, etc.) and the resulting change to financial items like step movement, longevity payment phase out, etc.

	2020-2021	2021-2022	2022-2023
General Wage Increase	21,975	27,637	24,012
Step Increment	6,838	4,905	5,003
TSA Contribution Increase	9,000	15,750	22,500
<b>TOTAL COST in \$:</b>	<b>\$37,813</b>	<b>\$48,292</b>	<b>\$51,515</b>
<b>TOTAL COST as %:</b>	<b>2.9</b>	<b>3.6</b>	<b>3.7</b>

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<sup>3</sup> This figure includes salaries and TSA contributions. It does not include longevity payments (which have been phased out for all administrators hired on or after July 1, 2017), ESY/Summer School stipend payments, mileage or professional development funds.

**Health Insurance**

The 2019-20 Health Insurance Account is \$209,429. The 2019-20 Dental Insurance Account is \$13,078. Estimating potential insurance savings is very difficult because annual premiums are subject to significant fluctuations. However, given the current health and dental insurance premium cost share percentages of 18.5% for medical and 12% for dental, the Board can anticipate the following:

	2020-2021	2021-2022	2022-2023
Health/Rx Premium Cost Share	0	1,047	2,094
Cost Avoidance			
Dental Premium Cost Avoidance	392	392	392
<b>SAVINGS DUE TO COST</b>			
<b>AVOIDANCE</b>	<b>\$392</b>	<b>\$1,439</b>	<b>\$2,486</b>

**Total Net Costs**

	2020-2021	2021-2022	2022-2023
Total Net Cost – salary/TSA offset			
insurance savings due to	\$37,421	\$46,853	\$49,029
estimated cost avoidance			
 Total Net Cost as a			
% of salary/TSA account of	2.9%	3.5%	3.5%
year			

**COLLECTIVE BARGAINING AGREEMENT**

**between**

**The EAST HAMPTON BOARD OF EDUCATION**

**and**

**The EAST HAMPTON SCHOOL ADMINISTRATORS' ASSOCIATION  
CONNECTICUT FEDERATION OF SCHOOL ADMINISTRATORS  
LOCAL 42J**

**July 1, 2020 through June 30, 2023**



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**COLLECTIVE BARGAINING AGREEMENT**  
**Between the**  
**EAST HAMPTON BOARD OF EDUCATION**  
**and the**  
**EAST HAMPTON SCHOOL ADMINISTRATORS' ASSOCIATION**  
**CONNECTICUT FEDERATION OF SCHOOL ADMINISTRATORS**  
**LOCAL 42J**

**INTRODUCTION**

This Agreement is by and between the EAST HAMPTON BOARD OF EDUCATION (hereinafter referred to as the "Board") and the EAST HAMPTON SCHOOL ADMINISTRATORS' ASSOCIATION (hereafter referred to as the "EHSAA").

**ARTICLE I**  
**GENERAL**

- A. This Agreement is negotiated under §§10-153a-g of the Connecticut General Statutes.
- B. Nothing in this Agreement which changes pre-existing Board policy, rules, or regulations shall operate retroactively unless expressly so stated.
- C. The contract shall be interpreted in accordance with all present Board policy as amended from time to time.
- D. Nothing in this Agreement between the Board and the EHSAA shall in any way limit or contravene the authority of any other municipal, state or federal board, commission, agency or other governmental body or authority.

**ARTICLE II**  
**RECOGNITION**

- A. The Board recognizes the EHSAA as the exclusive bargaining representative for all certified personnel employees of the East Hampton School District who are employed in positions requiring an intermediate administrator or supervisor certificate, or the equivalent thereof, and are not excluded from the purview of §10-153 a-g.
- B. The EHSAA agrees to represent equally all administrators without regard to membership or participation in, or association with, the activities of the EHSAA or any other employee organization.

- C. The Board agrees to make deductions from the pay of members of the Association upon the receipt of a written authorization from the employee. Such deduction shall continue for the duration of this Agreement or any extension thereof.
- D. Said deduction shall be made during a regular payroll week of each month and shall be remitted to the EHSAA, together with a list of the names of employees from whose salaries such deduction have been made, not later than ten (10) days following the end of the month.
- E. The EHSAA agrees to indemnify and to hold and save the Board harmless against any and all claims, damages, suits or other forms of liability including reasonable attorney's fees that shall or may arise out of or by reason of any action taken by the Board for the purpose of complying with the provisions of the Article.

### ARTICLE III ABSENCES

Administrators must document on the semi-monthly substitute report all personal absences.

#### A. Sick Leave

- 1. "Twelve Month" administrators shall be granted eighteen (18) sick days per year for personal illness, quarantine or injury cumulative to one hundred ninety (190) days. "10 Month" administrators shall be granted fifteen (15) sick days per year for personal illness, quarantine or injury cumulative to one hundred fifty (150) days.
- 2. Administrators shall be saved harmless in accordance with §§10-235 and 10-236a of the Connecticut General Statutes as they may be amended from time to time. This provision is not subject to the grievance procedure under the contract.
- 3. Pregnancy Disability Leave - Administrators will be granted pregnancy disability leave in accordance with the law.
- 4. Additional Sick Leave
  - a. When all sick days granted in Article III, section A-1 are exhausted, a new 12 month administrator may be allowed twelve (12) additional sick leave days, and a new 10 month administrator may be allowed ten (10) sick leave days. All borrowed days will be paid back the following school year.
  - b. When sick leave accumulates to one hundred ninety days (190), administrators will have the following options:
    - 1. In any school year, sick leave will be taken from the days accumulated by the administrator for this purpose. Up to a total not exceeding two hundred and eight days (208) may be applied to a prolonged absence at full pay in accordance with the conditions of this contract.



2. Once an administrator has accumulated one hundred ninety (190) sick days in any year and is eligible for the additional eighteen days (18), or portion thereof, all or part of these eighteen days (18) can be placed and accumulated in a special "bank" under the following conditions:
  - a. If he/she has used less than (190) days for sick leave, these days will be subtracted from the 190 accumulated days and the 18 days above this will be placed in the "bank."
  - b. If he/she has used more than 190 days, but less than the 208 day maximum defined in section 1 above, those days of the additional 18 not used for sick leave will accumulate in the special bank.
  - c. Days accumulating in the special bank cannot be used to restore sick leave to the 190 day accumulation level. Only those 18 days restored each school year may be used to build the accumulation level to 190 again.
  - d. Administrators who have accumulated days in the special bank will be paid for these days at the rate of Thirty (\$30.00) Dollars. Payment for these days will be made at the time of resignation, retirement, or death of the administrator. In the event of the death of an administrator, the monies for the payment of such days will be paid to the estate of the administrator.
  - e. All days accumulating in the special bank will be recorded by the office of the Superintendent at the end of the school year in June of any year. The total accumulation of days in the special bank will be posted for verification by the administrator on the Notification of Salary and Benefits form given to each administrator by October 31.
5. Each administrator shall receive written notification of his/her accumulated sick leave each year.

B. Personal Leave

1. Current 12 month administrators may receive up to five (5) personal leave days and current 10 month administrators up to four (4) personal leave days in any school year with full pay. Such leave days may be taken with the approval of the Superintendent to attend to private personal business that cannot otherwise be transacted outside of the regular work day or work year or other compelling matters as determined by the Superintendent.

2. 12 month administrators hired on or after July 1, 2017 may receive up to four (4) personal leave days in each of their first three, full years of employment with the Board. 10 month administrators hired on or after July 1, 2017 may receive up to three (3) personal leave days in their first three, full years of employment with the Board.
  3. In addition to the five personal leave days, previously noted, an administrator may also be allowed four (4) special leave days) for necessary, private personal business that cannot be transacted outside the regular work day, or for observance of religious holidays. 10 month administrators who have been employed by the Board as an administrator for three years and longer may be allowed three (3) special leave days. Special leave may only be granted if the following conditions are met:
    - a. The Superintendent must have received the employee's request in writing at least twenty-four hours in advance, if possible;
    - b. No other administrator in the school system has submitted a written request for special leave on any of the days requested;
    - c. Such special leave does not fall on a school day immediately before or after a weekend, personal vacation, or school holiday.
  4. Upon recommendation of the Superintendent, and with the approval of the Board, an administrator may be granted a leave of absence with or without pay for a period of time determined by the Board. Each such situation shall be viewed as unique and shall have no precedent setting impact on any other request for any personal leave. Any approved absence without pay shall result in a deduction of 1/260 of the annual salary for each day for a 12 month administrator and 1/204th for each day taken by a 10 month administrator.
- C. Professional Leave - Absence for Professional Reasons: Subject to prior approval by the Superintendent, an administrator may be absent for visiting days, attendance at conventions, participation in school evaluation, educational conferences, and/or other forms of professional improvement, without deduction from his/her salary, or loss of days granted for other categories of excused absences.
- D. In the event an administrator is called to Jury Duty, he/she will notify the Superintendent. The Board will pay the administrator the difference between the compensation he/she received for jury duty and his/her regular salary.
- E. Catastrophic Illness or Physical Disability
- In the event of absence due to catastrophic illness or physical disability of a tenured administrator beyond the granted sick leave allotment, the Board shall make the requisite payments to maintain in full force all existing insurance programs for this administrator for the remainder of the fiscal year in which his/her sick leave is exhausted and shall provide

said administrator with the opportunity to continue at his/her own expense this policy at the premium amount. This paragraph does not apply to terminated or retired employees.

F. Extended Professional Leave

In its desire to reward and to encourage independent research and achievement, the East Hampton Board of Education hereby initiates the policy of extended professional leave for administrators upon recommendation of the Superintendent for approved scholarly programs contributing to the East Hampton Public Schools. Requests for extended Professional leave must relate directly to the administrators assigned responsibilities and duties in the East Hampton Public Schools.

1. No more than one (1) member of the administrative staff shall be absent on extended professional leave at one time.
2. Requests for extended professional leave for a school year must be given to the Superintendent in written form no later than December 31 of the preceding year. The Superintendent shall forward to the Board of Education the administrator's request and the Superintendent's recommendation for Board approval. An administrator on extended leave must give written notice of his/her intention to return by February 1 of the year prior to the school year of his/her return.
3. Extended professional leave for administrators may be granted with or without pay or fringe benefits.
4. The administrator must have completed at least nine (9) consecutive full school years of service as an administrator in the East Hampton schools to apply for Professional Leave.
5. If an extended professional leave is granted with pay, the administrator will be paid one half of his/her annual salary rate, providing that such pay, when added to any program grant, shall not exceed the administrator's full annual salary rate.
6. The administrator shall agree to return to East Hampton for three (3) full years work.
7. Prior to commencement of extended professional leave, the administrator will sign an agreement to return to the district for three (3) years of future service immediately following extended professional leave, or in the alternative, will repay the Board of Education the full amount of extended professional leave payment received reduced by 1/3 for each year worked, immediately upon failure to comply with the future service agreement. In cases of exceptional hardship, the Board may release the administrator from the obligations to pay all or part of the extended professional leave payments upon his/her failure to comply with the future service requirement.

G. Association Leave



A leave of absence may be granted without pay upon application by an administrator for a period not to exceed one school year for the purpose of serving as an officer of a national administrators' association. The status of the administrator shall be continued in respect to seniority, salary, retirement and in any other areas as though such leave were not taken.

#### **ARTICLE IV** **ANNUAL LEAVE**

A. All 12 month administrators represented by the BHSAA shall be entitled to five weeks (25 days) paid vacation subject to Section A.3.

1. Administrators are encouraged to utilize all vacation time during the year in which it is earned. Vacation leave may be taken during the school year with the prior approval of the Superintendent.
2. During the first year of employment of an administrator, vacation shall be prorated based on whole months of service.
3. It is agreed that administrators will not take vacation time two (2) weeks prior to the opening of school.
4. Vacation schedules shall be approved by the Superintendent based on requests submitted by administrators by June 1st of each year.
5. With written approval received from the Superintendent and granted prior to April 1st of a school year, an administrator may carry over into the following school year up to ten (10) earned but unused vacation days. Additional days may be carried over with the approval of the Superintendent of Schools.
6. At the time the employment of an Administrator terminates, he or she shall be compensated for accumulated and unused vacation at a rate of 1/260 (work year = work days + vacation + holidays), provided vacation earned during that year shall be credited on a pro-rata basis for purposes of calculating such payment.

B. The following paid holidays shall be granted:

New Year's Day and Eve	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veterans' Day*
Good Friday	Thanksgiving and the day after
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day (if Christmas is a Thursday,
Lincoln's Birthday *	Friday is a paid holiday)

\*Lincoln's Birthday and Veteran's Day shall only be a holiday when school is not in session. If school is in session, the Superintendent shall designate another day off when school is not in session, after consultation with the administrators.

- C. Administrators shall be released from their duties as soon as they have completed all arrangements for an emergency school closing and have notified the central office.
- D. Ten (10) month administrators shall not be eligible for paid vacation or holidays.

#### ARTICLE V ADMINISTRATIVE ASSIGNMENTS

- A. In the event the Board decides to permanently transfer, change or alter the duties or responsibilities of any position represented by the Association, it shall notify the administrator(s) at least thirty (30) days prior to the proposed change. The administrator(s) shall have an opportunity to meet and consult with the Board. Any affected administrator will continue to receive his/her present salary for three (3) months or the remainder of the current fiscal year in which the appointment becomes effective, whichever is longer.
- B. Administrators involuntarily transferred should be furnished with a letter to be placed in their personnel files, and a copy for their personal files, stating the reason for their transfer.
- C. If an administrator is relieved of his/her duties because of a reduction in staff or an elimination of position and employed as a teacher, he/she shall be given the experience credit on the salary schedule in accordance with the teacher contract and shall retain all accumulated sick leave up to the maximum permitted by the teachers' contract, and shall be paid for any sick bank days previously earned as an administrator.
- D. Any administrator who has been displaced as aforesaid shall be placed on a reappointment list for three years for his/her former administrative position.
- E. Vacancy notices for new positions shall be posted within five (5) school days after the position becomes vacant or is created.
- G. As of the execution of this Agreement, the Middle School Assistant Principal position is a ten (10) month position/assignment. In the event that the Board does not extend the Middle School Assistant Principal position to a twelve (12) month position/assignment effective July 1, 2020, the parties shall commence mid-term negotiations in accordance with the Teachers Negotiation Act for the purpose of renegotiating the salary for the Middle School Assistant Principal position as a ten (10) month position/assignment.

#### ARTICLE VI COPIES OF CONTRACT

The Board shall furnish or make available to all members of the Association complete copies of the contract agreement together with salary schedules.

#### ARTICLE VII GRIEVANCE PROCEDURE

A. Purpose

The purpose of this procedure is to secure at the lowest possible administrative level, equitable solutions to problems which may arise under the specific provisions of this Agreement. Both parties agree that these procedures shall be kept as informal and confidential as may be appropriate at any given level.

B. Definitions

1. A grievance shall mean a complaint by a member of the EHSAA regarding a violation of the specific provision or provisions of this Agreement to the detriment of the administrator(s) involved.
2. The term "administrator" as used in this grievance procedure shall mean any administrator within the bargaining unit covered by this Agreement.
3. An "aggrieved person" is the person or persons making the claim.

C. Time Limit

1. "Days" shall mean when school is in session, except after May 1 when days shall be calendar days, so that the matter may be resolved before the end of the school term or as soon as possible thereafter.
2. If an administrator does not file a grievance, in writing, as provided herein within twenty (20) days after the act or condition on which the grievance is based, then the grievance shall be considered as waived.

D. Procedure

1. A grievance may be instituted by the following procedure:
  - a. An aggrieved person shall appeal in person and in writing to the Superintendent and shall be accompanied by a representative.
2. Level One
  - a. Any grievance must be first brought to the attention of the Superintendent, in person, accompanied by a written statement setting forth the provision or provisions of the agreement alleged to have been violated. Said grievance must be answered, in writing, within ten (10) working days.

3. Level Two

- a. In the event that an aggrieved person is not satisfied with the disposition of the grievance by the Superintendent, he/she may, within five (5) working days of receipt of the Superintendent's decision, appeal in writing to the Board of Education.
- b. The Board shall meet with the aggrieved person by the date of its next regularly scheduled Board meeting provided the grievance is submitted by the Wednesday prior to the next regularly scheduled Board meeting. In no case shall the appeal be delayed longer than thirty (30) calendar days.
- c. The Board shall render its decision within twenty (20) working days from the Board hearing date. The Board's decision will be in writing and submitted to the aggrieved person.

4. Level Three

- a. In the event the aggrieved person is not satisfied with the decision of the Board, he/she may, within three (3) days after receipt of the Board's decision, request in writing to the Association President that this grievance be submitted to binding arbitration.
- b. The Association may within five (5) days after the receipt of such request (a total of eight days after the administrator has received the Board's decision) submit the grievance to binding arbitration by filing a demand for arbitration with the American Arbitration Association. Such submission shall set forth the provision or provisions alleged to have been violated by the Board of Education and shall be filed simultaneously with the Superintendent of Schools.
- c. The Chairman of the Board and the President of the Association shall, within five (5) days after such written notice, jointly submit the grievance to the American Arbitration Association.
- d. The arbitrator designated shall hear and decide only one grievance at a time, and shall be bound by and must comply with all terms of this Agreement and shall have no power to add to, subtract from, or in any way modify the provision of this Agreement. The decision of the arbitrator shall be final and binding upon parties.
- e. Under no circumstances shall administrators approach individual Board members on questions of policy or administration.
- f. The cost of binding arbitration shall be borne equally by the Board and the Association.

