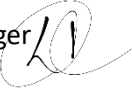


MEMORANDUM

TO: Town Council

FROM: David E. Cox, Town Manager 

DATE: October 21, 2021

SUBJECT: Agenda Information – 10/26/2021

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

5 Presentations

5a Lake Monitoring Data Presentation – Parks and Recreation Director Jeremy Hall and the Town's contracted Lake Scientist Hillary Kenyon Garavoy of Northeast Aquatic Research will be present to update the Council on the health of the lake. Garavoy will share the results of this season's monitoring activity and how that information compares to recent years and what trends might be identified. Recommendations for future in-lake and watershed improvement projects will also be presented.

5b Presentation of the Village Center Plan – Planning and Zoning Official Jeremy DeCarli and Planning Intern Christopher Roberts will present the Village Center Plan, which was developed with business and community input and which outlines current conditions and opportunities for enhancement in the Village Center area.

6 Bids and Contracts

6a Review of the East Hampton Education Association Contract – The Council is asked to review the recently approved three-year agreement between the Board of Education and the East Hampton Education Association, which represents certified employees. The new agreement, which is effective July 1, 2022, provides for annual increases in wages that total 8.96% over the life of the agreement, adds a new entry level wage step for teachers, provides for increases in insurance premium shares, modifies certain leave provisions, and addresses various other operational and administrative matters. In accordance with State law, the Council is not obligated to act on the agreement. In the absence of an action to reject the agreement by the Council, as the legislative body for the Town, the agreement would become effective 30 days after it was filed with the Town Clerk (10/13/2021). At its option, the Council could act to confirm the agreement as negotiated by the Board of Education with Board of Finance observation.

Recommendation: Confirm the tentative agreement.

6b Sears Park Boat Launch Replacement Contract – The Council is expected to be asked to approve award of a contract for the replacement of the boat launch in Sears Park. Proposals for this work are due to the Town on Friday, October 22. Assuming no difficulties in making a contractor recommendation, the Council will be presented with bid tabulations and the contractor recommendation prior to the meeting. Assuming a contract award at this meeting and notwithstanding any delays in receipt of materials, it is anticipated that this work would take place prior to the end of this calendar year. As a reminder, the Council approved publication of the RFP for this project in September and the project involves work to replace and extend the existing launch at Sears Park to address current deficiencies. The project is funded through the Capital Improvement Program/Capital Reserve Fund and boat launch fees.

Recommendation: Approve award of a contract as recommended.

9 New Business

9a **End of Year Budget Transfers** – The Town Council is asked to consider various budget transfers to close out the records on the Fiscal Year 2021, which ended July 1, 2021. The transfers, which were reviewed and recommended for approval by the Board of Finance at its last meeting, total about \$110,000 and move funds from specific lines that were under expended to lines that had gone over budget for various unanticipated reasons. The largest transfers were for legal expenses (totaling about \$48,000), which was due to unanticipated overlap in labor contract negotiations and bringing two larger suits to closure. There is no increase in the Town’s budget related to these reconciliation transfers.

Recommended Action: Approve the recommended budget transfers.

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

Town of East Hampton
Town Council Regular Meeting
Tuesday, October 12, 2021
Town Hall Council Chambers and Zoom

MINUTES

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

Call to Order & Pledge of Allegiance

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

Adoption of Agenda

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

Public Hearing for an Ordinance Amending the Code of the Town of East Hampton Regarding Establishing a Moratorium on Certain Activities Related to Adult-Use Cannabis

Jaryd Boisvert, 255 East High Street, commented that he is in favor of the town allowing retail sale of cannabis. He doesn't see a concern about people loitering in the area. Since the sale of other intoxicating substances are allowed marijuana shouldn't be treated differently. He noted tax revenue would go elsewhere if the sale is not allowed here. Allowing legal purchase of marijuana in town reduces the likelihood of someone buying marijuana illegally.

Vice Chairman Markham asked about the estimated tax revenue if sales are allowed. Mr. Cox noted there was a broad calculation by the State of an average of \$4million in sales for an average year for the average establishment and \$120,000 in tax revenues. Our town would be allowed one store based on population.

Mr. Philhower noted the moratorium allows the town to be able to make a better-informed decision and gather more information.

The Public Hearing closed at 6:41pm.

Approval of Minutes

A motion was made by Mr. Reich, seconded by Ms. Moore, to approve the minutes of the Town Council Public Hearing and Regular Meeting of September 28, 2021 as written. Voted (7-0)

Public Remarks

None

Presentations

Presentation of Mission Statement for the Economic Development Commission

Matt Reich, Chairman of the Economic Development Commission, provided an overview of the Mission Statement for the commission. The base statement reads “The East Hampton Economic Development Commission will lead and support projects that contribute to the successful attraction of new businesses, retain established businesses and improve the quality of life of East Hampton residents, visitors and tourist. These objectives will form the pillars around which the commission will center its efforts.” The three pillars contain more specific information. The full statement will be included with the minutes filed in the Town Clerk’s Office.

