


MEMORANDUM

TO: Town Council

FROM: David E. Cox, Town Manager 

DATE: January 18, 2024

SUBJECT: Agenda Information – 1/23/2024

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

5 Presentations

5a Presentation regarding the Board of Education Quarterly Financial Report – Representatives from the BOE will present information on the status of education-related expenses in the last quarter and current projections. The Town Council will have an opportunity to ask questions as part of the presentation. Otherwise, no action is necessary.

6 Bids and Contracts

6a Consideration of a Motion to approve a contract with VHB for the first phase of environmental assessments – The Council is asked to consider the proposed initial scope of services and contract with VHB for environmental evaluation services at the 13 Summit, 1 and 13 Watrous and 3 Walnut properties. The Town's Brownfields Redevelopment Agency will review the proposal at its meeting on Monday, January 22 and is expected to make a formal recommendation to the Council. The initial scope of services, which will be issued as an addendum to the agenda materials prior to the meeting, will include collection and aggregation of existing environmental data on the properties to determine any data gaps, conduct and update of Phase I environmental evaluations, initial community outreach support and grant administration assistance. The proposal may include services related to dam inspection if that portion of the scope is ready. As a reminder, this project is funded by grants totaling \$700,000 from the State (\$200,000) and the US EPA (\$500,000).

Recommendation: Act on the recommendation regarding the initial scope and contract.

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

**Town of East Hampton
Town Council Regular Meeting
Tuesday, January 9, 2024
Town Hall Council Chambers and Zoom**

MINUTES

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

Absent: Deborah Cunningham.

Call to Order & Pledge of Allegiance

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

Adoption of Agenda

A motion was made by Mr. Solomon, seconded by Mr. Werme, to adopt the agenda as submitted. Voted (6-0).

Approval of Minutes

Regular Meeting of December 12, 2023

A motion was made by Mr. Werme, seconded by Mr. Solomon, to approve the minutes of the Town Council Regular Meeting of December 12, 2023 as submitted. Voted (6-0).

Public Remarks

Ryan Baldassario, 19 Sunset Dr, is the Chairman of the Brownfields Redevelopment Agency. Mr. Baldassario updated the Council members on what the Agency has been doing. The members interviewed firms for its RFQ process. The recommended firm will be voted on by the Council members later on in the meeting.

Bob Yenknor, Spellman Point, wanted to update the members on the health of the lake. He is part of the lake association. The Town optimizes the lake's health progress and can't lessen the momentum of said progress.

Presentations

None

Bids & Contacts

None

Resolutions/ Ordinances/ Policies/ Proclamations

- a. Proclamation for Humanitarian of the Year:** Council member Knotek read the proclamation for Ted Turner for Humanitarian of the Year aloud for the record.
- b. Proclamation for the Retirement of Police Canine Ardo:** Council member Wanat read the proclamation for the retirement for Police Canine Ardo aloud for the record.

Continued Business

Sub-Committee Reports & Updates: The council is setting up a meeting for the appointments sub-committee for the 22nd to discuss procedures and to fill vacancies within six months. It was mentioned that a 7 person committee for the water system project will be appointed.

New Business

- a. **Discussion and Possible Approval of Revisions to the Job Description for the Town Clerk:** The job description was modernized, reorganized, and trimmed down the non-relevant items from the description. *A motion was made by Mr. Solomon, seconded by Mr. Knotek, to approve of the revised job description for the Town Clerk. Voted (6-0).*
- b. **Discussion and Possible Approval of Licensed Environmental Professional Firm for Brownfields Environmental Site Assessments, Remedial Action Plans and Site Reuse Assessments:** The RFQ issued by the Brownfields Redevelopment Agency had seven replies from firms. The Town received \$700,000 in grant funds to help move the projects along. Out of the firms that were interviewed, VHB was the top firm recommended by the Brownfields Redevelopment Agency members. *A motion was made by Mr. Solomon, seconded by Ms. Wanat, to move ahead with VHB and to identify the first phase of scope for the project. Voted (6-0)*
- c. **Discussion and Possible Approval of Amendment #2 to the Water Engineering Agreement with Environmental Partners:** The Town has been working with Environmental Partners on the water project. The next phase of work, which is estimated to cost \$1,499,900, involves surveying the land and mapping where the pipes will be laid for the water. The next phase will take several months to plan and complete. In response to a question, Cox indicated that there is no known need for private property easements at this point. *A motion was made by Mr. Goff, seconded by Mr. Solomon, to approve amendment #2 with Environmental Partners. Voted (6-0).*

Town Manager's Report

The Town Manager's report is included in the member's packet and posted on the Town's website. The Town's audit has been posted to the website and able to be reviewed by the public. The audit numbers remain healthy. The department of Public Works responded to the storm over the weekend and the rain storm the previous day. The department handled both storms so the public would remain safe. The library circulated over 100,000 materials in 2023.

Appointments

Council member Knotek mentioned that there is an opening for a full member on the Planning and Zoning commission. Alternate Michael Kowalczyk would be moved up to become a full member of the commission by Chairman Zatorski of the Planning and Zoning Commission. *A motion was made by Mr. Knotek, seconded by Mr. Solomon, to confirm Michael Kowalczyk to ascension to full member. Voted (6-0).*

Tax Refunds

A motion was made by Mr. Goff, seconded by Mr. Werme, to approve of the tax refunds in the amount of \$4,772.97. Voted (6-0).

Public Remarks

None

Communications, Correspondence & Announcements

- a. **December 2023 Board and Commission Summary:** The members reviewed this item.
- b. **2022-2023 Auditor's Communication:** The members reviewed this item.