E. Miscellaneous

1. Any agreement to alter the timetable of the grievance procedure shall be by mutual consent between the Board and the Association and reduced to writing.
2. Grievance records shall be kept separate from regular personnel records.
3. No reprisals of any kind shall be taken by either party against any individual by reason of such individual's participation or non-participation in the grievance procedure.
4. If an aggrieved administrator elects to carry a grievance to binding arbitration independent of the Association, then the cost for the services of the arbitrator shall be borne by the aggrieved.
5. If an aggrieved administrator elects to submit a grievance to binding arbitration, he/she must file such submission within fifteen (15) calendar days after receipt of the Board's decision under Level Two of the grievance procedure. Such submission shall state the provision or provisions alleged to have been violated by the Board of Education and shall be filed simultaneously with the Superintendent of Schools.

**ARTICLE VIII**  
**JUST CAUSE**

No administrator shall be disciplined without just cause. This provision shall not apply to terminations, evaluations, transfers, assignments or oral reprimands.

**ARTICLE IX**  
**INSURANCE BENEFITS**

- A. 1. The only medical, Rx and dental insurance plan offered by the Board shall be the Connecticut State Partnership Plan 2.0 ("SP2.0"). The administration of the SP2.0, including open enrollment, beneficiary eligibility and changes, and other administration provisions shall be as established by the SP2.0.
2. The premium cost share percentages for medical and Rx benefits under the SP2.0 shall be as follows:
- Effective July 1, 2020, the employee shall pay 18.5% of the premium cost share for medical and Rx coverage.
  - Effective July 1, 2021, the employee shall pay 19% of the premium cost share for medical and Rx coverage.
  - Effective July 1, 2022, the employee shall pay 19.5% of the premium cost share for medical and Rx coverage.
3. The premium cost share percentages for dental benefits under the SP2.0 (SP2.0-Option 5) shall be as follows:

- Effective July 1, 2020, employee shall pay 15% of the premium cost share for dental coverage.
  - Effective July 1, 2021, employee shall pay 15% of the premium cost share for dental coverage.
  - Effective July 1, 2022, employee shall pay 15% of the premium cost share for dental coverage.
4. Premium rates will be established by the State of Connecticut for the relevant periods, and shall be inclusive of medical, Rx, and dental.
  5. The premium rates will be as established by the State for single, employee + one and family, and for actives, pre-65 retirees, Medicare retirees and post-65 non-Medicare eligible retirees, but blended to provide for uniform rates across category for actives and retirees. This may result in active administrators paying a higher premium than the applicable rate listed, using Method 2, which distributes the difference evenly to all active members.
  6. SP2.0 design and co-payments shall be as specified in the attached medical, Rx and dental benefit summary documents, attached hereto as Schedule B.
  7. The SP2.0 Cigna Vision Rider (lenses and frames) will be offered. However, medical based vision issues and checkups are provided through SP2.0.
  8. In the event the SP2.0 is amended by the State, such amendments shall be in full force and effect for the term of the collective bargaining agreement, without the necessity of any action by either the Board or the Union, but shall not limit or curtail the Board's rights to leave SP2.0 for an equal or better plan as set forth in Section F of this Article.
  9. The SP2.0 contains a Health Enhancement Plan ("HEP") component. All employees participating in the SP2.0 will be required to join the HEP and will be subject to its terms and provisions. Details of the HEP are addressed in the HEP program description as set forth in Appendix B.
  10. Participation in the SP2.0 and the HEP are conditioned upon the employee completing and submitting necessary enrollment forms (written or electronic as determined by the administrator) during the specified enrollment period, and also signing an authorization for the deductions of premium cost shares through payroll deductions.
  11. In the event SP2.0 Plan administrators impose HEP non-participation or non-compliance premium cost share increases or deductibles (including individual and family deductibles), those sums shall be paid in their entirety by the non-participating or non-compliant employee. No portion or percentage of such premium cost increase or deductible shall be paid by the Board. Non-HEP compliant premium cost increases shall be implemented through payroll deduction, and non-HEP

compliant annual deductibles shall be implemented through claims administration. Notwithstanding the above, any amendments to the terms of the HEP shall be applicable to employees participating in the SP2.0.

- B. If the total cost of the SP2.0 plan offered pursuant to this Agreement triggers an excise tax under the Patient Protection and Affordable Care Act (Internal Revenue code Section 4980I), the parties shall commence mid-term negotiations in accordance with the Teachers Negotiation Act. During such mid-term negotiations, the Association and District shall reopen for the purpose of addressing the impact of the excise tax. No other provision of the Agreement shall be reopened during such mid-term negotiations.
- C. Subject to law, including the rules and regulations of the Internal Revenue Service, the Board shall maintain a "Section 125" salary reduction agreement which shall be designed to permit exclusion from taxable income of the employee's share of health insurance premiums.
- D. The Board shall also provide group life insurance coverage in an amount equal to two times the annual salary of each administrator rounded to the nearest \$500.00.
- E. Having successfully performed his/her contract obligations to the school system, an administrator who resigns is entitled to appropriate fringe benefits through August 31.
- F. Notwithstanding the foregoing, the Board shall have the right to change insurance carriers (including a change in third party administrators) in whole or in part, in order to provide insurance coverage set forth above provided that the plan(s) which result(s) from change in carriers or third-party administrators are, substantially equivalent to the plan(s) described above, in terms of coverage, benefits, and administration. The HDHP/HSA plan that the Board offered administrators prior to implementation of the SP2.0, inclusive of all applicable premium cost share, deductible and plan design features, shall be considered a "substantially equivalent" plan for purposes of this Article.

The president of the Association shall be notified in writing within thirty days of any intention to change carriers or third-party administrators and shall have a reasonable opportunity to review the proposed changes, but shall have no more than thirty days from the date the new plan is presented to the Association. The proposed changes shall be presented to the Association through a Board Committee including a representative of the insurance carrier who will explain the proposed changes. If the Association does not approve of the proposed changes recommended by the Superintendent, it shall submit a written statement detailing the reasons for such disapproval, specifically listing the reduction in the level of coverage, benefits or administration to which it objects. The Association must submit this written statement within thirty days of the meeting noted above. Failure to submit such statement within the thirty days time period shall be deemed approval of the proposed plan and a waiver of any right to arbitrate the issue.

If the Association disapproves of any change pursuant to the written statement noted above, it may submit the issue to arbitration within fifteen calendar days of receipt of notice from the Superintendent that the Board intends to implement the new plan. The Board must receive a



written decision therein prior to implementing any change. The sole substantive issue for arbitration shall be as follows: Is the proposed insurance plan(s) substantially equivalent to the existing plan(s) in terms of benefits, coverage, and administration.

- G. All insurance coverages shall be provided in accordance with the terms of the insurance carrier or third-party administrator administering the plan in effect. Disputes concerning an employee's eligibility or entitlement to the benefits contained herein are matters which are to be resolved by the employee and the insurance carrier administering the plan.
- H. The Plan documents for the above noted plan(s) shall be on file in the Business Office. The plan(s) documents contain the details governing the medical and dental programs and shall prevail in cases of conflicts with the summaries.
- I. **DISABILITY PLAN:** Upon appropriate written authorization by employees in the bargaining unit, the Board will make premium deductions from the first check of each month for any individual or group disability plan. It shall be the responsibility of the employee to address any deduction concerns directly with the disability company. It is understood that the Board assumes no responsibility for incorrect withholding, clerical errors, or rebates. Disputes as to eligibility, payments, coverage or any other provision of the disability plan are not the Board's responsibility but must be addressed directly to the insured's company. It is understood that the East Hampton Board of Education does not sponsor or promote the Standard Insurance Company group disability plan or any other disability plan in which employees may enroll. It is understood that the Board of Education does not guarantee the continuation of any group disability plan and that the disability insurance company may terminate said plan at any time. The East Hampton Administrators' Association shall indemnify and save the Board harmless from any claim, demand, lawsuit, or damages arising out of the Board's implementation of the payroll deduction for such plan.

#### **ARTICLE X** **PROFESSIONAL DEVELOPMENT**

The Board shall provide a total yearly sum of twelve thousand five hundred dollars (\$12,500.00) for all administrators to draw on to take advantage of advanced course work. Use of the above sum shall be approved by the Superintendent.

#### **ARTICLE XI** **MILEAGE**

The Board will budget \$750 (in ten monthly checks of \$75) per year to reimburse administrators for all school related travel.

Should the administrator exceed the budgeted amount, he/she will be compensated additionally at the I.R.S. rates then in effect.

#### **ARTICLE XII** **SALARIES**

- A. The salary schedule for administrators, designated as Schedule A is affixed hereto and made an integral part of this Agreement.
- B. Certificated administrators who have an earned doctorate shall be placed at a salary \$1,000.00 above the step to which they would otherwise have been entitled.
- C. Administrators who are promoted to positions within the bargaining unit shall be placed on that step which the administrator would have attained in his/her previous position on the effective date of the promotion.
- D. Administrators who are hired from outside the bargaining unit with previous administrative experience shall be credited with such experience as deemed appropriate for the position by the Superintendent of Schools.
- E. Tax Sheltered Annuity: The Board of education will contribute to a 403(b) account established by the administrator with a yearly contribution of the following:  
  
\$2,000 effective July 1, 2020  
\$2,750 effective July 1, 2021  
\$3,500 effective July 1, 2022
- F. Supplemental Pay: The Board of Education recognizes that the work load and responsibility to oversee the summer school programs is an additional responsibility only assumed by the building administrator in which the summer school program is housed.

In order to establish equity in the responsibilities for all administrators in the summer, school buildings which house ESY summer school programs, the designated administrator of said building should receive a stipend of the following:

\$2,500 effective July 1, 2020  
\$3,000 effective July 1, 2021  
\$3,500 effective July 1, 2022

### **ARTICLE XIII** **SEVERANCE PAY**

- A. Upon resignation due to disability or retirement, after ten (10) years of service in East Hampton in a certified position, an administrator shall receive a severance payment based upon accumulated unused sick leave. The payment will be made on the first business day of the month of January or July following the resignation or retirement as the administrator may elect, provided that the administrator shall notify the Superintendent at least four (4) months in advance of the effective date of such resignation or retirement. Failure to provide such notice shall delay such payment until the next payout date. The formula for amount of the payment is as follows: Administrators hired before July 1, 2014 will be paid twenty five percent (25%) of his/her accumulated unused sick leave at a per diem rate of contracted

base salary divided by 260. Administrators hired on or after July 1, 2014 shall not be eligible for this benefit.

**ARTICLE XIV**  
**SEVERABILITY**

In the event that any provision or portion of this Agreement is ultimately ruled invalid for any reason by an authority of established and competent legal jurisdiction, the balance and remainder of the Agreement shall remain in full force and effect.

**ARTICLE XV**  
**DURATION**

The provisions of this Agreement shall be effective as of July 1, 2020 and shall continue and remain in full force and effect through June 30, 2023.

**SIGNATURE BLOCK**

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their proper officer, hereunto duly authorized, and their seals affixed hereto as of the date and year first above written.

EAST HAMPTON BOARD OF EDUCATION

By  \_\_\_\_\_

Date 9/23/19 \_\_\_\_\_

EAST HAMPTON SCHOOL ADMINISTRATORS'  
ASSOCIATION CONNECTICUT FEDERATION  
OF SCHOOL ADMINISTRATORS Local 42J

By  \_\_\_\_\_

Date 9/23/19 \_\_\_\_\_

**SCHEDULE A**  
**East Hampton Administrative Salary Schedule**

2020-21	Step 1	Step 2	Step 3	Step 4	Step 5
High School Principal	154,759	156,895	159,045	161,431	163,853
Middle School Principal	148,624	150,730	152,851	155,143	157,470
Center School Principal	145,863	147,954	150,061	152,312	154,596
Memorial School Principal	145,863	147,954	150,061	152,312	154,596
Director of Support Services	149,988	152,101	154,228	156,540	158,888
Director of Curriculum and Instruction	149,988	152,101	154,228	156,540	158,888
High School Assistant Principal	135,781	137,859	139,917	142,017	144,147
Middle School Assistant Principal	130,364	132,380	134,410	136,425	138,472
Memorial School Assistant Principal	124,913	126,901	128,903	130,836	132,800
2021-22	Step 1	Step 2	Step 3	Step 4	Step 5
High School Principal	157,854	160,033	162,226	164,660	167,130
Middle School Principal	151,597	153,745	155,908	158,246	160,620
Center School Principal	148,780	150,913	153,062	155,358	157,688
Memorial School Principal	148,780	150,913	153,062	155,358	157,688
Director of Support Services	152,987	155,143	157,312	159,671	162,065
Director of Curriculum and Instruction	152,987	155,143	157,312	159,671	162,065
High School Assistant Principal	138,497	140,616	142,716	144,857	147,030
Middle School Assistant Principal	132,971	135,027	137,098	139,154	141,241
Memorial School Assistant Principal	127,412	129,439	131,481	133,453	135,456
2022-23	Step 1	Step 2	Step 3	Step 4	Step 5
High School Principal	161,011	163,234	165,471	167,953	170,473
Middle School Principal	154,629	156,820	159,026	161,411	163,832
Center School Principal	151,756	153,931	156,123	158,465	160,842
Memorial School Principal	151,756	153,931	156,123	158,465	160,842
Director of Support Services	156,047	158,246	160,458	162,865	165,307
Director of Curriculum and Instruction	156,047	158,246	160,458	162,865	165,307
High School Assistant Principal	141,267	143,429	145,570	147,754	149,971
Middle School Assistant Principal	135,631	137,728	139,840	141,937	144,066
Memorial School Assistant Principal	129,960	132,027	134,111	136,122	138,165

Longevity

10 Years = \$400

15 Years = \$600

20 Years = \$800

Administrators hired on and after July 1, 2017 shall not be eligible for longevity pay.

Administrators not at top step will advance one step level in each year of the Agreement.





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***A Great Opportunity for Very Valuable Healthcare Coverage***

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Welcome to the Connecticut (CT) Partnership Plan—a low-/no-deductible Point of Service (POS) plan now available to you (and your eligible dependents up to age 26) and other non-state public employees who work for municipalities, boards of education, quasi-public agencies, and public libraries.

*The CT Partnership Plan is the same POS plan currently offered to State of Connecticut employees.* You get the same great healthcare benefits that state employees get, including \$15 in-network office visits (average actual cost in CT: \$150\*), free preventive care, and \$5 or \$10 generic drug copays for your maintenance drugs. You can see any provider (e.g., doctors, hospitals, other medical facilities) you want—in- or out-of-network. But, when you see in-network providers, you pay less. That's because they contract with UnitedHealthcare/Oxford—the plan's administrator—to charge lower rates for their services. You have access to Oxford's Freedom Select Network in Connecticut, New Jersey, and parts of New York, and United's Choice Plus Network for seamless national access!

When you join the CT Partnership Plan, the state's Health Enhancement Program (HEP) is included. HEP encourages you to get preventive care screenings, routine wellness visits, and chronic disease education and counseling. When you remain compliant with the specific HEP requirements on page 5, you get to keep the financial incentives of the HEP program!

Look inside for a summary of medical benefits, and visit [www.osc.ct.gov/CTpartner](http://www.osc.ct.gov/CTpartner) to find out if your doctor, hospital or other medical provider is in UnitedHealthcare/Oxford's network. Information about the dental plan offered where you work, and the amount you'll pay for healthcare and dental coverage, will be provided by your employer.

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\*Source: Healthcare Bluebook: [healthcarebluebook.com](http://healthcarebluebook.com)



BENEFIT FEATURE	IN-NETWORK	OUT-OF-NETWORK
Preventive Care (including adult and well-child exams and immunizations, routine gynecologist visits, mammograms, colonoscopy)	\$0	20% of allowable UCR* charges
Annual Deductible (amount you pay before the Plan starts paying benefits)	Individual: \$350 Family: \$350 per member (\$1,400 maximum) <i>Waived for HEP-compliant members</i>	Individual: \$300 Family: \$900
Coinsurance (the percentage of a covered expense you pay <i>after</i> you meet the Plan's annual deductible)	Not applicable	20% of allowable UCR* charges
Annual Out-of-Pocket Maximum (amount you pay before the Plan pays 100% of allowable/UCR* charges)	Individual: \$2,000 Family: 4,000	Individual: \$2,300 (includes deductible) Family: \$4,900 (includes deductible)
Primary Care Office Visits	\$15 copay (\$0 copay for Preferred Providers)	20% of allowable UCR* charges
Specialist Office Visits	\$15 copay (\$0 copay for Preferred Providers)	20% of allowable UCR* charges
Urgent Care & Walk-In Center Visits	\$15 copay	20% of allowable UCR* charges
Acupuncture (20 visits per year)	\$15 copay	20% of allowable UCR* charges
Chiropractic Care	\$0 copay	20% of allowable UCR* charges
Diagnostic Labs and X-Rays <sup>1</sup> ** High Cost Testing (MRI, CAT, etc.)	\$0 copay ( <i>your doctor</i> will need to get prior authorization for high-cost testing)	20% of allowable UCR* charges ( <i>you</i> will need to get prior authorization for high-cost testing)
Durable Medical Equipment	\$0 ( <i>your doctor</i> may need to get prior authorization)	20% of allowable UCR* charges ( <i>you</i> may need to get prior authorization)

<sup>1</sup> IN NETWORK: Within your carrier's immediate service area, no co-pay for preferred facility. 20% cost share at non-preferred facility.  
Outside your carrier's immediate service area: no co-pay.

<sup>1</sup> OUT OF NETWORK: Within your carrier's immediate service area, deductible plus 40% coinsurance.  
Outside of carrier's immediate service area: deductible plus 20% coinsurance.