Mr. Cox noted that if the Council is happy with the statement as presented, he will provide at the next meeting a revised copy of the EDC ordinance that includes the mission statement. The Council would then set a Public Hearing for the ordinance change. It was agreed to have Mr. Cox prepare the draft ordinance revision for the next meeting.

Bids & Contracts

None

Resolution/ Ordinances/ Policies/ Proclamation

Review & Possible Adoption of an Ordinance Amending the Code of the Town of East Hampton Regarding Establishing a Moratorium on Certain Activities Related to Adult-Use Cannabis

A Public Hearing was held at the beginning of the meeting where one comment was received in favor of the sale of cannabis products. The moratorium will provide time for consideration of the new regulations, review of various approaches to local regulation and receipt of public input. The ordinance also includes a prohibition of the smoking, vaping, use, consumption or possession of cannabis products on Town owned or controlled properties and acknowledges a similar prohibition on State owned properties.

A motion was made by Mr. Markham, seconded by Mr. Philhower, to adopt the Ordinance Regarding Establishing a Moratorium on Certain Activities Related to Adult-Use Cannabis as presented. Voted (7-0)

Continued Business

Sub-Committee Reports & Updates

Vice Chairman Markham reported that the American Rescue Plan (ARP) Sub-Committee met just prior to the Council meeting. The group is still looking at requests and confirming if certain allocations are allowed. There will be no recommendations at this time.

Mr. Reich reported that the High School Athletic Fields project construction began on September 22nd. They are on schedule.

Review & Update on the Poet Laureate Selection Process

The Council asked the Arts & Culture Commission to create a process to select a new Poet Laureate for the town. They have developed an application for the process. Once the applications have been received and applicants interviewed, the Arts & Culture Commission will recommend a candidate to the Town Council for approval.

A motion was made by Mr. Philhower, seconded by Ms. Moore, to approve the process and application for the Poet Laureate position. Voted (7-0)

New Business

Review & Possible Approval of Police Department General Order 3.1 Use of Force

Police Chief Dennis Woessner provided an overview of the changes to the Use of Force General Order. The changes clarify the use of chokeholds and neck restraints.

A motion was made by Mr. Philhower, seconded by Ms. Moore, to approve General Order 3.1 Use of Force as presented. Voted (7-0)

Town Manager Report

Mr. Cox provided an overview of his written report which will be included with the minutes filed in the Town Clerk's Office. Mr. Cox noted that sewer bills went out October 1 and are due in two installments, October and April. A notice was sent to taxpayers showing a breakdown of what their tax dollars are used for. Police body worn cameras have been implemented. In car cameras are coming soon. The Library has submitted a presentation to be considered for the Library conference in Oregon and was chosen to be presented – the topic is Increasing Circulation during COVID.

Mr. Markham asked about the draft Home-Based Business regulations and how parking issues will be handled. Mr. Cox noted issues will be complaint driven.

Appointments

None

Tax Refunds

A motion was made by Mr. Philhower, seconded by Ms. Moore, to approve tax refunds in the amount of \$1,830.73. Voted (7-0)

Public Remarks

None

Communications, Correspondence & Announcement

September 2021 Board and Commission Summary

Council members received the September 2021 Board and Commission Summary. The document will be included with the minutes filed in the Town Clerk's Office.

Adjournment

A motion was made by Mr. Reich, seconded by Ms. Moore, to adjourn the meeting at 7:15pm. Voted (7-0)

Respectfully Submitted,

Cathy Sirois
Recording Clerk

East Hampton Village Center Plan



Table of Contents

1.0 Introduction	p. 3
2.0 Inventory and Analysis	p. 4
2.1 Existing Conditions of the Village Center	p. 4
2.2 Opportunities for Input	p. 13
3.0 Goals and Vision for the Village Center	p. 15
3.1 Community Input	p. 15
3.2 Goals from the East Hampton POCD	p. 16
3.3 Designing for Sustainability	p. 17
4.0: Exploring Future Alternatives	p. 18
4.1 Layout	p. 18
4.2 Amenities	p. 21
4.3 Gateway Improvements	p. 24
4.4 Parking	p. 25
4.5 Vacant Parcel Alternatives	p. 26
5.0: Action Item Checklist	p. 37
6.0 Appendix	p. 39
7.0 Sources	p. 42

1.0 Introduction

Located geographically in the middle of the East Hampton, the Village Center is known for its historic character and small shops, restaurants, and businesses. It is a priority of the town to highlight the Village Center and all it has to offer. As time has gone on the Village Center has become more auto-oriented following the trends of history throughout the U.S. The goal of this project is to improve the Village Center and create pedestrian and bike friendly connectivity, and overall create an attractive space where residents and commuters alike want to stop and spend time. Some improvement ideas include general streetscape improvements, wayfinding, additional public gathering spaces, and the overall incorporation of cultural and historical elements to add to the aesthetic of the Village Center.

