


MEMORANDUM

TO: Town Council

FROM: David E. Cox, Town Manager 

DATE: February 6, 2020

SUBJECT: Agenda Information – 2/25/2020

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.

5 Presentations

5a Presentation Regarding a Proposed Pump Track – Representatives of the Stage 1 Cycling Club/Airline Cycles and local residents will present information on a bicycle “pump track” they propose to build on the Town-owned property at 3 Walnut Avenue. The Council will be asked to receive the presentation and to provide any comments or guidance they may have. At its last meeting, the Council provided direction to staff to move ahead with using this property for development of additional parking for the Village Center.

7 Resolutions/Ordinances/Policies/Proclamation

7a Town Council By-Laws and Policies – The Council is asked to review, discuss and, potentially, consider adoption of the proposed amendments to the Town Council By-Laws and Policies. The recommended changes were presented to the Council at its last meeting and some discussion occurred resulting in a few changes being recommended. The packet includes the revised version of the By-Laws and the Second Reading Policy, which shows the changes. The material reflects the Council discussion as well as any comments or suggestions the Town Manager has made.

Recommended Action: Provide final review and consider adoption of the amended By-Laws.

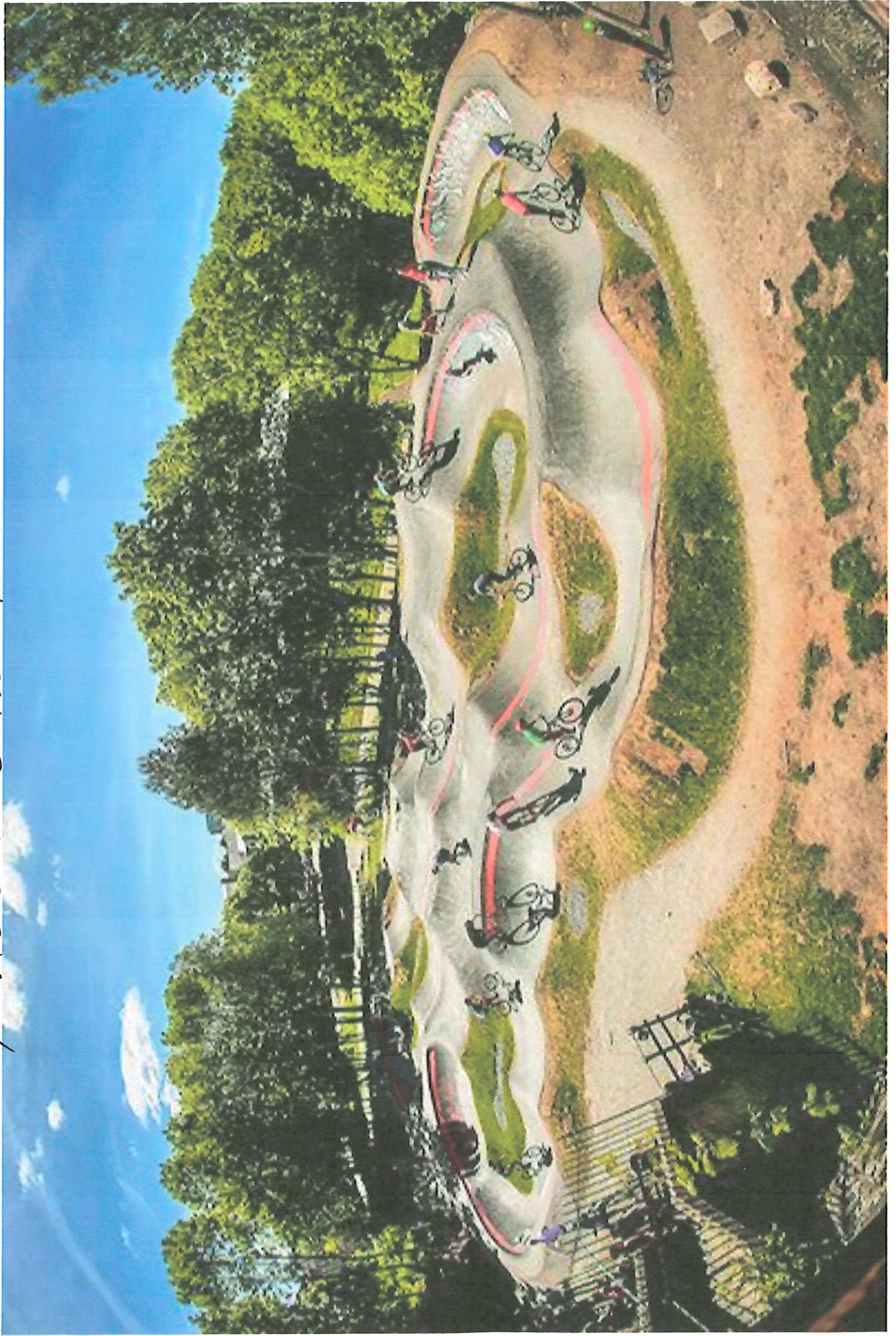
The remainder of the items are of a routine nature, in the sole purview of the Council or are announcements. Please contact me or the appropriate staff member with questions or concerns.