(continued on next page)



BENEFIT FEATURE	IN-NETWORK	OUT-OF-NETWORK
Emergency Room Care	\$250 copay (waived if admitted)	\$250 copay (waived if admitted)
Eye Exam (one per year)	\$15 copay	50% of allowable UCR* charges
**Infertility (based on medical necessity)		
Office Visit	\$15 copay	20% of allowable UCR* charges
Outpatient or Inpatient Hospital Care	\$0	20% of allowable UCR* charges
**Inpatient Hospital Stay	\$0	20% of allowable UCR* charges
Mental Healthcare/Substance Abuse Treatment		
**Inpatient	\$0	20% of allowable UCR* charges (you may need to get prior authorization)
Outpatient	\$15 copay	20% of allowable UCR* charges
Nutritional Counseling (Maximum of 3 visits per Covered Person per Calendar Year)	\$0	20% of allowable UCR* charges
**Outpatient Surgery	\$0	20% of allowable UCR* charges
**Physical/Occupational Therapy	\$0	20% of allowable UCR* charges, up to 60 inpatient days and 30 outpatient days per condition per year
Foot Orthotics	\$0 (your doctor may need to get prior authorization)	20% of allowable UCR* charges (you may need to get prior authorization)
Speech therapy: Covered for treatment resulting from autism, stroke, tumor removal, injury or congenital anomalies of the oropharynx	\$0	Deductible plus Coinsurance (30 visits per Calendar Year)
Medically necessary treatment resulting from other causes is subject to Prior Authorization	\$0 (30 visits per Covered Person per Calendar Year)	Deductible plus Coinsurance (30 visits per Calendar Year)

\*Usual, Customary and Reasonable. You pay 20% coinsurance based on UCR, plus you pay 100% of amount provider bills you over UCR.

\*\* Prior authorization required: If you use In-network providers, your provider is responsible for obtaining prior authorization from UnitedHealthcare/Oxford. If you use out-of-network providers, you are responsible for obtaining prior authorization from UnitedHealthcare/Oxford.



*We are dedicated to helping people live healthier lives. This is our mission and we take it seriously. By making healthier decisions, you can live a healthier life. It's that simple. Our programs and network can help you do just that.*

### *Our Network*

We have a robust local and national network. Nationally and in the tri-state area, we have a large number of doctors, health care professionals and hospitals. For years, our members have accessed our Connecticut, New York and New Jersey tri-state network. Whichever plan you choose, you'll have seamless access to our UnitedHealthcare Choice Plus Network of physicians and health care professionals outside of the tri-state area. This gives State of Connecticut employees, retirees and their families better access to care whether you are in Connecticut, traveling outside the tri-state area, or living somewhere else in the country.

Just giving you a list of doctors is not very helpful. The UnitedHealth Premium® designation program recognizes doctors who meet standards for quality and cost-efficiency. We use evidence-based medicine and national industry guidelines to evaluate quality and the cost-efficiency standards are based on local market benchmarks for the efficient use of resources in providing care. The 2016 UnitedHealth Premium program covers 27 specialty areas of medicine, including two new specialties (Ear, Nose and Throat, and Gastroenterology).

For more information about our network and the Premium designation program or to search for physicians participating in our local network and the national UnitedHealthcare Choice Plus Network, please visit [partnershipstateofct.welcometouhc.com](http://partnershipstateofct.welcometouhc.com).

For information on these discounts and special offers, please visit [partnershipstateofct.welcometouhc.com](http://partnershipstateofct.welcometouhc.com)



### *Oxford On-Call®*

*Healthcare Guidance 24 hours a day*

We realize that questions about your health can come up at any time. That's why we offer you flexible choices in health care guidance through our *Oxford On-Call* program. Speak with a registered nurse who can offer suggestions and guide you to the most appropriate source of care, 24 hours a day, seven days a week. That's the idea behind *Oxford On-Call*.

If you are a member and you need to reach *Oxford-On-Call*, please call 800-201-4911. Press option 4. *Oxford On-Call* can give you helpful information on general health information, deciding where to go for care, choosing self-care measures or guidance for difficult decisions.

### *Custom Website*

We created this website for State of Connecticut employees and retirees to provide the tools and information to help you make informed health care decisions.

Visit [partnershipstateofct.welcometouhc.com](http://partnershipstateofct.welcometouhc.com) to search for a doctor or hospital, or learn about your health plans. You also can get Health Enhancement Program information at [cthep.com](http://cthep.com), or by phone at 877-687-1448.

*Value-added programs such as wellness programs and discounts offered by the plan are not negotiated benefits and are subject to change at any time at the discretion of the plan.*



PRESCRIPTION DRUGS	Maintenance <sup>+</sup> (31-to-90-day supply)	Non-Maintenance (up to 30-day supply)	HEP Chronic Conditions
Generic (preferred/non-preferred)**	\$5/\$10	\$5/\$10	\$0
Preferred/Listed Brand Name Drugs	\$25	\$25	\$5
Non-Preferred/Non-Listed Brand Name Drugs	\$40	\$40	\$12.50
Annual Out-of-Pocket Maximum	\$4,600 Individual/\$9,200 Family		

<sup>+</sup> Initial 30-day supply at retail pharmacy is permitted. Thereafter, 90-day supply is required—through mail-order or at a retail pharmacy participating in the State of Connecticut Maintenance Drug Network.

<sup>++</sup> Prescriptions are filled automatically with a generic drug if one is available, unless the prescribing physician submits a Coverage Exception Request attesting that the brand name drug is medically necessary.

### *Preferred and Non-Preferred Brand-Name Drugs*

A drug's tier placement is determined by Caremark's Pharmacy and Therapeutics Committee, which reviews tier placement each quarter. If new generics have become available, new clinical studies have been released, new brand-name drugs have become available, etc., the Pharmacy and Therapeutics Committee may change the tier placement of a drug.

If your doctor believes a non-preferred brand-name drug is medically necessary for you, they will need to complete the Coverage Exception Request form (available at [www.osc.ct.gov/ctpartner](http://www.osc.ct.gov/ctpartner)) and fax it to Caremark. If approved, you will pay the preferred brand co-pay amount.

### *If You Choose a Brand Name When a Generic Is Available*

Prescriptions will be automatically filled with a generic drug if one is available, unless your doctor completes Caremark's Coverage Exception Request form and it is approved. (It is not enough for your doctor to note "dispense as written" on your prescription; a separate

form is required.) If you request a brand-name drug over a generic alternative without obtaining a coverage exception, you will pay the generic drug co-pay PLUS the difference in cost between the brand and generic drug.

### *Mandatory 90-day Supply for Maintenance Medications*

If you or your family member takes a maintenance medication, you are required to get your maintenance prescriptions as 90-day fills. You will be able to get your first 30-day fill of that medication at any participating pharmacy. After that your two choices are:

- Receive your medication through the Caremark mail-order pharmacy, or
- Fill your medication at a pharmacy that participates in the State's Maintenance Drug Network (see the list of participating pharmacies on the Comptroller's website at [www.osc.ct.gov](http://www.osc.ct.gov)).



The Health Enhancement Program (HEP) is a component of the medical plan and has several important benefits. First, it helps you and your family work with your medical providers to get and stay healthy. Second, it saves you money on your healthcare. Third, it will save money for the Partnership Plan long term by focusing healthcare dollars on prevention.

## Health Enhancement Program Requirements

You and your enrolled family members must get age-appropriate wellness exams, early diagnosis screenings (such as colorectal cancer screenings, Pap tests, mammograms, and vision exams). Here are the 2018 HEP Requirements:

PREVENTIVE SCREENINGS	AGE						
	0 - 5	6-17	18-24	25-29	30-39	40-49	50+
Preventive Visit	1 per year	1 every other year	Every 3 years	Every 3 years	Every 3 years	Every 2 years	Every year
Vision Exam	N/A	N/A	Every 7 years	Every 7 years	Every 7 years	Every 4 years	50-64: Every 3 years 65+: Every 2 years
Dental Cleanings*	N/A	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year
Cholesterol Screening	N/A	N/A	Every 5 years (20+)	Every 5 years	Every 5 years	Every 5 years	Every 2 years
Breast Cancer Screening (Mammogram)	N/A	N/A	N/A	N/A	1 screening between age 35-39**	As recommended by physician	As recommended by physician
Cervical Cancer Screening (Pap Smear)	N/A	N/A	Every 3 years (21+)	Every 3 years	Every 3 years	Every 3 years	Every 3 years to age 65
Colorectal Cancer Screening	N/A	N/A	N/A	N/A	N/A	N/A	Colonoscopy every 10 years or Annual FIT/FOBT to age 75

\*Dental cleanings are required for all members who are participating in the Partnership Plan

\*\*Or as recommended by your physician



*The Health Enhancement Program features an easy-to-use website to keep you up to date on your requirements.*



### *Additional Requirements for Those With Certain Conditions*

If you or any enrolled family member has 1) Diabetes (Type 1 or 2), 2) asthma or COPD, 3) heart disease/heart failure, 4) hyperlipidemia (high cholesterol), or 5) hypertension (high blood pressure), you and/or that family member will be required to participate in a disease education and counseling program for that particular condition. You will receive free office visits and reduced pharmacy copays for treatments related to your condition.

These particular conditions are targeted because they account for a large part of our total healthcare costs and have been shown to respond particularly well to education and counseling programs. By participating in these programs, affected employees and family members will be given additional resources to improve their health.

### *If You Do Not Comply with the requirements of HEP*

If you or any enrolled dependent becomes non-compliant in HEP, your premiums will be \$100 per month higher and you will have an annual \$350 per individual (\$1,400 per family) in-network medical deductible.

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Care Management Solutions, an affiliate of ConnectiCare, is the administrator for the Health Enhancement Program (HEP). The HEP participant portal features tips and tools to help you manage your health and your HEP requirements. You can visit [www.cthep.com](http://www.cthep.com) to:

- View HEP preventive and chronic requirements and download HEP forms
- Check your HEP preventive and chronic compliance status
- Complete your chronic condition education and counseling compliance requirement
- Access a library of health information and articles
- Set and track personal health goals
- Exchange messages with HEP Nurse Case Managers and professionals

You can also call Care Management Solutions to speak with a representative.

### **Care Management Solutions**

(877) 687-1448 Monday – Thursday, 8:00 a.m. – 6:00 p.m. Friday, 8:00 a.m. – 5:00 p.m.



*Office of the State Comptroller, Healthcare Policy & Benefit Services Division*

[www.osc.ct.gov/ctpartner](http://www.osc.ct.gov/ctpartner)

860-702-3560

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*UnitedHealthcare Oxford*

<http://partnershipstateofct.welcometouhc.com>

Prior to Effective Date: 1-800-760-4566

After Effective Date: 1-800-385-9055

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*Caremark (Prescription drug benefits)*

[www.caremark.com](http://www.caremark.com)

1-800-318-2572

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*CIGNA (Dental and Vision Rider benefits)*

[www.cigna.com/stateofct](http://www.cigna.com/stateofct)

1-800-244-6224

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*Health Enhancement Program (HEP) Care Management Solutions  
(an affiliate of ConnectiCare)*

[www.cthep.com](http://www.cthep.com)


1-877-687-1448

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For details about specific plan benefits and network providers, contact the insurance carrier. If you have questions about eligibility, enrolling in the plans or payroll deductions, contact your Payroll/Human Resources office.

MEMORANDUM

TO: Town Council

FROM: David E. Cox, Town Manager 

DATE: October 18, 2019

SUBJECT: Staff Follow Up – EverBlue Lakes Presentation

A number of staff members attended the presentation made by EverBlue Lakes regarding an option for improving the lake water quality in Lake Pocotopaug using aeration and other biologic treatments. After the presentation, staff met to debrief the presentation and discuss our thoughts and comments so that they may be shared with Council for its benefit.

The presentation, which was arranged by Wes Jenks, member of the Conservation Lake Commission in his capacity as a member of one of the Lake preservation groups, was made by John Tucci, owner of EverBlue Lakes. Mr. Tucci outlined a process and proposal to install 52 aeration devices served by two compressors in the lake that would operate during the warmer months to circulate lake water from the bottom to the top in order to provide oxygen to all layers of the lake. This is done to address the lack of oxygen at the deeper portions of the lake and is intended to begin the process of addressing the lake's issues. Additionally, the proposal included the addition of biological material (bacteria) to the lake that would serve to consume the excess nutrients and organic material and restore a healthy balance. The proposal was to operate the system as a lease (with some performance guarantees) that was estimated to cost \$186,725 in the first year, \$170,175 in the second year and then level off at \$157,825 in the third year. All estimates include equipment, maintenance and operational costs such as electricity. The figures did not include the cost of land or easements on which the shoreside equipment would be located.

Notwithstanding the determination whether and how the community wants to fund this sort of treatment, staff generally feels that this could be a good option for moving the lake forward more quickly. It was observed by staff that the concepts discussed by Mr. Tucci are the same concepts applied to the wastewater treatment process for sanitary sewer water. That system uses oxygen in various quantities and bacteria to accelerate the natural process of breaking down waste in the water stream. Staff's other thoughts are summarized as follows.

- One of the more significant concerns relates to maintaining a focus on work outside of the lake to reduce the overall quantity of sediment and nutrients entering the lake. Staff recommends a strong policy related to improving and enhancing the protections in



the landward area to prevent that material from entering the lake as a means to minimize and, perhaps, eventually eliminating the need for the aeration system.

- Related to that matter is the concern that some groups or individuals locally and at the State may advocate for or require work out of the lake before any allowance would be made for in-lake activities. It would likely be important for those persons or groups for the Town to demonstrate commitment to out-of-lake work in coordination with the in-lake activities.
- Some concern was raised regarding whether the aeration or the action of suspending the lake-bottom material in the water column would exacerbate the blue-green algae problem at the beginning of the process. In other words, will the situation get worse before it gets better? It was noted that the Town should research this matter more.
- As suggested above, it would be appropriate to determine how the lake might get to a point that it can sustain itself without mechanical intervention. This would likely involve an understanding of what characteristics might need to be achieved including plant life, external sediment/nutrient loading, marine life, etc.

There seems to be support from many members of the public, presumably lake residents, to move ahead with the project. However, it bears noting that there seems to be concern from some members of the Conservation Lake Commission and its consultants. Notably, that concern seems to be focused on the need to proceed with out-of-lake improvements first. Notes received via e-mail have been included in the agenda packet under correspondence including material received from a member of the Conservation Lake Commission.

DC

Cc: Jeremy Hall, Parks and Recreation Director  
Jeremy DeCarli, Planning and Zoning Administrator  
Jeff Jylkka, Finance Director  
Matt Walsh, Public Works Director  
Scott Clayton, WPCA Administrator  
Russ Melmed, Chatham Health District

**Sirois, Cathy**

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**From:** cmsmailer@civicplus.com on behalf of Contact form at East Hampton CT  
<cmsmailer@civicplus.com>  
**Sent:** Friday, October 18, 2019 9:43 AM  
**To:** Town Council  
**Subject:** [East Hampton CT] Everblue Lakes presentation (Sent by Bob Yenkner, ryenkner3@comcast.net)

**CAUTION:**

This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Remember to hover over any links and if you suspect the email is not legitimate or a phishing email, please contact Tom McMahon at x363.

Hello Town Council,

Bob Yenkner (ryenkner3@comcast.net) has sent you a message via your contact form (<https://www.easthamptonct.gov/user/27/contact>) at East Hampton CT.

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

Message:

All..

The presentation by John Tucci of Everblue Lakes on Wednesday night was excellent! I thought it was fairly well organized, provided sufficient details as to strengths/weaknesses, and presented a vision we can all live with. Yes, there are a bunch details to be addressed, but in post-meeting discussions with John, I felt that his guidance and experience would be help us address those details with a minimum amount of distress. A number of people offered their comments to me about the session, and they were by far, supportive and positive. The only real doubt that seemed to be prevalent centered around whether the Town Council and the Lake Commission would truly support the program, both vocally and with funding.

You have my support and that of the Save Lake Pocotopaug coalition. We have a great, low-risk opportunity to make major strides in the health of the lake, help our economic community, and become a "poster-child" for lake clean-up efforts in our state. Please move forward for summer 2020!

This electronic message is a public record as defined by the Connecticut Freedom of Information Act Section 1-200(5). A copy of this message and any reply will be retained by the Town of East Hampton and will be accessible to the public unless exempted by law.

## Sirois, Cathy

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**From:** cmsmailer@civicplus.com on behalf of Contact form at East Hampton CT  
<cmsmailer@civicplus.com>  
**Sent:** Thursday, October 17, 2019 5:05 PM  
**To:** Town Council  
**Subject:** [East Hampton CT] Lake Pocotopaug Project (Sent by Robert and Andrea Karalus, flintknapbob@aol.com)

### CAUTION:

This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Remember to hover over any links and if you suspect the email is not legitimate or a phishing email, please contact Tom McMahon at x363.

Hello Town Council,

Robert and Andrea Karalus (flintknapbob@aol.com) has sent you a message via your contact form (<https://www.easthamptonct.gov/user/27/contact>) at East Hampton CT.

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

### Message:

I attended last nights Lake Pocotopaug Project's excellent event at the high school and was finally after many, many years feeling that we just might have a viable solution to our lake's demise. I want to put my/our names on the affirmative for a vote with going forward with this program! Thanks to all that made this presentation possible!

This electronic message is a public record as defined by the Connecticut Freedom of Information Act Section 1-200(5). A copy of this message and any reply will be retained by the Town of East Hampton and will be accessible to the public unless exempted by law.