The East Hampton Plan of Conservation and Development has made strides to encourage housing, and mixed uses throughout the Village Center to contribute to the Vitality of the area. The plan also lays out the goal of creating walkable villages. In an effort to progress the improvement of the Village Center, the town of East Hampton implemented a tax increment financing district (TIF) in the Village Center. The town should consider using money from the TIF district to fund this plan.

“Enhancing pedestrian access throughout all of the villages will add to community character and quality of life by reducing dependence on motor vehicles as well as promoting a healthier, more convenient environment for residents and tourists.” (East Hampton POCD pg. 75).

As the population grows larger and municipalities become more developed, quality public spaces as well as bike and pedestrian infrastructure are a necessity in any community. With the recent events and the COVID-19 pandemic, it is important that we promote our local and community businesses. Through increased connectivity and bike and pedestrian access, this plan intends to highlight the local business community in the Village Center. In addition to a mix of businesses, the Village Center offers opportunity for recreation and tourism with the Air Line Trail State Park running through the heart of the downtown. All of these elements combined with proposed improvements in this plan presents a great opportunity for the community to strive for a more sustainable future and create long term social, economic and environmental benefits. With all of that in mind, the following plan was initiated as part of the larger goal of creating walkable villages, and overall creating a meaningful space for the public to enjoy. This plan is focused on surveying and inventorying the Village Center and fostering a discussion for the future of the area. The Village Center holds a vast amount of retail, restaurant, and housing space. The Village Center sits in the center of town, along route 196 which connects routes 16 and 66. It also intersects the Air Line Trail State Park bringing in pedestrian and bicycle traffic. Historically the area was the center of town serving the communities needs through shops, and other civic uses, including the church, the school, and the town hall. The Village Center has a few parcels with opportunity for development. The center has sidewalks along most of its streets but maintenance and landscaping are needed throughout the area. Parking in the Village Center is ample but needs to be re-organized and clear for users. Overall the Village Center as it exists has the opportunity to be transformed into a great public space for all to enjoy.

2.0 Inventory & Analysis

2.1 Existing Conditions of the Village Center

2.11 Layout of the Village Center

The East Hampton Village Center spans the area between and along Summit and Skinner Streets and is home to 29 parcels which hold to mix of uses including housing , shops, restaurants, businesses, and some open space owned by the town. Historically the Village Center was a center for bell manufacturers such as William Barton, Bevin Bell, The N. N. Brass, The East Hampton Bell Company, Watrous Manufacturing, and Gong Bell Manufacturing. The remnants of this legacy are left behind in the form of several old mill buildings and warehouses that exist in the Village Center today. The Village Center also includes Center Elementary School, the Congregational Church, and the town library. This area also includes access points to the Air Line Trail State Park, a rails to trail that spans the state of Connecticut from Portland to Thompson. The trail provides the Village Center with pedestrian and bicycle traffic, proving itself to be an important and unique asset to the area. The Village Center has important infrastructure and amenities such as sidewalks, crosswalks, benches, trash cans, and landscaping but it is lacking or aging in certain areas. The map on the next page depicts the Village Center and its existing layout (see figure 1).

2.12 Existing Pedestrian and Bike Infrastructure



Side Walks and Crosswalks exist throughout the Village Center but are in poor condition in multiple spots (See figure 2). In the picture to the top left you can see a crosswalk in very poor condition in front of the old town hall.

Figure 2: Sidewalks and Crosswalks in Various Conditions

On the bottom left is a sidewalk in front of 101 main street which is in need of maintenance. On the bottom right a drive way on Skinner Street lacks crosswalks giving an uninviting feel. The picture to the right shows a dead end to the side walk on Summit Street. This dead end is hidden by a bush making it very hard to see oncoming traffic for crossing pedestrians.