DC

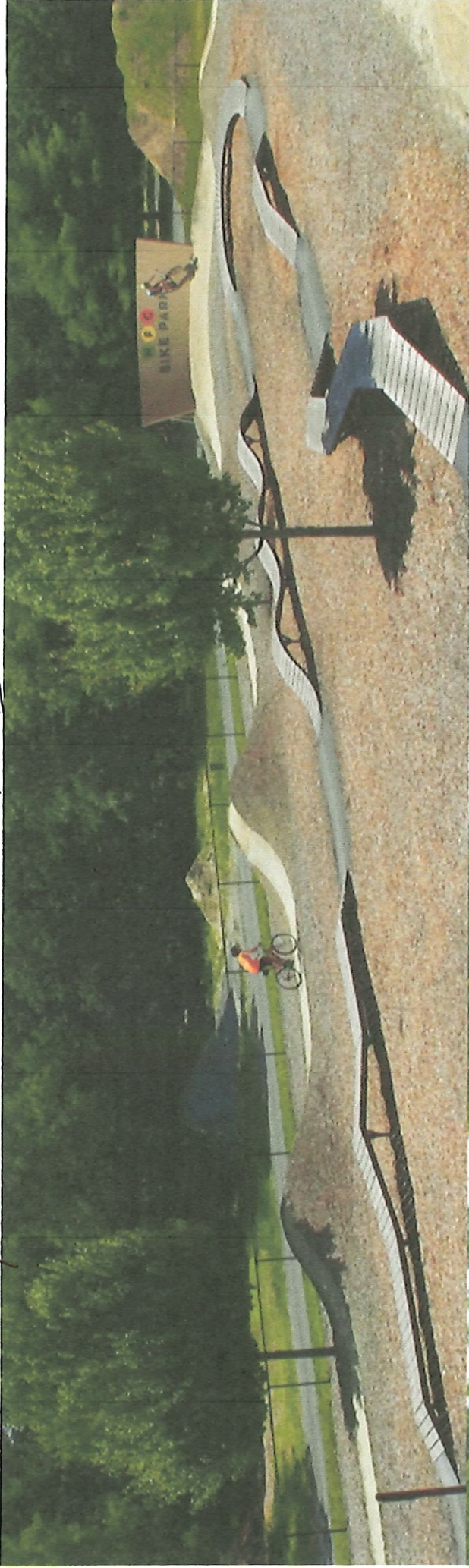
CONCEPT/EXAMINES FROM OTHER AREAS

AGENDA

ITEM # 5a

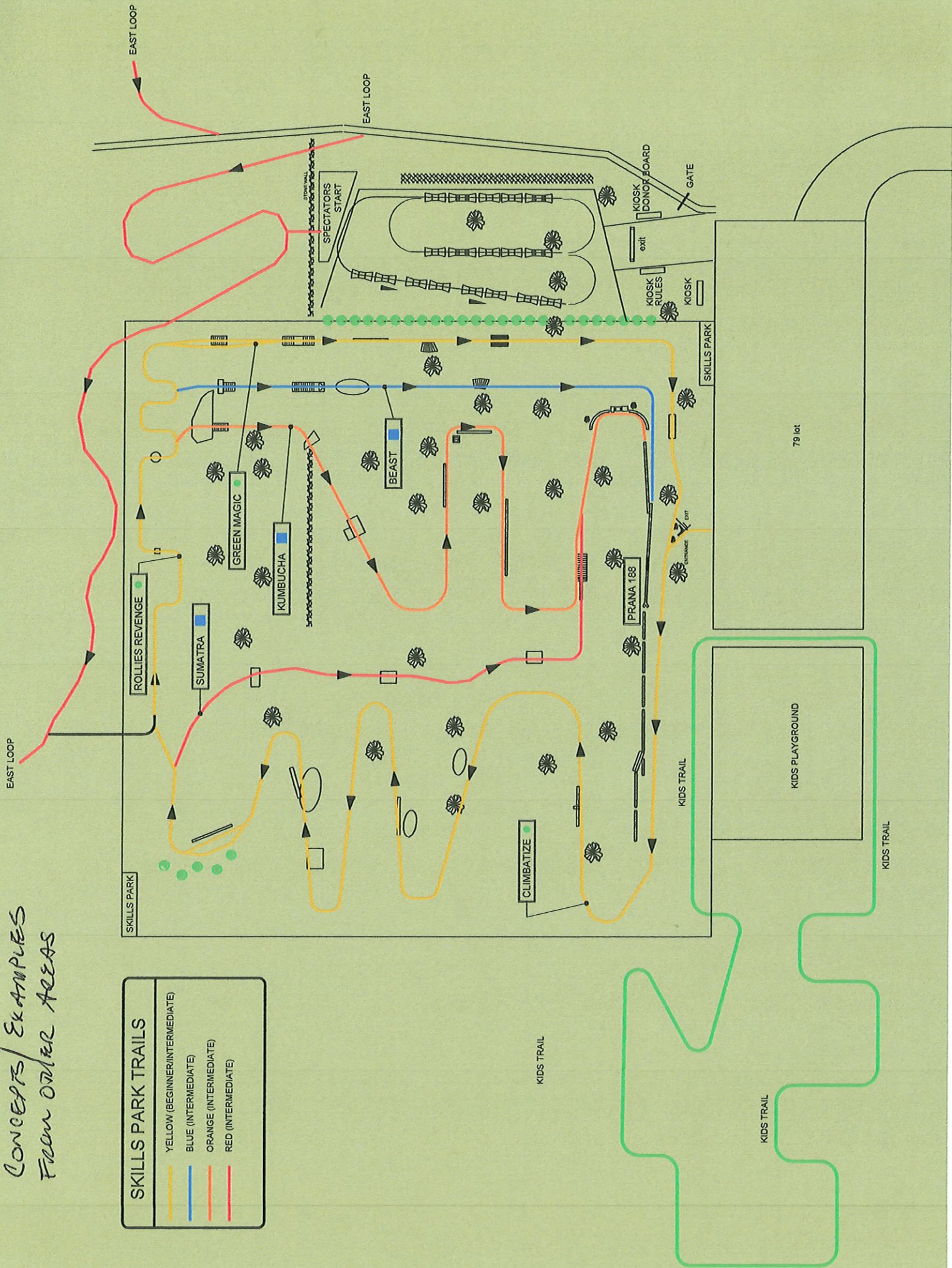


CONCEPT/EXAMPLE FROM OTHER AREAS



CONCEPTS/EXAMPLES
FROM OTHER AREAS

SKILLS PARK TRAILS	
	YELLOW (BEGINNER/INTERMEDIATE)
	BLUE (INTERMEDIATE)
	ORANGE (INTERMEDIATE)
	RED (INTERMEDIATE)





TOWN OF EAST HAMPTON CT TOWN COUNCIL BY-LAWS

Adopted by Council January 12, 2016/Latest Re-adoption November 12, 2019

1. MEETING

1.1 ORGANIZATIONAL MEETING

Consistent with the Town Charter (sec 2.2) in November after the biannual election there will be an organizational meeting for the purpose of choosing one member as a Chairman. The Council can also choose a Vice Chairman to act as a substitute in the instance that the Chairman is not available.

1.2 HOW TO DEVELOP THE AGENDA

- i. The Town Manager, in consultation with the Council Chairperson, shall prepare the agenda.
- ii. Unless altered by a two-thirds vote of the Council, the regular order of business shall be as follows:

1. Call to Order and Pledge of Allegiance
2. Adoption of Agenda
3. Approval of Minutes
4. Public Remarks
5. Presentations
6. Bids & Contracts
7. Resolutions/Ordinances/Policies/Proclamations
8. Continued Business
9. New Business
10. Town Managers report
11. Appointments
12. Tax Refunds
13. Public Remarks
14. Communications, Correspondence & Announcements
15. Adjournment

iii. Any two members of Council can add an item to the agenda of a regular meeting as long as the addition is done within the following guidelines:

- Recommended addition is provided to the Town Managers office ~~5-six~~ (6) calendar days prior to the Council meeting.
- All associated information for the agenda item is provided ~~5-six~~ (6) calendar days prior to the Council meeting.