**Sirois, Cathy**

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**From:** cmsmailer@civicplus.com on behalf of Contact form at East Hampton CT  
<cmsmailer@civicplus.com>  
**Sent:** Thursday, October 17, 2019 2:23 PM  
**To:** Town Council  
**Subject:** [East Hampton CT] Support of EverBlue Lakes system (Sent by Karen Lockwood, klockwood1@comcast.net)

**CAUTION:**

This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Remember to hover over any links and if you suspect the email is not legitimate or a phishing email, please contact Tom McMahon at x363.

Hello Town Council,

Karen Lockwood (klockwood1@comcast.net) has sent you a message via your contact form (<https://www.easthamptonct.gov/user/27/contact>) at East Hampton CT.

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

Message:

I am writing to you today to voice my support of the EverBlue Lakes System to help clean up Lake Pocotopaug as presented on October 16th. The town council's support would be greatly appreciated. The lake is a very important asset to our town. As a lake resident, it pains me to pay an exorbitant amount of tax dollars each year while the amount of usable time we can spend on/in the lake diminishes each year. We need to stop this cycle. Thank you for your time.

Respectfully,  
Karen & Rick Lockwood  
66 Meeks Point Road  
East Hampton, CT 06424

This electronic message is a public record as defined by the Connecticut Freedom of Information Act Section 1-200(5). A copy of this message and any reply will be retained by the Town of East Hampton and will be accessible to the public unless exempted by law.

## Sirois, Cathy

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**From:** cmsmailer@civicplus.com on behalf of Contact form at East Hampton CT  
<cmsmailer@civicplus.com>  
**Sent:** Thursday, October 17, 2019 11:24 AM  
**To:** Town Council  
**Subject:** [East Hampton CT] EverBlue Lake Solutions (Sent by Susan G Fielding, dreamerfielding@gmail.com)

### CAUTION:

This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Remember to hover over any links and if you suspect the email is not legitimate or a phishing email, please contact Tom McMahon at x363.

Hello Town Council,

Susan G Fielding (dreamerfielding@gmail.com) has sent you a message via your contact form (<https://www.easthamptonct.gov/user/27/contact>) at East Hampton CT.

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

### Message:

I attended to meeting last night and found it to be very educational. The science on how a lake ends up contaminated by blue-green algae was fascinating. Plantings and other measures around the lake are just as important. I am in support of moving ahead and funding this project. A dead lake will be our future if we don't do something about it. Susan Fielding

This electronic message is a public record as defined by the Connecticut Freedom of Information Act Section 1-200(5). A copy of this message and any reply will be retained by the Town of East Hampton and will be accessible to the public unless exempted by law.

## Sirois, Cathy

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**From:** cmsmailer@civicplus.com on behalf of Contact form at East Hampton CT  
<cmsmailer@civicplus.com>  
**Sent:** Thursday, October 17, 2019 9:48 AM  
**To:** Town Council  
**Subject:** [East Hampton CT] Lake Pocotopaug (Sent by Linda Schroth, Lschrothster@gmail.com)

**CAUTION:**

This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Remember to hover over any links and if you suspect the email is not legitimate or a phishing email, please contact Tom McMahon at x363.

Hello Town Council,

Linda Schroth (Lschrothster@gmail.com) has sent you a message via your contact form (<https://www.easthamptonct.gov/user/27/contact>) at East Hampton CT.

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

Message:

I was at the EverBlue presentation outlining their proposal for Lake Pocotopaug last night, and I hope you were too. I was very impressed with the results this treatment has gotten in similar lakes and I strongly urge you to engage their services so that my family and all of East Hampton will be able to actually use the lake for the entire season next year! This should be a topic at the next town council meeting for sure!!

This electronic message is a public record as defined by the Connecticut Freedom of Information Act Section 1-200(5). A copy of this message and any reply will be retained by the Town of East Hampton and will be accessible to the public unless exempted by law.

**Sirois, Cathy**

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**Subject:** FW: [savelakepocotopaug] EverBlue Lakes presentation on Wednesday 10/16/19

**From:** Joe Carbonell <[joecarbonell@aol.com](mailto:joecarbonell@aol.com)>

**Sent:** Friday, October 18, 2019 11:46 AM

**To:** [pfzawisza@comcast.net](mailto:pfzawisza@comcast.net); [knoecklein@sbcglobal.net](mailto:knoecklein@sbcglobal.net); [kkuhr@mahoneysabol.com](mailto:kkuhr@mahoneysabol.com); Cox, David <[dc Cox@easthamptonct.gov](mailto:dc Cox@easthamptonct.gov)>

**Subject:** Fwd: [savelakepocotopaug] EverBlue Lakes presentation on Wednesday 10/16/19

I am starting to see Facebook postings and letters like the one below showing lots of support for the presentation and becoming very concerned. They are

hungry for silver linings or magic bullet , It is most important to remember our lake is **70/30. 70% runoff and infiltration from outside the lake, and**

**30% internal loading**, it could be more or less. Levels of lake conditions are recorded monthly within the water columns. Not sure if any of the lakes shown

in the presentation were dealing with the same problems or just algae and vegetation.

Our direction from DEEP has been to button up the perimeter before any in lake treatment can take place. Hence the nine point plan, which changes priorities

as new building takes place within the watershed. But the nine point plan remains the bible approved by State and federal agencies.

As for lake beach closures we could have stayed open this year had we had the copper permit in hand (we received late threw no error from town) We are

all set to try this next summer to see if we can extend the season of lake use (which I am all for) for a application cost of around \$18,000. Copper Sulfate has

never been applied to Lake Pocotopaug.

We have never ruled out aeration options, There is a company am told as close as Columbia, CT. But its not on the current time line.

What is on the timeline is funding for buttoning up the perimeter. If \$500,000. can be found annually to veer off present course, then I would suggest stepping

up funding the nine point plan, fixing the towns infrastructure, stop the hundreds of catch basins from draining directly into the lake. Currently the Friends of the

Lake and the 319 Grant from the Lake Commission have been addressing projects some finished some in process.

I guess we are failing at educating residents of whats in the works with the lake. I am extremely disappointed that during an election season the Lake is so

important, and the politicians are ready to throw money around. I am again going to suggest the Lake be considered a project just like the Town Hall Building or

the past High School Project. Do a scope of work, **BOND IT**, and let's fix it. Because come January the cycle will continue and nothing will happen.

**REMEMBER THERE IS NO MAGIC BULLET!**



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

From: Robert Yenknor <[ryenknor3@comcast.net](mailto:ryenknor3@comcast.net)>

To: savelakepocotopaug <[savelakepocotopaug@googlegroups.com](mailto:savelakepocotopaug@googlegroups.com)>; Dave Bengtson <[thureb@comcast.net](mailto:thureb@comcast.net)>

Sent: Fri, Oct 18, 2019 10:13 am

Subject: [savelakepocotopaug] EverBlue Lakes presentation on Wednesday 10/16/19

All..for those who could not attend the meeting Wednesday night, here is a summary. It is only a SUMMARY and any errors/omissions are mine.

We have been working with the Lake Pocotopaug Project group, Friends of Lake Pocotopaug, the Lake Commission, various homeowner associations and the East Hampton Town Council to advocate for the timely expenditure of currently budgeted/allocated funds for lake remediation and water quality.

On October 16<sup>th</sup>, the Lake Pocotopaug Project group asked John Tucci of EverBlue Lakes <https://everbluelakes.com/> to speak about their solutions and successes in solving similar algae problems that we have in Lake Pocotopaug. There were an estimated 120+ citizens in attendance, including many members of the Town Council. John outlined a 3-point strategy that starts with having a proper watershed remediation plan in place (our existing "9-point" plan is active), a patented aeration system, followed up with a non-chemical "bio-blast" treatment (versus copper sulfate) designed for Lake Pocotopaug. The estimated cost per year would be about \$150,000 per year, with performance guarantees included. While John noted that his lead time to build and install his system is 6-8 weeks, EH will still need to coordinate with the various state agencies, to ensure support. Specific activities to be taken by EverBlue Lakes:

- Review the differing bacteria count measurements for comparison to their own testing methodology
- Aeration system would be installed in deepest parts of the lake (off Oakwood north to Hale Point Beach and Markham Bay out to Purple Island). System is expandable if needed.
- The cost of \$150,000 per year is ESTIMATED; actuals may well be lower based on how the lake responds and over 5 year period
- EverBlue Lakes requires a 5-year lease of equipment, with a buy-out option; minimum 2 years and if the program fails to produce results after two years we can terminate
- Timing for treatment is 4 times per year (if needed); start end June, July, August, Sept

Melissa Engel spoke briefly in support of the program, my equally brief discussions with two other Town Council members clearly showed they were in support as well.

EH has funds budgeted and immediately available to support the lake clean-up, so let's get the project funded and rolling for 2020. We have an opportunity to restore the health of Lake Pocotopaug and assure the preservation of Lake Pocotopaug as a prime recreational and economic resource for East Hampton's current and future generations; let's not go another year without action.

I will provide more details as they emerge.

Regards,

Bob Yenknor

860-638-9874

[ryenknor3@comcast.net](mailto:ryenknor3@comcast.net)

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You received this message because you are subscribed to the Google Groups "Save Lake Pocotopaug" group.

To unsubscribe from this group and stop receiving emails from it, send an email to

[savelakepocotopaug+unsubscribe@googlegroups.com](mailto:savelakepocotopaug+unsubscribe@googlegroups.com).

To view this discussion on the web visit

<https://groups.google.com/d/msgid/savelakepocotopaug/398489807.25490.1571407995786%40connect.xfinity.com>.





EVERBLUE  
LAKES

*Keep Nature Natural*

Overview  
July 2019





# Our Mission

To develop and implement Natural Solutions that make lakes healthier – now and for generations to come

*“When you give a lake what it needs to stay healthy, weed, muck and algae problems naturally disappear”*





# Our Track Record

## 2010 – 2018 Lake Restoration Projects

- ▶ Little Lakes, Frankfort, Indiana – 30 acres
- ▶ Lake Greeley, Greeley, PA – 150 acres
- ▶ Turnberry Lakes, Village of Lakewood, IL – 100 acres
- ▶ Keeler Lake, Decatur, Michigan – 80 acres
- ▶ Podunk Lake, Hastings MI – 84 acres
- ▶ Austin Lake Portage, MI – 225 acres
- ▶ Indian Lake Dowagiac, MI – 500acres
- ▶ Paradise Lake, Carp Lake MI – 400 acres
- ▶ Schmidt Lake, Plymouth, MN – 40 acres
- ▶ Pickerel Lake, Scots, MI – 140 acres
- ▶ Phipps Lake, Ortonville, MI – 80 acres
- ▶ Kassuba Lake , Gaylord, MI – 40 acres
- ▶ Paw Paw Lake, Watervliet, MI – 200 acres
- ▶ Sherman Lake, Richland, MI – 160 acres
- ▶ Sand Lake, Grant, MI – 80 acres
- ▶ Crooked Lake , Texas Township, MI.- 200 acres
- ▶ Lake Heritage, Gettysburg, PA – 150 acres
- ▶ Lake Tyrone, Fenton, MI – 120 acres
- ▶ Lake Ocie , MO – 60 acres
- ▶ North Lake, Grand Junction, MI – 60 acres
- ▶ Waumegah Lake, Clarkston, MI – 100 acres
- ▶ Duck Lake, Highland, MI – 250 acres
- ▶ Devils Lake, Lincoln City, OR – 750 acres





# Our Track Record

## 2010 – 2018 Reservoir Restoration Projects

- ▶ Lake Bridgeport Reservoir Fort Worth, Texas – 700+ acre treatment area
- ▶ Lake Benbrook Reservoir Fort Worth Texas – 800+ acre treatment area
- ▶ Toa Vaca Reservoir, Villalba, Puerto Rico – 800 acres
- ▶ Upper Tarrytown Reservoir, Tarrytown, NY – 30 acres
- ▶ Massabesic Reservoir, Manchester, NH – 225 acres
- ▶ Bear Gulch Reservoir, Atherton, CA – 45 acres
- ▶ Wenham Lake – Salem & Beverly Water Supply, Beverly, MA – 245 acres
- ▶ Glenmere Lake – Village of Florida Water Supply, Florida, NY – 150 acres
- ▶ Lake Reidsville – City of Reidsville Water Supply, Reidsville, NC – 230 acres





# Our Approach



<https://www.youtube.com/watch?v=H7I59ziCt-w>





# Key Points

- Almost no lake can stay healthy without help
- Chemicals kill weeds and algae, but make your lake worse over time





# EverBlue Natural Toolbox

## AerForce Aeration™



The ONLY Patented Aeration Technology  
designed for large lakes

- Because lakes need to breathe to be healthy

## BioBlast™

### Biological Treatment



The most potent Biological treatment  
Process developed to date

- Puts more of Nature's best cleaners to work in  
your lake





# EverBlue Natural Toolbox

## Smart Watershed Management™ Tools

Filter Sediments and Fertilizers from  
reaching your lake.

- Because an ounce of prevention...



## Phosphorus Harvester™

A Revolutionary Technology for Removing  
Phosphorus like a “Sponge”

- The “ultimate solution” for keeping lakes healthy
- In Testing







# AerForce™ Aeration In Action







# AerForce™ Aeration In Action







# BioBlast™ In Action

*Keep Nature Natural*





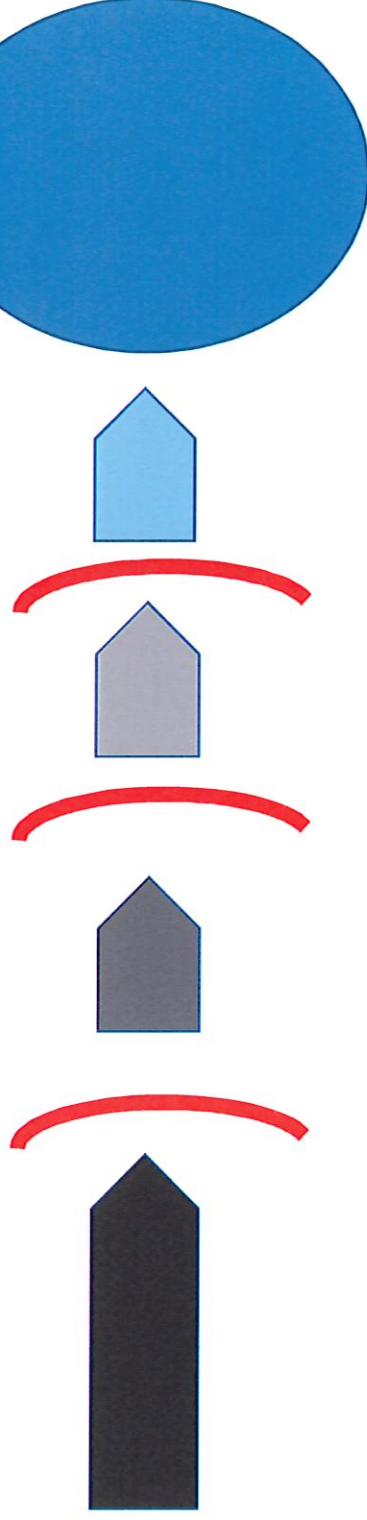
# BioBlast Benefits

- 20 to 50 times more potent than off the shelf powders, potions and pellets
- Self customizes to the chemistry of your lake



# Smart Watershed Management

Reduce the impact of external loading events by slowing and filtering the incoming water before it gets to the lake – think Beaver Dam!