Adjournment

A motion was made by Mr. Solomon, seconded by Ms. Wanat, to adjourn the meeting at 7:10pm.
Voted (6-0).

Respectfully Submitted,

Katrina Aligata
Recording Clerk



EAST HAMPTON
PUBLIC SCHOOLS

PAUL K. SMITH
Superintendent of Schools

MARY E. CLARK
Director of Curriculum and Instruction

1 Community Drive, Suite 1
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

TO: Superintendent Paul Smith
FROM: Karen Asetta, Business Manager
RE: Current year (2023-24) Budget Status - actual spending through 1/10/24

As mentioned in the report for the prior quarter (September 2023), Connecticut Public Act 23-137 passed late in June 2023 significantly impacts our forecasted cost for student services. Students anticipated to “age-out” of our enrollment responsibility during this fiscal year must be retained through the entire school year.

We also have incurred adjustments to programs including individualized transportation that vary from our original plan.

The increased expenses are offset by additional state reimbursement via the Connecticut Excess Cost Grant. The total variance in services, transportation, and tuition reduced by excess cost funding is \$603,553.

Lower than anticipated costs in utilities (highlighted by natural gas) and savings in software due to vendor changes, offset an increase in medical insurance enrollments. Employees are eligible to make enrollment changes based on “qualifying events” as these occur. Examples include change in marital status or the number of dependents. The difference in our share of the cost for covering one family’s health benefit and one single individual’s is \$18,790.

This forecast builds in our best estimates as of today on the use of all funding sources including grants, tuition revenues, and our cafeteria program.

Board of Education Operating Budget	Actual 22-23	Actual 23-24 YTD 1/10/24	Projected total spending 23-24 1/10/24	Budget 23-24	Projection to budget B/(W)	Conditions influencing prior assumptions
Certified Salaries	17,012,902	7,756,704	17,565,219	17,664,265	99,046	
Classified Salaries	5,822,733	2,794,110	6,150,000	6,109,800	(40,200)	To meet student support requirements
Medical Insurance	4,761,510	2,230,691	5,050,000	4,890,716	(159,284)	Additional enrollments and life changes existing staff
Life Insurance	66,436	39,490	69,490	69,861	371	
Payroll Taxes	693,320	319,348	720,025	721,585	1,560	
Pension	637,656	635,661	722,418	716,752	(5,666)	
Unemployment Comp	99	12,033	18,000	6,000	(12,000)	Responsible for claims based on claimant(s) wages when EH employee even when job loss unrelated to EH work period
Worker's Compensation	134,908	107,887	148,000	146,600	(1,400)	
Technology Software	290,695	200,087	248,000	316,639	68,639	Change of vendors and mandatory movement of special ed IEP to state product
Meetings/Conf/Training	9,413	12,012	20,000	30,680	10,680	
Professional/Tech Services	737,974	723,339	893,339	707,350	(185,989)	Services related to outplacements and supplemental speech services delivered locally
Public Utilites (water/sewer)	65,509	49,374	68,129	70,339	2,210	
Repairs and Maintenance	359,664	184,811	290,000	292,288	2,288	
Rental (includes copiers)	100,829	82,305	108,000	107,987	(13)	
Pupil Transportation	1,565,663	664,496	1,832,978	1,514,505	(318,473)	Added outplacements and differing requirements related to changes in student outplacement
Other Transport (athletics)	14,324	7,322	18,000	26,000	8,000	
Property/Liability Ins	123,144	97,046	123,191	128,008	4,817	
Phones, printing, ads	82,176	37,340	80,000	82,569	2,569	
Tuition	1,581,880	1,841,032	1,666,052	1,260,789	(405,263)	14 outplacements as of 9/19, legal change raising age out date, budgeted for 11
Magnet School Tuition	142,521	203,542	203,542	115,470	(88,072)	Increased enrollment and higher cost of specialized services to students enrolled
Staff Travel	3,640	1,708	5,500	5,720	220	
Other Purchased Services	22,872	6,897	25,000	35,360	10,360	
Supplies/Mat/Minor Equip	322,829	239,833	335,000	327,000	(8,000)	Inflationary effects of price increases
Natural Gas	190,175	34,088	155,944	202,120	46,177	Market uncertainty, currently cost is about 23% below last year
Electricity	266,820	118,471	298,471	340,000	41,529	
Motor Fuel	124,152	46,873	125,000	131,960	6,960	Market uncertainty and usage with new contractor TBD
Textbooks/Workbooks	134,571	99,662	100,000	110,400	10,400	
Books/Periodicals	11,697	8,068	13,000	14,000	1,000	
Other Supplies/Matls - tech	29,197	28,709	31,000	37,800	6,800	
Computer Equipment	87,330	117,278	117,278	115,000	(2,278)	Chromebooks
Dues and Fees	45,241	41,809	47,000	49,920	2,920	
TOTAL SPENDING	35,441,880	18,742,026	37,247,576	36,347,483	(900,093)	
LESS : Excess cost grant	752,520	0	795,000	488,828	306,172	Utilizing 76% of cost exceeding threshold
FINAL TOTAL AFTER EXCESS COST	34,689,360	18,742,026	36,452,576	35,858,655	(593,921)	

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



January 23rd, 2024

To: The East Hampton Town Council,

The documentation for the tax refunds listed below is available in the Office of the Collector of Revenue for your review. There are seven (7) refunds totaling \$7,594.49.

Respectfully Submitted,

Kristy L. Merrifield, CCMC
Collector of Revenue

0. (CL)

2,197.48 (H)

67.93 (H)

320.38 (H)

1,041.19 (H)

3,250.94 (H)

86.13 (H)

630.44 (H)

007

7,594.49 (H)