1.3 SPECIAL MEETINGS

1.3a SPECIAL MEETINGS (Policy adopted 11-12-13)

Special meetings may be called by the Town Council chairperson. Two members of the Town Council may also request, through the chair, a special meeting if the subject matter demands immediate attention and cannot be deferred to the next regular meeting. Proper notice must be given for the special meeting. Only matters included in the notice may be voted upon and enacted by the Council.

1.3b EMERGENCY SPECIAL MEETINGS

Emergency Special meetings may be called by the Council Chairperson or the Town Manager in case of an emergency with at least two hours' notice given to the Council members, without complying with the posting of notice requirements, but a copy of the minutes of every such Emergency Special Meeting shall be filed with the Town Clerk not later than 72 hours following the holding of such meeting in accordance with the Freedom of Information Act, sec. 1-225 (d).

1.4a PUBLIC REMARKS

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

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

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

1.4b DECORUM

All meeting participants including Councilors, citizens and staff should confine their remarks to the substance of the issue at hand. Participants should avoid discussing personalities and not impugn the motive, character or integrity of any individual. The Town Council supports the right of a resident to criticize its local government, but this should be done appropriately and responsibly, with civility and discretion. All participants should address their remarks to the Council Chairperson and maintain a civil tone. The rules of conduct shall apply to all written correspondence.

Disorderly and disruptive conduct will be handled in accordance with Connecticut General Statutes 53a-182 (Disorderly Conduct) and 53a-181a (Public Disturbance) while attempting to ensure everyone's rights to an open meeting in accordance with Freedom of Information Act, C.G.S. Section 1-232.

1.3c RULES OF DEBATE

- i. During discussion or debate, ~~No~~no Councilor shall speak unless recognized by the Council Chairperson.
- ii. Councilors shall confine their remarks in debate to the pending question.
- iii. Any Councilor who knows in advance of a meeting that he/she wishes to obtain certain data or have a question answered, or wishes specific figures or expenditures, or the like, should, insofar as possible, inform the Town Manager in writing of the nature and details of the inquiry, so that the Town Manager will have the opportunity to have the answer available at such meeting.
- iiii. Any member who realizes or anticipates that he/she has or will have a conflict of interest with respect to a matter before the Council for consideration should announce his or her intention to abstain from voting on the matter as soon as the conflict becomes apparent, and should thereafter refrain from further discussion of or involvement in the matter.

2. SUBCOMMITTEES

2.1 STANDING SUBCOMMITTEES

There shall be the following standing committees:

- Appointments Committee- With the express purpose of interviewing and making a recommendation for appointments to Boards, Commissions and Agencies that the Town Council has Authority over.
- Personnel Committee- With the goal of reviewing and providing direction regarding the collective bargaining process.

2.2 HOW TO DEVELOP A SPECIAL SUBCOMMITTEE

- i. The Council may create or dissolve committees of the Council by resolution. With the permission of the Council, the Council Chair may create special subcommittees that have a single purpose or short duration for the subcommittee's work.
- ii. The Council Chairperson shall appoint members of the Council to such committees and shall designate the chair of each. The Council Chairperson may announce any adjustments in membership or chairmanship at a regular Council meeting with such changes to be effective at the next regular committee meeting.
- iii. The Council Chair shall have a representative of a minority party on all subcommittees. In the instance that this may not be feasible or the Council Chair deems it appropriate the Chair can request a minority representation waiver from the Council of the whole.
- iiii. All Councilors shall be ex-officio members of the committees to which they are not assigned, but do not have the authority to make motions or to vote.

3. NEW BUSINESS

~~In accordance with the Town Council Second Reading Policy all new business will not be identified as an action item but will strictly be for presentation purposes unless otherwise identified by the Town Manager and approved by a majority vote of the Town Council. Action will be taken on all new business items when they are moved to continued business. Items of New Business will be listed on the agenda in the appropriate category as identified in section 1.2ii of these By-Laws. Items of New Business that are not listed in the "New Business" category will be listed as the last items (behind matters of continued business) in a given category.~~

4. BYLAWS ANNUAL REVIEW

Annually, by the end of January of each year, the Council will review the Town Council Bylaws and make amendments and additions by a simple majority vote.