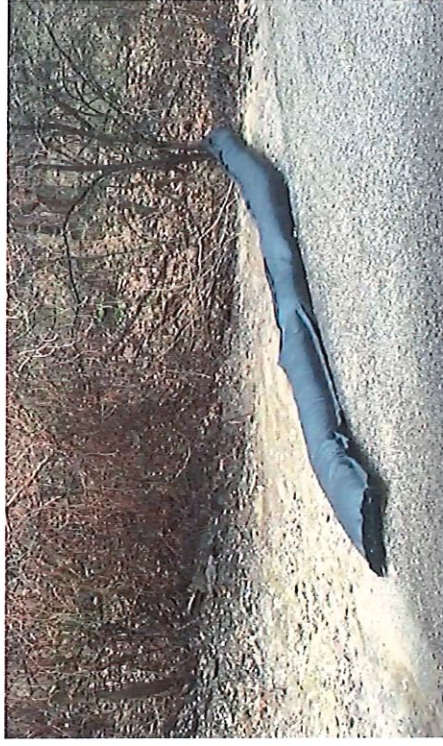


# Smart Watershed Management Tools

## Nutrient Barrier Technology



## Nutrient Filtration Socks







## Nutrient & Sediment Filtration Tools – In Action







EVERBLUE  
LAKES

*Keep Nature Natural*

Results Examples –  
Blue Green Algae Reduction





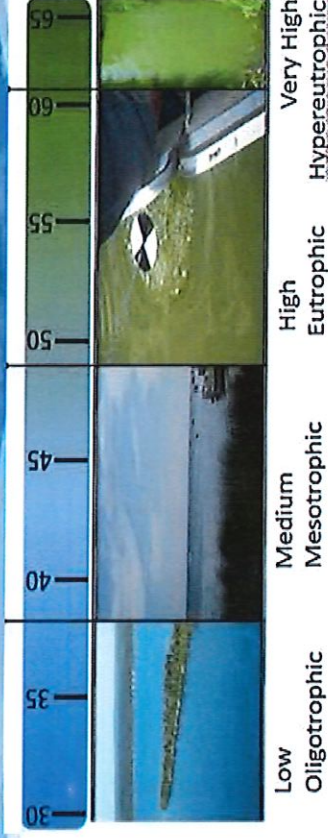
## *Lake Savers Results Highlights*

- ▶ Lake Heritage – 150 acres
- ▶ Indian Lake – 500 Acres
- ▶ Toa Vaca Reservoir – 800 Acre  
Treatment area
- ▶ Crooked Lake – 200 Acres
- ▶ Sherman Lake – 160 Acres

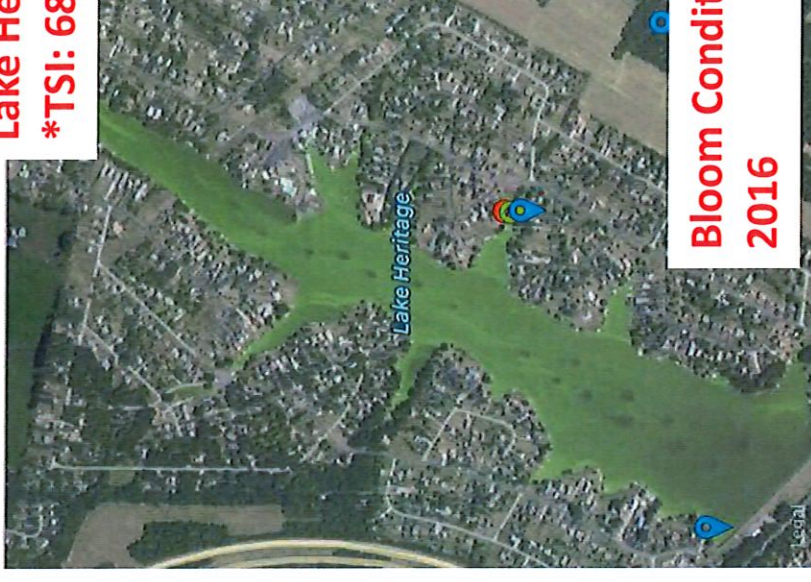


## *Lake Heritage Results*

- ▶ **150 acre Hyper-Eutrophic Lake in Gettysburg, PA.**  
**Trophic Index 68 -71**
- ▶ **Chronic Harmful Blue-Green Algae Blooms**  
for several years
- ▶ **Lake under advisory from July 4, 2016**  
through October of 2016 – DESPITE Lake Savers efforts with Whole Lake Aeration and conventional Biological Treatment
- ▶ **Biological Blast Treatment implemented in 2017.**
- ▶ **Complete elimination of Harmful Algal Bloom Conditions in 2017**



**Lake Heritage**  
**\*TSL: 68 to 71**



**Bloom Conditions**  
**2016**





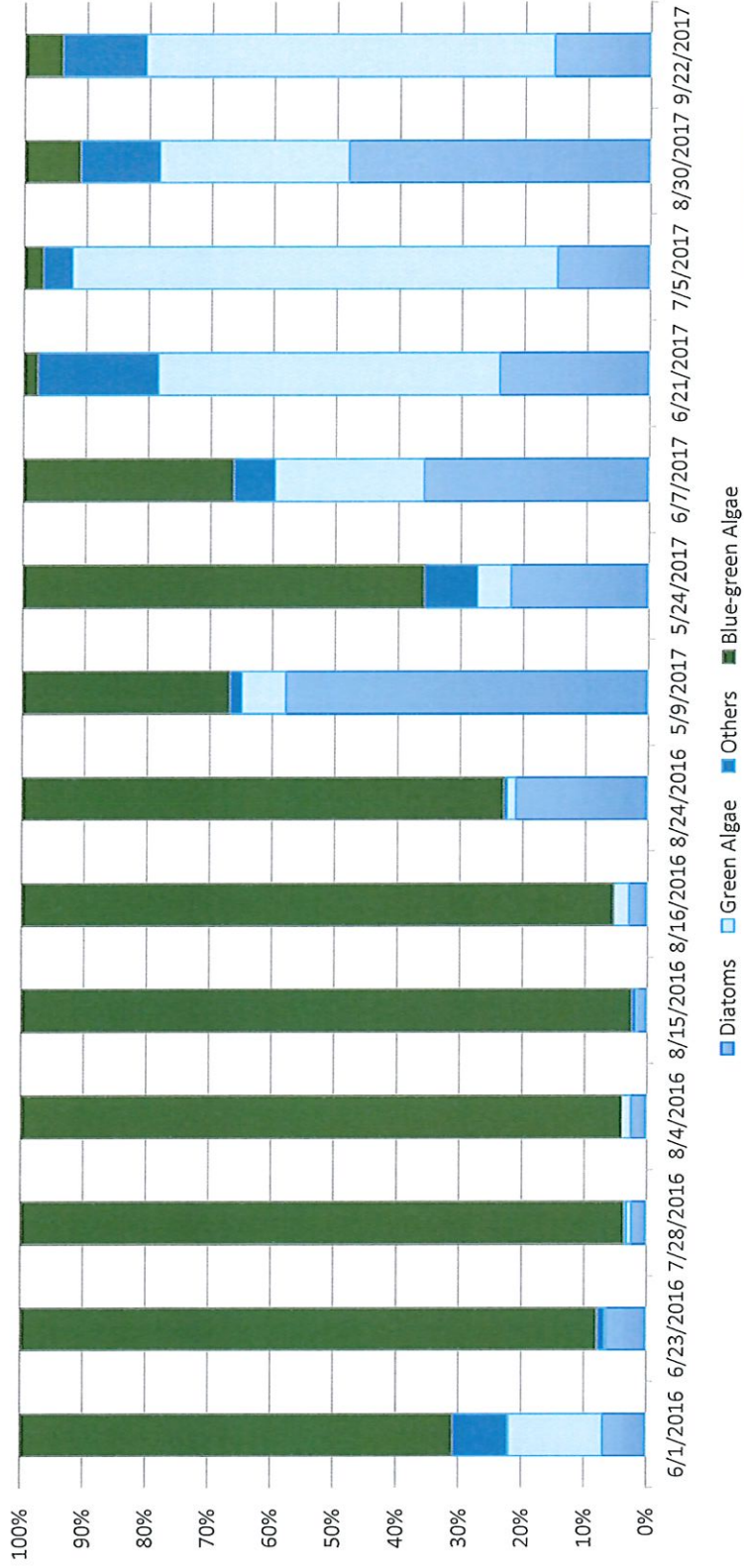
# Algal Community Shift 2016 to 2017

2016

2017

First Bio-Blast Treatment

Algal Composition of Lake Heritage (in percentage)



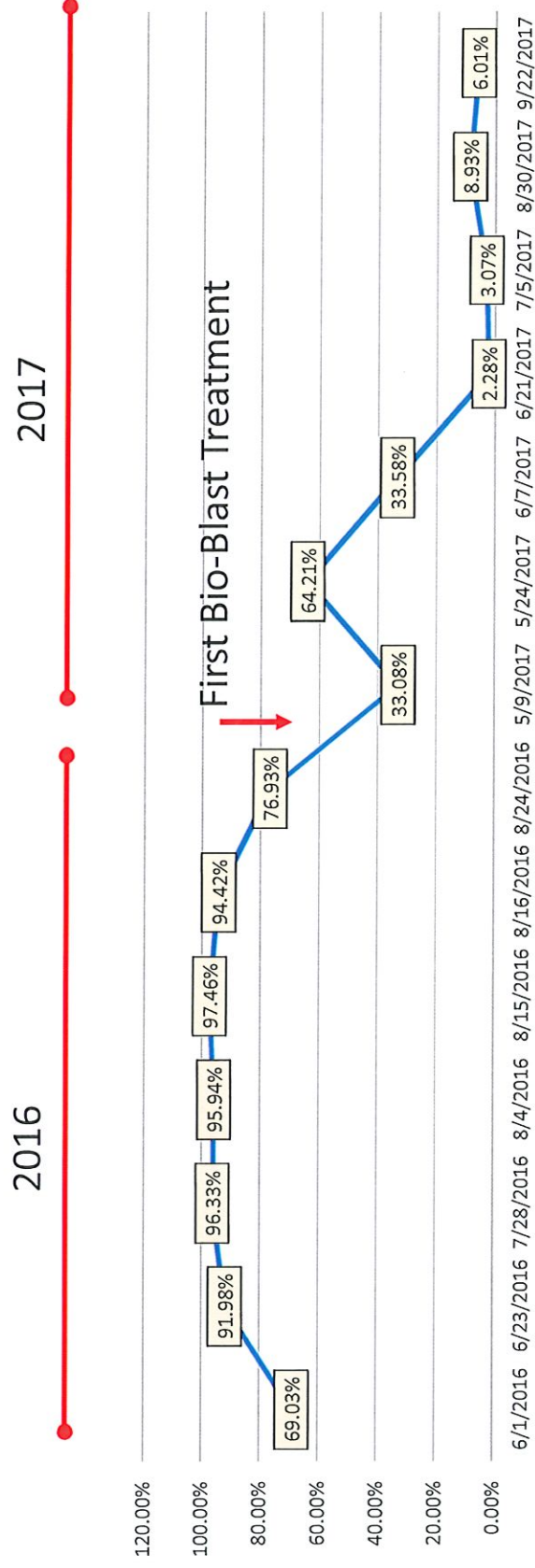
Blue Green Algae

Keep Nature Natural



# Blue Green Algae Percent Algal Community Shift 2016 to 2017

Blue-green Algae Composition (in percentage) at Lake Heritage



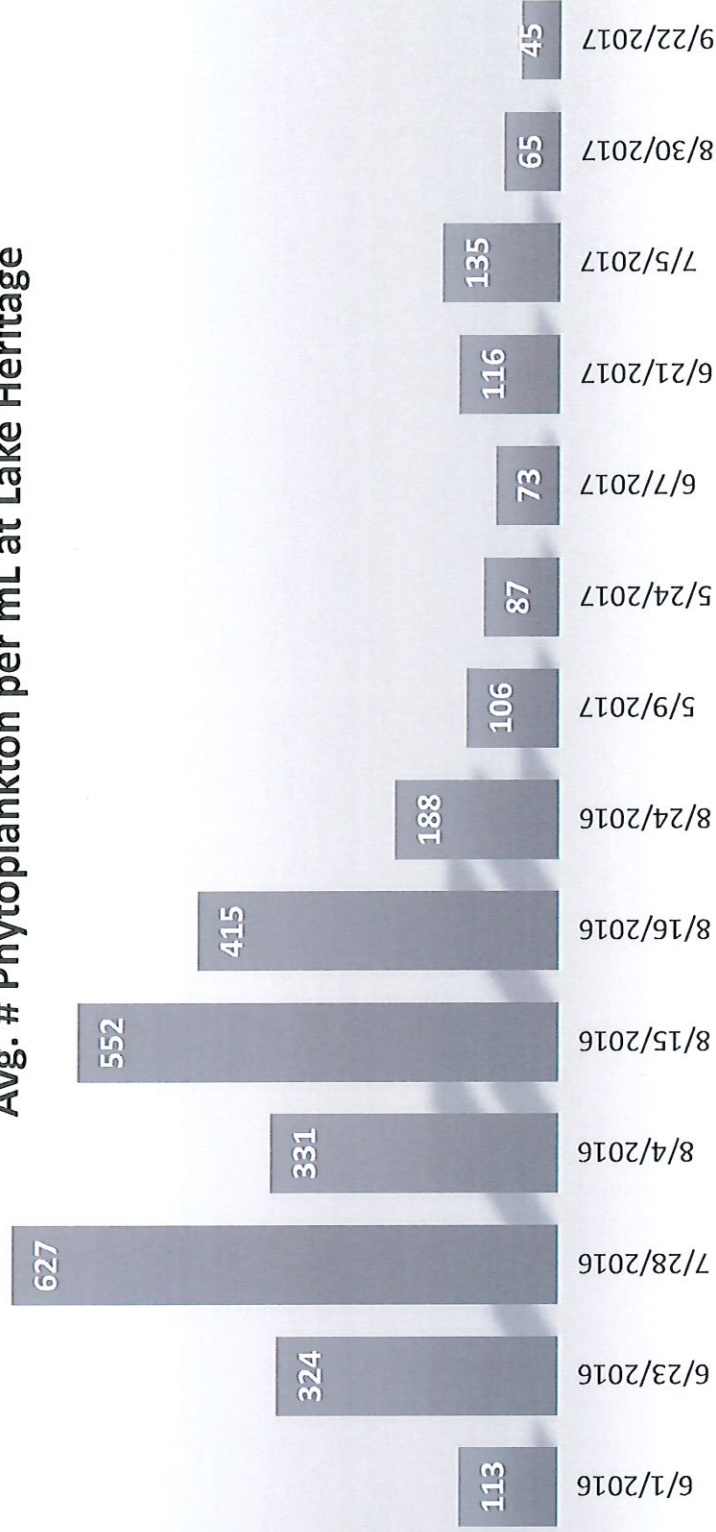
► Blue Green Algae Eliminated as a concern in 2017





## Total Algal Community Cell Count Shift 2016 to 2017

Avg. # Phytoplankton per mL at Lake Heritage



▶ Total Cells per milliliter reduced by 75% in 2017 as compared to 2016

*Keep Nature<sub>2</sub> Natural*



## *Microcystin Comparison 2016 to 2017*

### 2016 Microcystin Testing

Testing Date	Center Lake Microcystin Ug/L	Near Shore Microcystin Ug/L	Notes
07/15/2016	3.622	441.09	Advisory for areas with scums
08/22/2016	8.85	>500	Advisory for areas with scums
9/22/2016	27.366	25.368	Advisory for Lake
10/4/2016	24.866	>5000	Advisory for Lake

### 2017 Microcystin Testing

Testing Date	Center Lake Microcystin Ug/L	Near Shore Microcystin Ug/L	Notes
06/02/2017	.406	1.053	No concern
07/05/2017	.169	.253	Virtually zero. No further testing required based on visual inspection on subsequent visits by independent testing group





## *Indian Lake, Dowagiac Michigan*

### About the Lake

- ▶ 500 Acres, Max Depth 30 feet
- ▶ Classified as Eutrophic (impaired) in 2009
- ▶ Excessive Eurasian Water Milfoil
- ▶ Harmful Algal Blooms developed in 2011 & 2012

### About the Project

- ▶ Selected aeration for muck reduction and milfoil reduction. Looking to reduce or eliminate chemical treatment.
- ▶ 88 Acre South Bay Aeration System installed in 2010 with Biological treatment
- ▶ 400 Acre Whole Lake Aeration System installed in 2012 with Biological Treatment
- ▶ Nutrient Filtration Technology installed on the Mann Drain inlet in Spring of 2014



*Keep Nature Natural*

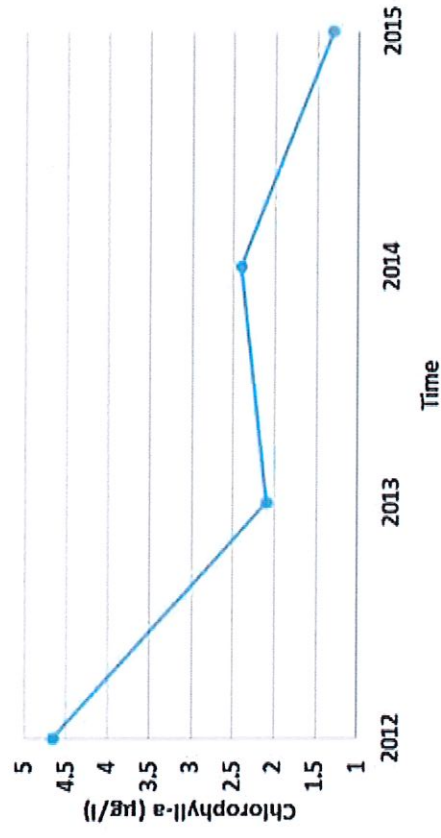


## Indian Lake Algal Data

Indian Lake Algal Community Composition  
(based on means from the North Basin)



Changes in Mean Chlorophyll-a in the North Basin of  
Indian Lake 2012-2015

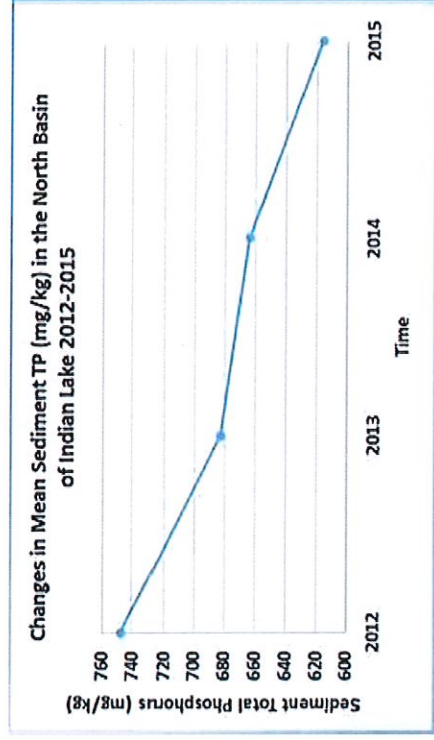




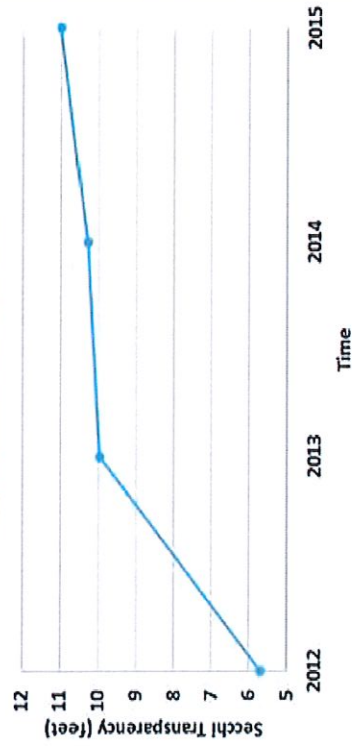


# Indian Lake Water Quality Data

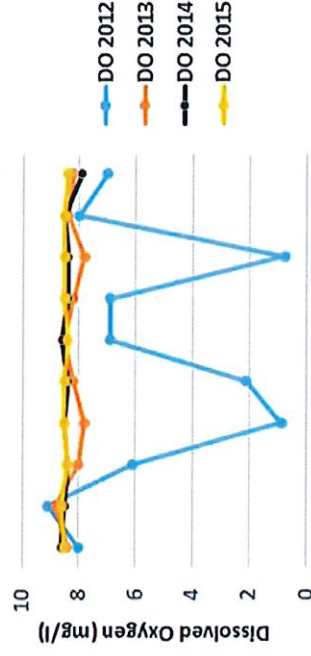
Indian Lake Total Phosphorus



Changes in Mean Secchi Transparency (feet) in the North Basin of Indian Lake 2012-2015



Indian Lake July 2012-2015 Dissolved Oxygen Concentrations in the North Basin



Keep Nature Natural





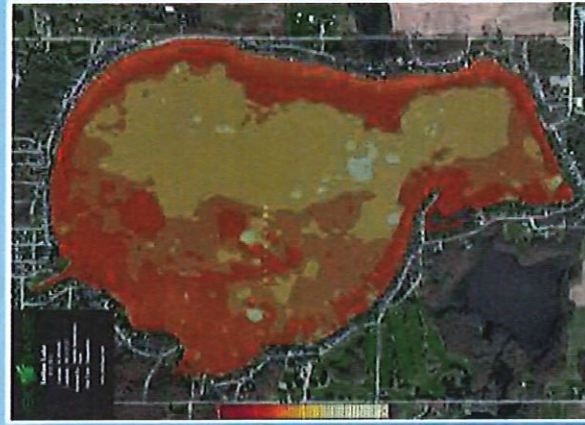
## Indian Lake Bottom Changes

Less muck / deeper lake / harder lake bottom:

Bottom hardness maps 2014, 2015, 2016



2014



2015



2016

The lake bottom is harder as the photo color gets darker.





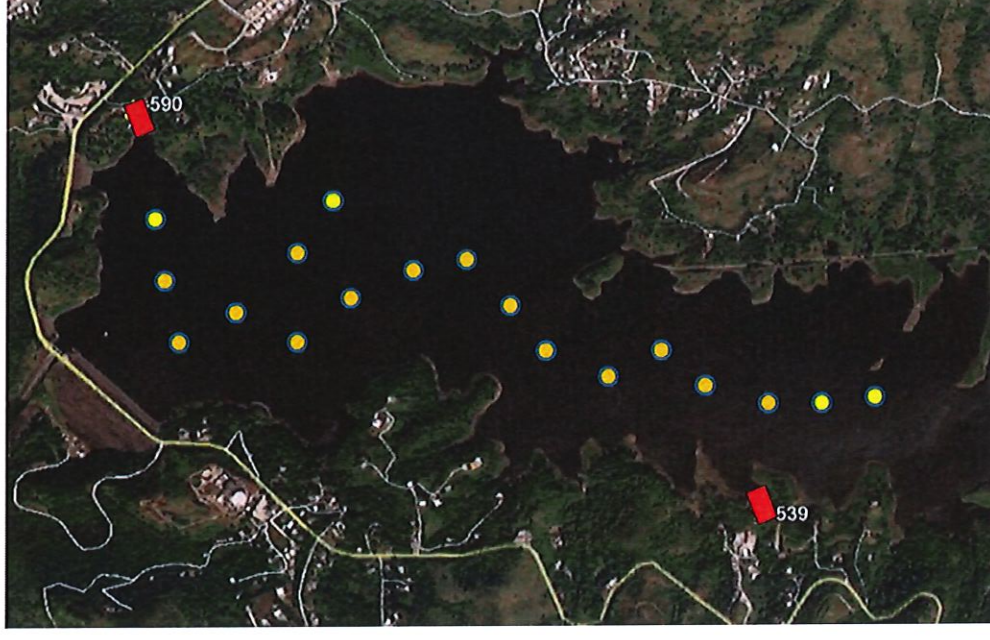
## *Toa Vaca Reservoir, Puerto Rico*

### About the Lake

- ▶ 800 Acre Treatment Area, Max Depth 147 feet
- ▶ No oxygen Present below 35 feet
- ▶ Internal Loading determined as primary source of Phosphorus

### About the Project

- ▶ Targets included Manganese and Iron Reduction for taste and odor improvement.
- ▶ Reduction organic matter causing undesirable disinfectant by-products in the water supply.
- ▶ Reduction in potable water supply treatment costs.

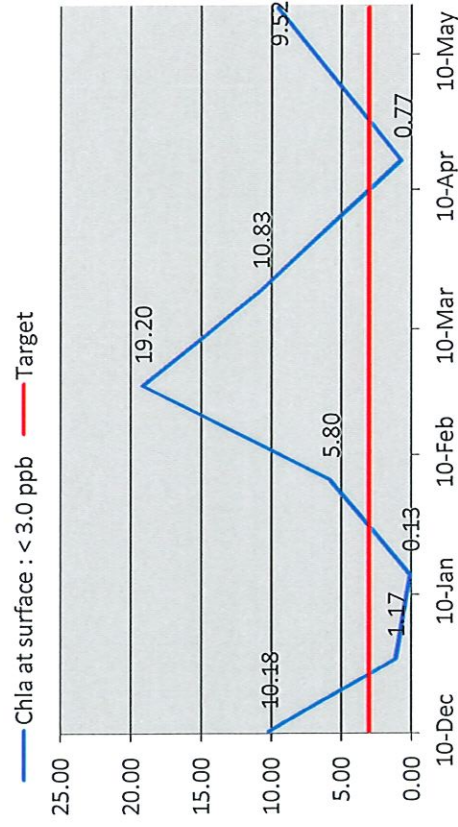


*Keep Nature Natural*

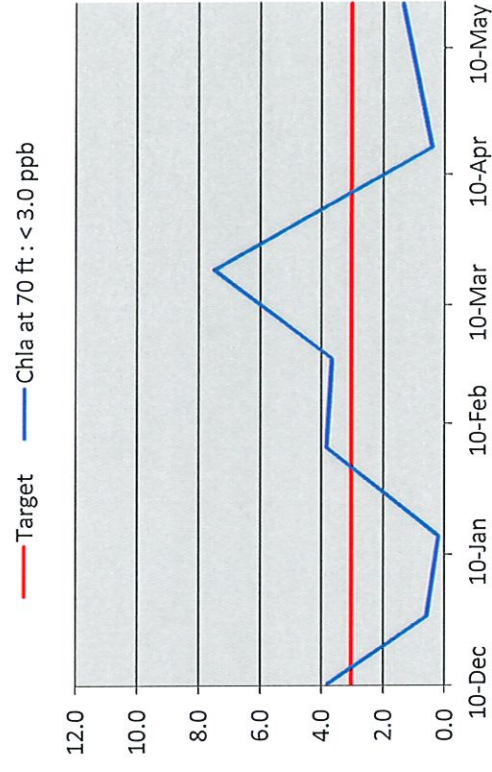


## Toa Vaca Reservoir Chlorophyll a

### Chlorophyll a at Surface



### Chlorophyll a at 70 foot depth



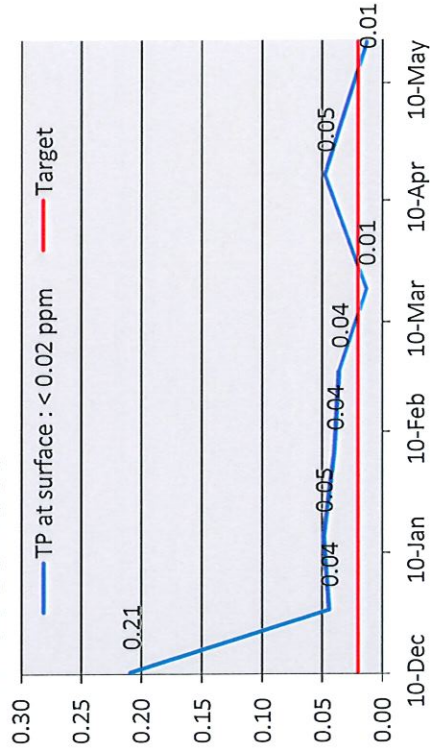
- ▶ Chl-a spikes attributed to increase in Diatoms and green algae species. Blue-Green Algae declined even as Chl-a increased in the March 10 and May 10 samples.



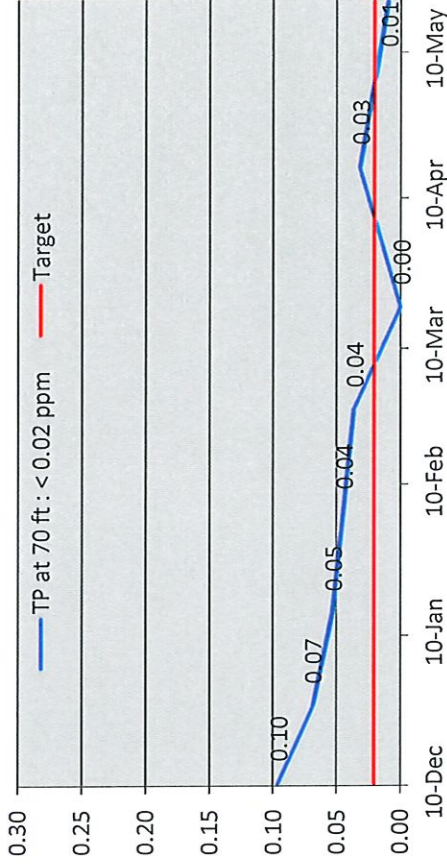


# Toa Vaca Reservoir Total Phosphorus

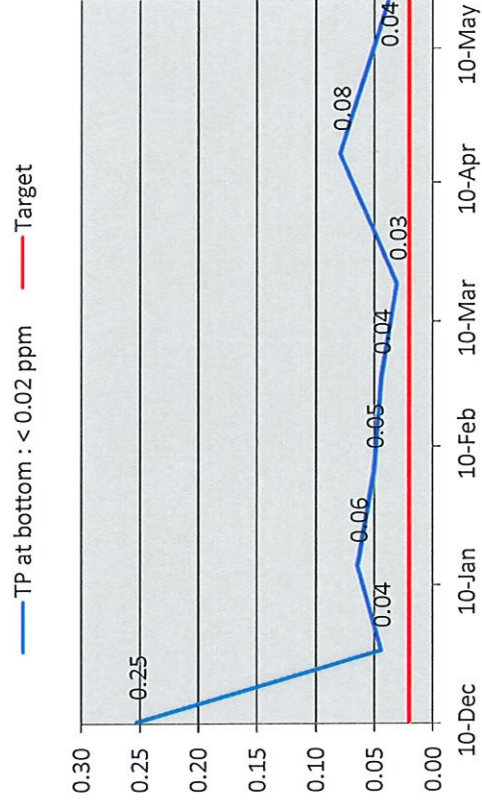
## TP at Surface



## TP at 70 Feet



## TP at Bottom



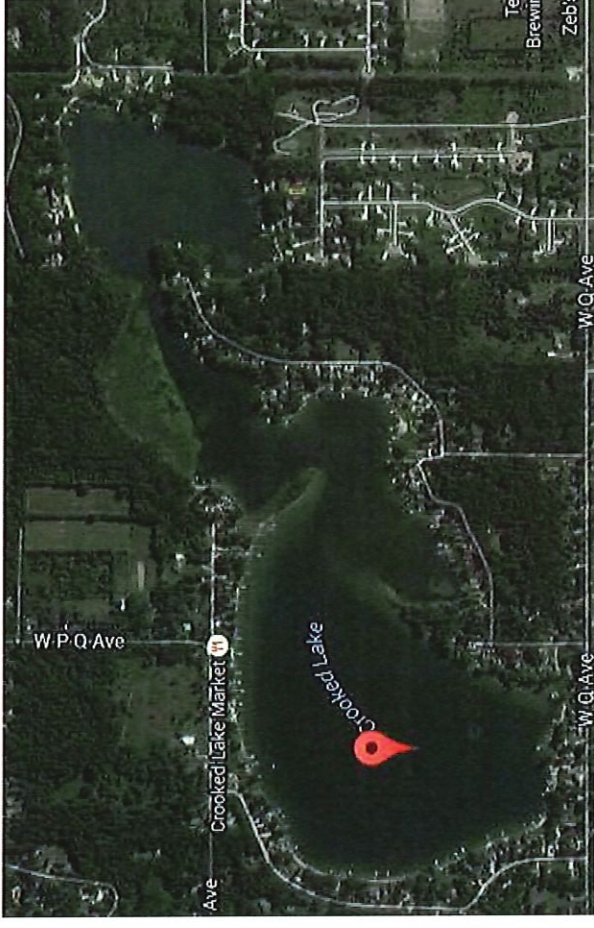
Keep Nature Natural



## *Crooked Lake Texas Township, Michigan*

### About the Lake

- ▶ 171 Acres, Max Depth 50 feet
- ▶ Bad native weed problems in upper end of lake.
- ▶ Excessive organic sediment in upper end of the lake and in the deep basin.
- ▶ Lake runs out of oxygen in the deep basin at 25 – 30 feet each Summer



### About the Project

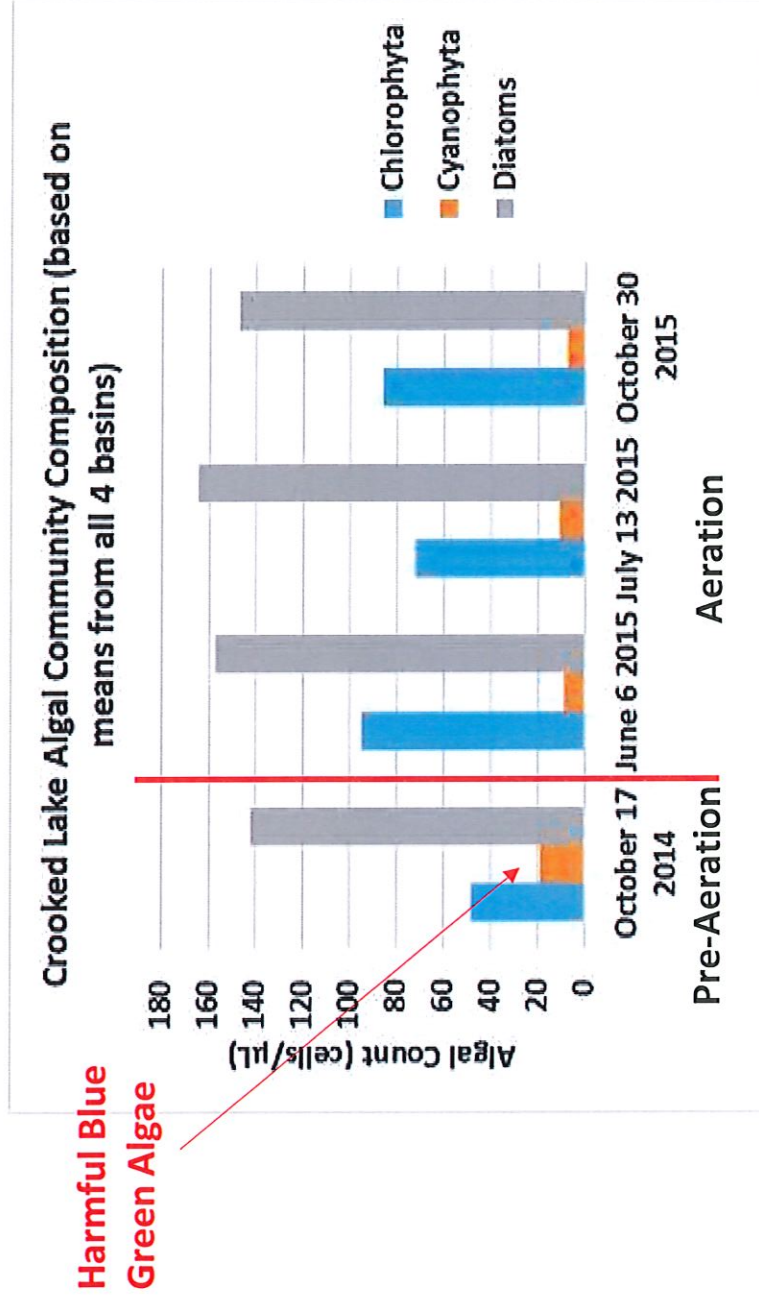
- ▶ Whole Lake Aeration System installed in Fall of 2014
- ▶ Extensive Biological Treatment implemented in 2015