5. COMMUNICATION WITH ATTORNEY ~~(Policy adopted 11-12-13)~~

To obtain legal information from Town Attorneys, a Town Council member must contact the Town Council Chair ~~or~~ and the Town Manager explaining their request.

All members of the council will be notified. The response from the Attorney will be emailed to all council members.

~~Keeping in mind that Legal Fees are increasing, we expect a monthly accounting of them and also expect a strong effort by the Town Manager and Town Council to reduce these costs.~~

ADDENDUM

(Includes all approved Council Policies)

EAST HAMPTON TOWN COUNCIL

2nd Reading Policy

Page 1 of 2

Purpose

In an effort to ensure the Town Council members of the Town of East Hampton have ample time to review New Business and discuss it with their constituents, the Town Council of East Hampton, Connecticut adopts this Second a-2nd-Reading Policy. The Town Council also recognizes that unnecessarily delaying action can be burdensome to the conduct of Town business~~some New Business may have an immediate nature and would allow waiver of this policy for those occurrences in accordance with the procedures of the policy.~~

Scope

This Policy applies to all citizens, staff, organizations and entities who bring business before the Town Council of East Hampton, Connecticut.

Policy

Generally, aAction should be taken on items of New Business at the first meeting when it is introducedprovided ~~only if it is of immediate nature and if~~ the Town Council has had sufficient materials and review time to ~~feel comfortable in rendering~~render a decision. ~~All other New Business items will be discussed and then appear for decision at a subsequent Town Council meeting depending on priority assigned to it.~~ Members of the Council may, at the Council's discretion, delay action on any item of business before it using the usual manner of tabling an item under Robert's Rules. Items in the normal ~~coarse course~~ of business including tax refunds, appointments, proclamations, approval of minutes, adjournment, executive session and adoption of agendas should not be delayed~~are exempt from a second reading.~~

Definitions

New Business - all matters brought before the Town Council for the first time in an effort to gain a form of action through a vote of the Town Council.

Immediate Nature- requires a decision from the Town Council prior to their next regularly scheduled meeting.

Procedure

1. All business requiring a decision by the Town Council will be brought to the Town Manager's office ~~3-six~~ (6) full business calendar days prior to the meeting.
2. Business being reviewed by Town Council for the first time will generally be placed in the New Business section of the agenda unless it is appropriately categorized in another section (e.g. Bids and Contracts) in accordance with the Town Council's Agenda policy. All previously reviewed but not voted on items will be placed in Continued Business unless appropriately categorized in another section in accordance with the Town Council's Agenda policy.
- ~~3. During a normal Town Council meeting~~Upon the request of two (2) Councilors, any item of New Business under consideration shall be delayed for second reading. A request for an item to be delayed may be overridden by an affirmative vote of not less than ¾ of the Council members present (e.g. 6 of 7, 5 of 6, etc.).~~all items within the New Business section will be discussed and reviewed.~~

EAST HAMPTON TOWN COUNCIL

2nd Reading Policy

Page 2 of 2

- ~~4. If an item is seen to be of an immediate nature a motion is made to exempt the item from the 2nd Reading Policy. The passage of the motion by a majority would allow Town Council to make a decision on New Business during the first reading.~~
- ~~5. If no immediate nature is present, then the item is carried forward to the next meeting where it is placed in Continued Business.~~
- ~~6.3. All Continued Business is discussed for the second time at which point it is now eligible for a deciding vote.~~



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February 25, 2020

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 seventeen (17) refunds totaling \$25,661.23.

Respectfully Submitted,

Kristy L. Merrifield, CCMC
Collector of Revenue

2,324.61	⊕
218.72	⊕
113.07	⊕
194.66	⊕
286.56	⊕
142.70	⊕
115.33	⊕
736.08	⊕
3,261.14	⊕
841.10	⊕
1,581.61	⊕
2,783.10	⊕
2,819.22	⊕
1,416.65	⊕
3,627.18	⊕
2,076.22	⊕
3,123.28	⊕

017

25,661.23 ⊕