# Crooked Lake Algal Community Changes

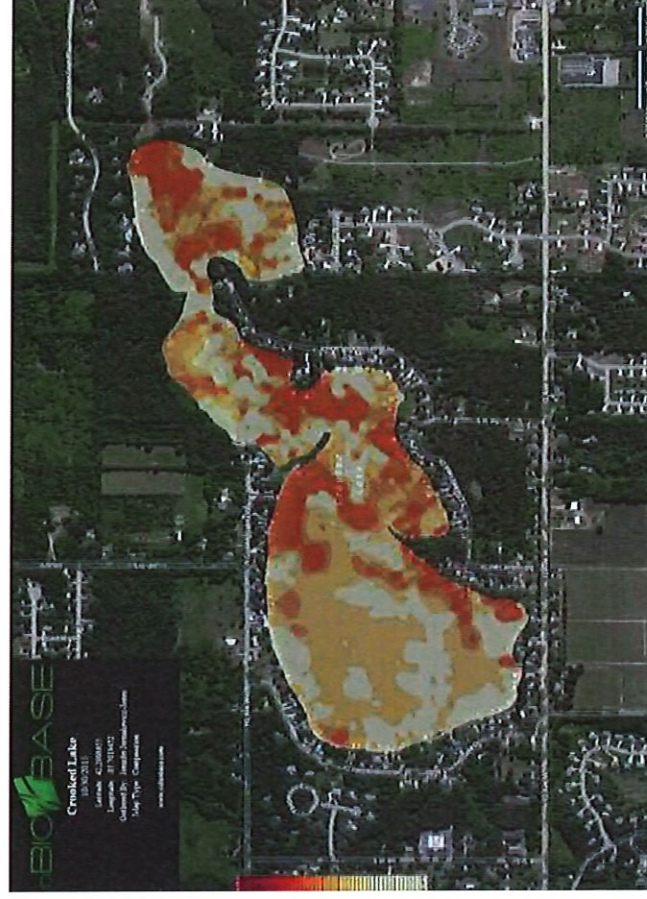
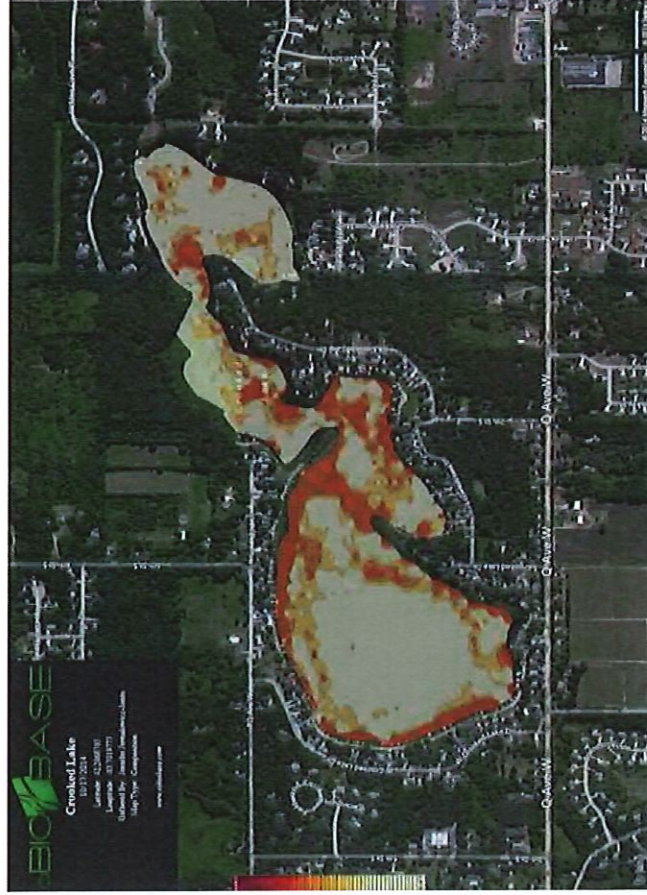
## Algal Community Composition





## Crooked Lake Bottom Changes

Change in Sediment Bottom Hardness Maps Tan is  
Soft Bottom (Muck) Red is Hard Bottom







## Sherman Lake Ross Township, Michigan

### About the Lake

- ▶ 160 Acres, Max Depth 36 feet
- ▶ Explosive Hybrid Eurasian Water Milfoil Growth.
- ▶ Worsening Blue-Green Algae Problem prior to Aeration.

### About the Project

- ▶ Whole Lake Aeration System installed in June of 2013
- ▶ Extensive Biological Treatment implemented in 2014 & 2015.
- ▶ Problem Storm Drains identified in 2015. Filtration Project initiated in Fall of 2015 with completion in Spring of 2016.

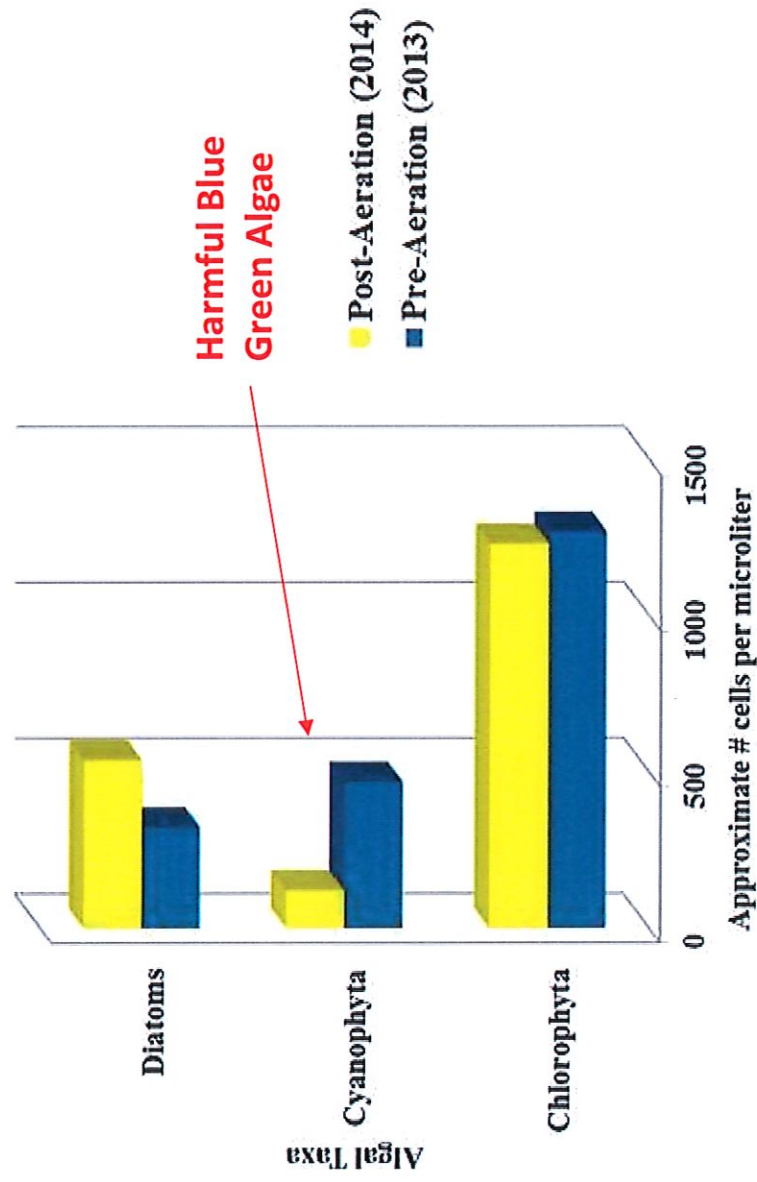




# Sherman Lake Algal Community Changes

## Algal Community Composition

Pre and Post Aeration Algal Composition Comparisons  
in Sherman Lake

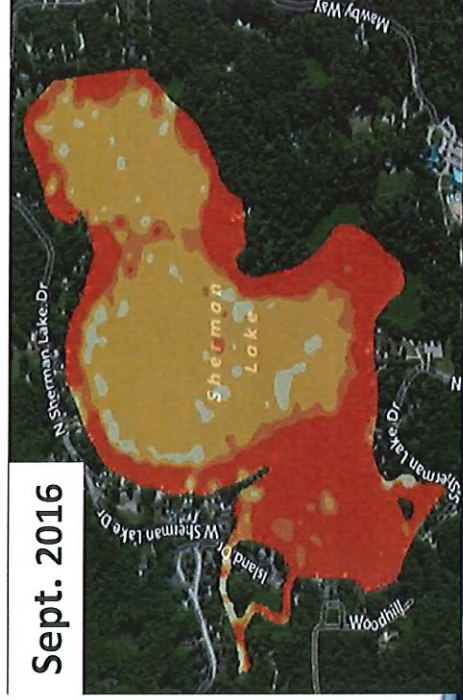
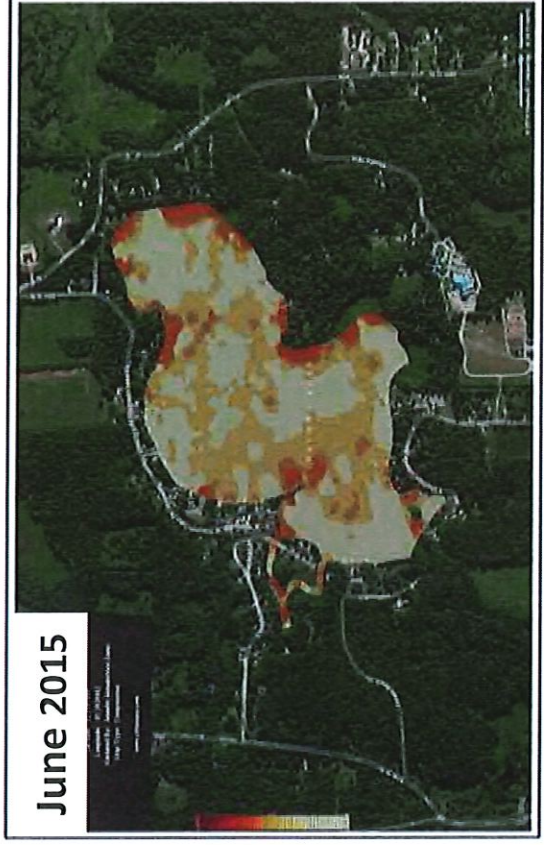
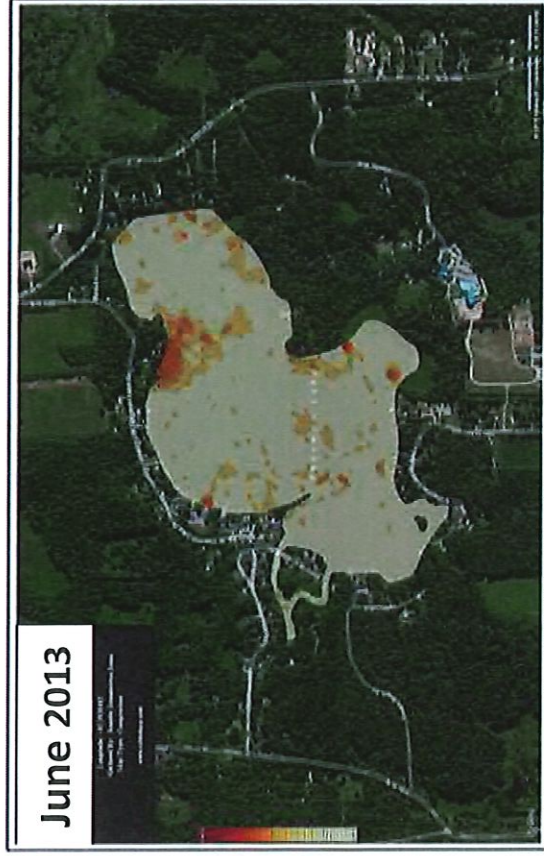






## Sherman Lake Bottom Changes

Change in Sediment Bottom Hardness Maps Tan is Soft Bottom (Muck) Red is Hard Bottom





# Keep Nature Natural



[www.everbluelakes.com](http://www.everbluelakes.com)

## Chemicals Are Not The Answer

Chemicals kill, but they leave your lake worse off each year. Dead plants and algae fall to the bottom, immediately fertilizing the next cycle of lake-choking growth.

**EverBlue Lake Solutions is the natural alternative to chemical treatment. We deploy cutting edge technologies to clean lakes of the fertilizers and pollutants that cause weed, algae and muck problems.**



## "I know what it's like."

I founded EverBlue Lake Solutions after seeing our own lake decline rapidly. Our lake was suffering from an onslaught of invasive Eurasian Water Milfoil, algae blooms and smelly black muck that covered what was once a nice sandy bottom. After years of getting nowhere with annual chemical treatments, I knew there had to be a better way.

What started as a successful experiment to restore and rebalance our own lake, has now grown into the premier all-natural lake cleaning and restoration company in the country. Contact us today to integrate innovative technologies with nature to make your lake a clean, clear and natural EverBlue Lake.

*John Tucci*

Founder, EverBlue Lake Solutions

## The EverBlue Naturally Clean Technology Toolbox

### AerForce Aeration™

Without oxygen, things die. Including your lake.

Breathe new life into your lake with our Patented Lake Aeration Technology.

### BioBlast™

When nature has to clean up a mess, it sends in an army of beneficial bacteria.

20 times more powerful than off-the-shelf powders, potions and pellets.

Customized to the chemistry and biology of your lake.

### Smart Watershed Management™

Cost-effective tools for clean water from storm drains and inlets.

Simple to install.

Easy to maintain.

Proven results!

### Phosphorus Harvester™

Our proprietary system pulls weeds and algae like a sponge.

Removes phosphorous without expensive dredging or alum treatments.

Removed phosphorous can be repurposed as fertilizer.





## It's your lake. Your choice. Your legacy.

Choose natural over chemicals. Join our decade-long mission to finding the most innovative natural solutions to restore lakes to health.

### 2007

Began testing non-toxic lake restoration solutions using natural, sustainable technologies.

### 2008 – 2009

Introduced performance-based business model allowing Lake Communities to access the technology without large up-front capital investments.

### 2010 – 2011

Two-year pilot study on Indian Lake confirms efficacy of aeration combined with biological treatment as a restorative lake management alternative to chemical herbicides and/or dredging.

### 2012 – 2014

Commissioned to implement systems on drinking water reservoirs in New Hampshire, New York, Puerto Rico, California and Texas.

Become the largest natural lake restoration provider to Recreation Lakes in Michigan.

### 2015 – 2016

Introduced patent-pending Lake Aeration Diffuser Technology, as well as inlet and storm water filtration tools which become the foundation of our Smart Watershed Management™ Technology

Achieve verified 40% – 60% reductions in Phosphorus and Nitrogen on target projects.

### 2017

Awarded patent for our AerForce™ Micro-Porous Ceramic Diffuser Technology.

Introduce BioBlast™, a unique and proprietary approach to Biological Treatment of lakes for nutrient and sediment reduction.

Becomes the leading Natural Lake Restoration Company in the US with more than 40 lakes and reservoirs under management.

### 2018

Introduced a proprietary Phosphorus Harvester™ Technology that is positioned to revolutionize the Lake Restoration Industry.

## Over 30 EverBlue Lakes and Counting...

### Indian Lake

Dowagiac, MI • 500 acres

### Crooked Lake

Texas Township, MI • 200 acres

### Sherman Lake

Richland, MI • 165 acres

### Lake Heritage

Gettysburg, PA • 150 acres

### Keeler Lake

Decatur, MI • 80 acres

### Paradise Lake

Carp Lake, MI • 400 acres

### Austin Lake

Portage, MI • 225 acres

### Duck Lake

Highland, MI • 300 acres

### Lake Tyrone

Fenton, MI • 120 acres

...and more!

See the complete list of EverBlue lakes at [www.everbluelakes.com](http://www.everbluelakes.com)

*"We've told other surrounding lake communities that hiring EverBlue was the best decision our lake association has ever made. When you hire Everblue, you are hiring a true partner – someone who cares about your lake as much as you do."*

*Jerry Donley, Chairman  
Indian Lake Improvement Association*

## Better lake living is just a phone call away!

For a consultation, contact EverBlue Lake Solutions at 269-383-3400 or email [info@everbluelakes.com](mailto:info@everbluelakes.com)



# Is My Lake at Risk?

Use our visual assessment tool to determine how healthy your lake is (or isn't!). On the back you'll find important next steps to get your lake back to the way nature intended.

*Circle the conditions that apply in your lake.*

1. HEALTHY	2. AT RISK	3. IN DECLINE	4. IN CRISIS
<p><b>LOW WEED DENSITY</b></p> <p>NO VISIBLE ALGAE</p> <p>CLARITY &gt;10FT</p> <p>FEELS CLEAN</p> <p>GREAT FISHING</p> <p>PHOSPHOROUS &lt;20PPB</p> <p>HIGH OXYGEN TO BOTTOM</p> <p>MUCK &lt;1 FT</p>	<p><b>INVASIVE WEEDS DOMINANT</b></p> <p>CHEMICAL TREATMENT DOESN'T STOP WEEDS FROM SPREADING</p> <p>CLARITY &lt;10FT</p> <p>DOESN'T FEEL CLEAN</p> <p>FISHING ISN'T WHAT IT USED TO BE</p> <p>PHOSPHOROUS &gt;25PPB</p> <p>OXYGEN RUNS OUT IN DEEPER AREAS IN JULY / AUG</p> <p>MUCK &gt;1 FT BOTTOM FEELS "ICKY"</p>	<p><b>CHRONIC WEED PROBLEM</b></p> <p>ALGAE BLOOMS COMMON CHEM BUDGET INCREASING</p> <p>CLARITY &lt;6FT</p> <p>FEELS SLIMY</p> <p>VISIBLE STRESS ON FISH</p> <p>PHOSPHOROUS &gt;50PPB</p> <p>OXYGEN RUNS OUT IN DEEPER AREAS IN JULY / AUG</p> <p>MUCK &gt;2 FT MUCK SMELLS LIKE SWAMP GAS</p>	<p><b>TOO FEW WEEDS ODOR FROM ALGAE</b></p> <p>HARMFUL ALGAE BLOOMS PERSISTENT</p> <p>CLARITY &lt;2FT</p> <p>NO ONE WANTS TO SWIM! LAKE SMELLS BAD</p> <p>FISH KILLS COMMON</p> <p>PHOSPHOROUS &gt;80PPB</p> <p>SEVERE OXYGEN STRESS EVEN IN SHALLOWS</p> <p>MUCK &gt;2 FT BLACK, SMELLY, OILY MUCK</p>



## What's Next?

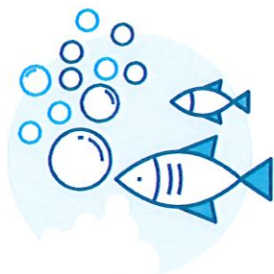
Check out our healthy lake prescriptions



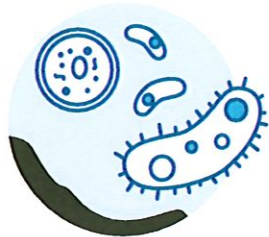


## The EverBlue Naturally Clean Technology Toolbox

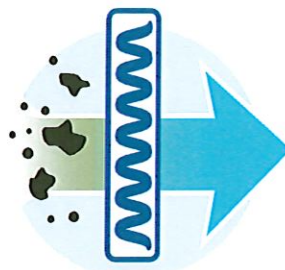
Put EverBlue Lake Solutions Natural Technologies to work to solve weed, algae and muck problems to get your lake clean and healthy.



**AerForce Lake Aeration™**



**BioBlast Bacteria Treatment™**



**Smart Watershed Management™**



**Phosphorous Harvester™**

## Let EverBlue design a custom Prescription for your lake

### 1. HEALTHY

- Benchmark and regularly track lake health
- Implement Smart Watershed Management to stop fertilizers from polluting your lake.
- Implement Phosphorus Harvester and/or BioBlast Bacteria Treatment to keep lake healthy.
- Spot treatment or removal of invasive weeds to prevent their spread.

### 2. AT RISK

- AerForce Lake Aeration likely needed
- Moderate BioBlast Bacteria Treatment needed (2 – 4 times per season)
- Smart Watershed Management tools needed on any problem inlets/drains.
- Phosphorus Harvesting recommended.
- Monitoring Program to track success.

### 3. IN DECLINE

- AerForce Lake Aeration is a “must do”.
- Aggressive BioBlast Bacteria Treatment (1- 2 time per month May to September/October.
- Smart Watershed Management tools needed on any problem inlets/drains.
- Aggressive Phosphorous Harvester Program.
- Monitoring Program to track success.

### 4. IN CRISIS

- AerForce Lake Aeration a must and it may take more than one season to restore oxygen levels to acceptable levels.
- Very aggressive BioBlast Bacteria Treatment needed 2 – 4 times per month until algae is under control.
- Smart Watershed Management tools needed on any problem inlets/drains.
- Aggressive Phosphorus harvesting needed.
- Monitoring Program to track success.

**Better lake living is just a phone call away!**

For a consultation, contact EverBlue Lake Solutions at 269-383-3400 or email [info@everbluelakes.com](mailto:info@everbluelakes.com)



## ***References***

### **EverBlue Lakes Client Contacts**

**(Note: we executed a branding change in 2018. Many customers still think of us as "Lake Savers")**

#### **Limnologist Contact:**

This is the lead scientist of the group that has done the bulk of the analysis on our aeration projects.

Jennifer L. Jermalowicz-Jones, PhD  
Water Resources Director  
Restorative Lake Sciences  
18406 West Spring Lake Road  
Spring Lake, MI 49456

616.843.5636

[jenniferj@restorativelakesciences.com](mailto:jenniferj@restorativelakesciences.com)  
<http://www.restorativelakesciences.com>

Jennifer's firm has measured and monitored more than 10 lakes in the State of Michigan under contract with Lake Savers/EverBlue. Jennifer can speak to the scientific findings across all of the lakes they have studied on the impacts of our Aeration Technology.

#### **Indian Lake, Dowagiac , Michigan**

Mr. Jerry Donley  
President, Indian Lake Improvement Association

(269) 470470-1792

[jedjld@aol.com](mailto:jedjld@aol.com)

Whole Lake Aeration System since 2012. This lake has been stocked with Walleye and Jerry can speak to the fisheries impacts since aeration was installed. Also, this lake was eutrophic at the time of installation with a severe blue-green algae issue.

Indian Lake was the first lake to have the new compressor technology installed. We replaced an older style unit in March of 2018 to be ready for the April 1, turn-on. The unit performed flawlessly for the entire 2018 season.





## ***References***

### **Devils Lake, Lincoln City, Oregon**

Josh Brainerd

Director, Devils Lake Watershed Improvement District

(919) 6008467

[josh@dlwid.org](mailto:josh@dlwid.org)

Devils Lake in Lincoln City, Oregon, like Lake Carmi, commissioned a study to assess the potential impacts of a Deep Zone Lake Aeration System to reduce harmful algal blooms. The study was conducted by Alex Horne, PhD, one of the leading limnologists in the world.

Lake Savers/EverBlue was selected as the Aeration Technology provider in a competitive bid process. Josh can speak to their research process on different aeration technologies and why they selected Lake Savers/EverBlue.

The system was installed in October of 2018 and has run perfectly since turn-on despite several large storm events and power outages. We conducted training for local personnel on system maintenance and we are working with DLWID to mentor and provide on-going training on system maintenance and monitoring over the next twelve months through a series of follow-up site visits.

### **Duck Lake, Highland Township, Michigan**

Ryan Charlton

President Duck Lake Property Owners Association and President of the Duck Lake Governmental Lake Board

(517) 214 4449

Duck Lake was our most complex installation to date. Ryan can speak to Lake Savers/EverBlue's ability to respond to required changes in requirements during the installation process. Ryan can also speak to our performance on sound levels on our systems.

### **Lake Heritage Gettysburg, PA**

Michael Hanson, CMCA, AMS

Community Manager

Lake Heritage Property Owners Association

[1000 Heritage Drive](#)

[Gettysburg, PA 17325](#)

Tel: [\(717\) 334-7242](tel:(717)334-7242)

Email: [mhanson@lakeheritage.org](mailto:mhanson@lakeheritage.org)

Lake Heritage is hypereutrophic and is a multi-year restoration effort. This is the lake that led to the development of our BioBlast process. The lake was kept 100% clear in 2017. They experienced some short duration blooms in 2018 that led to the development of a new

formulation of the BioBlast Product. This formulation cleared the lake in 2018 of the bloom and has kept the lake 100% clear in 2019 to date. Mike can talk about our successes and the effort we have put forth to respond to extreme climate conditions in 2018.

### **Lake Carmi, Franklin Vermont**

Lake Carmi is a 1375 Acre lake. The aeration system that we installed is one of the largest, if not the largest in the country. Permits were issued by June 6, 2019. EverBlue arrived on site on June 9<sup>th</sup> of 2019. The system consists 2 Compressor Systems, 80 diffusers and more than 40 miles of airline.

EverBlue had the entire system installed and running by June 23<sup>rd</sup>. We even completed the landscaping around the compressor systems in that time-frame.

While it is too early to tout results, our contacts can speak to our process and responsiveness in getting this system installed and running under very tight time frames.

Robert Evans  
Vice President, Franklin Watershed Committee

(802) 839-0448

### **Lake Reidsville, Reidsville, North Carolina**

Drinking water reservoir for the City of Reidsville, NC

- 28 Diffusers, 47,000 feet of airline one compressor system.
- 3 days to install and start-up system.

### **Scott Jewell, Superintendent**

336 342 4001

### **Sherman Lake, Ross Township Michigan**

Mr. Roger, Schweitzer  
President, Sherman Lake Residents Association  
Richland Michigan  
(269) 720 3863

[roger777helper@gmail.com](mailto:roger777helper@gmail.com)

Sherman Lake is a 165-acre lake in Southwest Michigan. A whole lake system was installed in 2013.



### **Austin Lake, Portage Michigan**

Mr. Brian Johnson  
Former Chairman, Austin Lake Governmental Lake Board

269-207-2041

[bjohn3200@yahoo.com](mailto:bjohn3200@yahoo.com)

Austin Lake is a 1000-acre lake in Southwest Michigan. A 200-acre partial lake system was installed in 2012.

### **Sand Lake, Grant Michigan**

Jim Flanagan  
Sand Lake Improvement Association  
Grant Michigan

(231) 282 1700

[james.flanagan@sbcglobal.net](mailto:james.flanagan@sbcglobal.net)

Sand Lake is a 60-acre lake in Mid-Michigan. A whole lake system was installed in 2015. Results on algae and muck reduction have been above expectations. Lease renewed for an additional 5-year term.

### **Pickerel Lake, Scotts MI**

Marv Thomas  
Pickerel Lake Association  
Scotts Michigan

(269) 303 5119

Pickerel Lake is a 150-acre lake in Mid-Michigan. A whole lake system was installed in 2015. For three seasons weed reduction without chemical treatment was remarkable. In 2017 and 2018 the lake needed spot treatment for weed growth. We anticipate a return to 100% Natural in 2019.

# TOWN OF EAST HAMPTON AGENDA REPORT

AGENDA ITEM: 5b

DATE: October 22, 2019

SUBJECT: **Revised Job Description**

DEPARTMENT: Library

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## **BACKGROUND**

The East Hampton Public Library recommends revising the Manager of Acquisitions job description and retitling the position as Head of Circulation and Technical Services. Both job descriptions are included in your packet.

The Manager of Acquisitions job description was originally written over 20 years ago. Technology, automation, and libraries have changed substantially since then. The current job description (Manager of Acquisitions) oversees the Technical Service department of the library. This includes acquiring, cataloging and processing all new library materials. With online vendor services, cataloging support from our consortium LION and increased vendor processing, however, the scope of the current position no longer fits the needs of our Library.

We recommend expanding the role of this position to also oversee the Circulation Department of the library including borrowing, patron records management, inter library loan, cash handling, periodicals and mending. We believe that this role integrates easily with the position's current responsibilities. Both the Circulation and the Technical Services departments work closely with our Integrated Library System and with our consortium: LION. Many surrounding libraries have similar positions including Brainerd Library in Haddam and Russell Library in Middletown.

Additionally, this re-written job description places new emphasis on the importance of exceptional customer service and leadership within the library. With a small staff of just three full time employees, every member of our staff needs to work to their full capacity so that we may continue to serve the Town of East Hampton.

## **RECOMMENDED MOTION**

Resolved that the job description of Head of Circulation and Technical Services position be approved as written.

**FISCAL IMPACT** No fiscal impact.





**EAST HAMPTON PUBLIC LIBRARY**  
**Acquisitions Manager Position Description**

<b>Position Title:</b>	Acquisitions Manager
<b>Minimum Qualifications:</b>	High school diploma plus 3-5 years experience delivering customer and technical services in a public library setting. Some college or paraprofessional credits in library or education disciplines preferred.
<b>Reports To:</b>	Library Services Director

Under the supervision of the Library Services Director, exercises initiative and judgment and makes informed decisions while performing primary and secondary duties:

**Primary Duties**

- Coordinates the authorized acquisition of library materials using integrated online systems and approved procedures.
- Implements acquisitions made under standard or specialized standing order plans; accurately maintains plan profiles; monitors vendor performance against plan.
- Executes or supervises non-standing acquisitions requests; ensures materials in varied formats are ordered as specified.
- Acquires, edits or creates full MARC bibliographic records according to specifications; associates library acquisition requests with same; maintains item record status from date of order to receipt; performs preliminary classification.
- Verifies materials receipts for accuracy and condition; validates invoices against stated vendor discount plans and identifies discrepancies; processes the claiming of materials ordered but never received; executes order cancellations and returns.
- Assists in the comparison of library vendor pricing plans and discount programs.
- Withdraws outdated materials under fixed cycle or at administrator's discretion.
- Performs other special project assignments related to the above duties,

**Secondary Duties**

- Exercises considerable knowledge of and performs Public Service Associate duties as needed.
- Assists with training and supervising Public Service Associates in the execution of public service procedures or in techniques related to a specialized function.
- Provides reference and readers advisory services to a variety of public library users.
- Contributes to the development and implementation of collection improvement plans.
- Attends educational seminars offered outside the library at the discretion of the Library Services Director.



**Required Knowledge, Skills and Abilities**

Public service orientation with strong knowledge of bibliographic terminology, formats, and practices. Ability to implement near and long-range library acquisitions plans using integrated library and Internet-based systems. Ability to appropriately solve related problems involving concrete variables in standardized situations.

**Certificates, Licenses, Registrations**

The position requires a valid driver's license.

**Physical Demands**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee will occasionally be required to attend off-site meetings.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is generally quiet. May be exposed to dust and fluctuation in inside temperature. The employee will be required to operate typical business office equipment, including computer hardware and related operational and public service software. Schedule includes a combination of day, evening and weekend hours.

**Accommodations**

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

*This job description is not, nor is it intended to be a complete statement of all duties, functions and responsibilities which comprise the position.*

**Adopted: 2006**

**Job Description**  
**East Hampton Public Library**  
**Head of Circulation and Technical Services Coordinator**

**Position Title:** Head of Circulation and Technical Services  
**Minimum Qualifications:** High school diploma plus 3 to 5 years' experience delivering customer service in a library, government, non-profit or education setting. Some college or paraprofessional credits in library or education disciplines preferred.  
**Reports To:** Library Director

**Summary of Responsibility:**

The Head of Circulation and Technical Services Coordinator is responsible for ensuring that library patrons receive consistently exceptional service when discovering and using library materials. With considerable independence, this position oversees all circulation and technical services, processes and policies. In conjunction with the Library Director, the Coordinator establishes priorities and ensures that the Library's mission, goals and objectives are met or exceeded. This is a highly visible position responsible for exercising significant independent judgment, operating within a busy environment, actively assisting users, and monitoring multiple library functions.

**Primary Duties**

- Serves as a role model for exceptional customer service.
- Oversees the activities of all circulation and technical services staff.
- Oversees acquisition, cataloging and processing of all library materials.
- Oversees borrowing and management of the circulation desk and all affiliated activities.
- Ensures that library collections and services are relevant, easily accessible, engaging and attractive to the community.
- Develops, recommends and implements circulation and technical services, policies and procedures that put patrons first.
- Assists with collection development and de-acquisition of materials.
- Assists with the preparation of statistical and narrative reports.
- Assists with planning, scheduling and managing all aspects of the Integrated Library System.
- Interacts with consortium and vendor staff; participates in consortium committees and task forces.
- Provides assistance at all public service desks in the Library including answering reference, reader's advisory, technology, informational and direction questions.
- Uses good judgement to resolve patrons' complaints in the best interest of the patron.
- Coordinates, collaborates and consults with the Library Director, the Children's Librarian and staff.

**Secondary Duties**

- Oversees adult volunteers.
- Updates the library's website or marketing as needed.
- Plans and executes Library programming for the community.
- Represents the Library to community partners.
- Oversees the Library in the absence of the Library Director and Children's Librarian.
- Other duties as assigned.

**Required Knowledge, Skills and Abilities**

- Strong leadership skills.
- Strong communication skills, both oral and written.



- Strong knowledge of public library circulation and cataloging theory and practices.
- Strong attention to detail.
- General knowledge of all modules of the Library's ILS.
- Ability to use and troubleshoot commonly used library hardware, software and network equipment.
- Proven ability to successfully deliver exceptional customer service and prioritize service needs in a busy, dynamic public service environment.
- Commitment to innovation and constant learning.
- Sound and consistent judgement.
- Ability to work both independently and collaboratively.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee will occasionally be required to attend off-site meetings.

### **Work Environment**

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of the job.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is generally quiet. May be exposed to dust and fluctuation in inside temperature. The employee will be required to operate typical business office equipment, including computer hardware and related operational and public service software. Schedule includes a combination of day, evening and weekend hours.

### **Accommodations**

Reasonable accommodations may be made to enable qualified candidates with disabilities to perform the essential functions of this position.

### **General Guidelines**

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

The job description does not constitute an employment agreement between the employer and employee and may be subject to change by the employer as the needs of the employer and requirements of the job change. This is a non-exempt position.

**Town of East Hampton**  
**Additional Appropriation / Transfer Request Form**  
**Fiscal Year 2019-2020**

**Fund:** General Fund

**Department:** Library

**Additional Appropriation** ☒  
**Transfer** ☐

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*The following additional appropriation / transfer is recommended for approval.*

**Estimated Revenue**

Capital Reserve Fund – Transfers In	01830000-4814	\$ 24,255
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**Appropriation**

Capital Reserve Fund – Transfers Out	01810000-5924	\$ 24,255
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**Explanation**

The above transfer request is requested for the replacement of ceiling tiles and related electrical work in the library.

Costs are estimated as follows:	Ceiling tiles	\$19,500 (quoted)
	Electrical	\$3,600 (quoted)
	Contingency 5%	<u>\$1,155</u> (estimated)
	Total	<u>\$24,255</u>

**Source of Funds**

Funding is from unspent funds (\$110,851,76) that were returned to the General Fund from the Library Roof replacement project.

**Recommended motion:**

Resolved, that the Town Council approve the above additional appropriation from the return of capital funds and that a capital project be created in the Capital Reserve Fund to account for costs associated with the project.

<b><u>Approved</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Date</u></b>
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Board of Finance

Town Council





AGENDA  
ITEM # 12

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

October 22, 2019

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 ten (10) refunds totaling \$3,118.92.

Respectfully Submitted,

*Kristy L. Merrifield, CCMC*

Kristy L. Merrifield, CCMC  
Collector of Revenue

0. ☐ CL

890.80 ☐   
605.62 ☐   
287.51 ☐   
115.54 ☐   
344.89 ☐   
218.50 ☐   
425.23 ☐   
5.15 ☐   
80.20 ☐   
145.48 ☐

010

3,118.92 ☐ ☐

0. ☐ CL