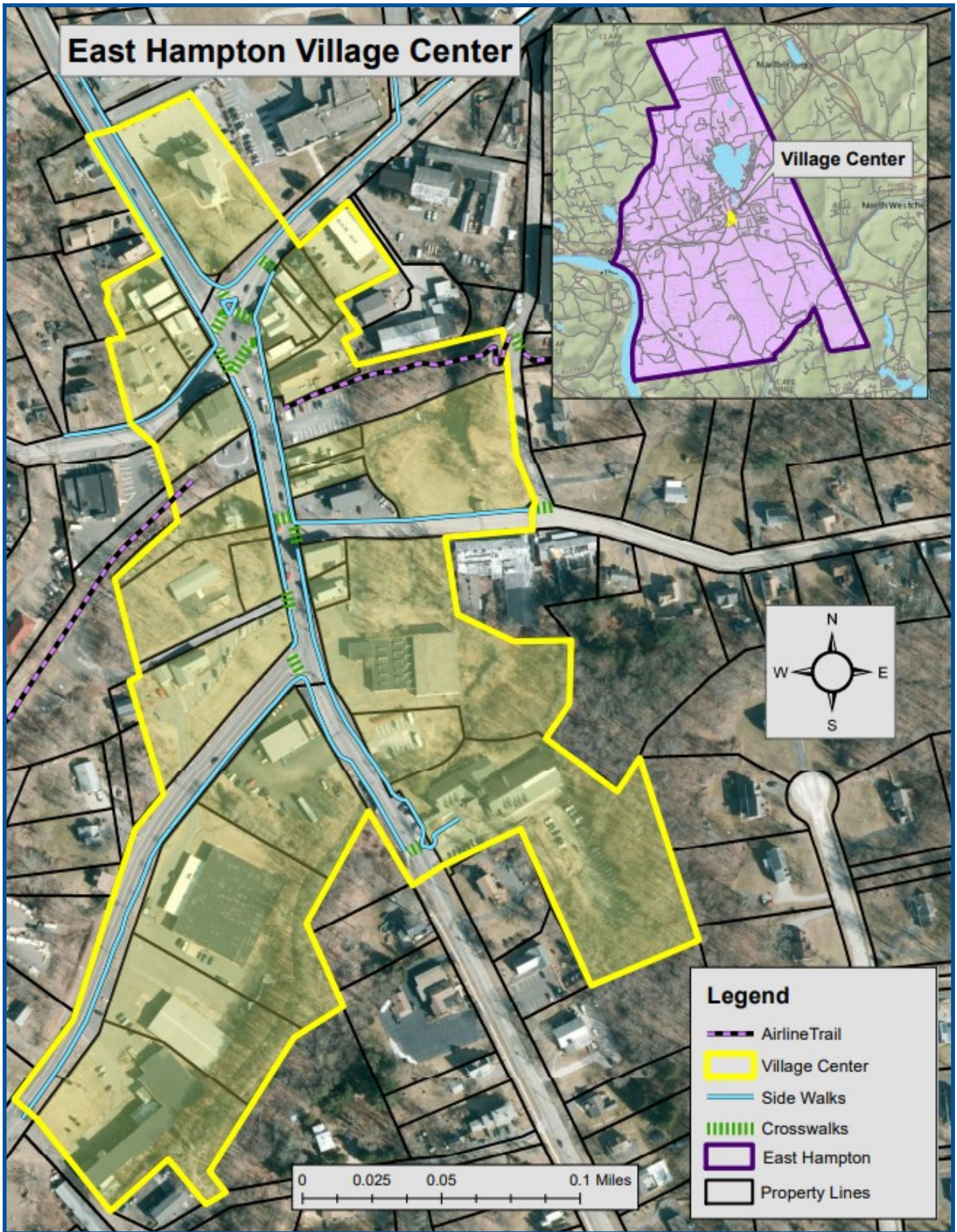


Figure 1: Village Center Map

2.13 Signage, Benches, Trash Cans, Light posts, and Other Amenities.



Figure 3: Benches

Benches are spread throughout the village center although the style is not consistent as some, such as the one seen in the bottom left picture at the library, are outdated and in poor condition.

Signage exists in the Village Center in the form of East Hampton themed signs and Air Line Trail Signs. Some of the East Hampton signage is old and worn as seen in the left most picture for 103 Main Street Parking. As mentioned in the parking section more signage is needed to clearly label public parking. The Air Line trail has markers spray painted on the side walk which are hard to see and can be easily missed.



Figure 4: Signage

Major gate ways into the Village Center such as Summit Street and Skinner Street are missing much needed

signage to indicate and highlight the Village Center.

Lamp posts exist along the bridge on Main Street near the library and there are others near 82 Main Street, although the styles vary.

Trash cans exist in a few place such as the library and the 103 main street parking lot and the Air Line trail lot.



Figure 5: Light posts and Trash Cans

2.14: Parking

According to a parking analysis done by the East Hampton Land use department, the Village Center meets the minimum parking requirements based on zoning regulations in the town. (see table 1). Although parking is in excess, one issue the Center faces is clearly advertising its public parking to users.

Downtown Parking Inventory			
Parcel	Minimum Requirement	Max Requirement for Parking Spaces	Current Inventory
95 Main	8	20	5
97 Main	3	7	4
101 Main	16	16	16
91 Main	1	2	5
93 Main	7	19	18
89 Main	5	9	7
87 Main	14	31	5
81 main	3	7	4
73 Main	8	18	5
4 Summit	5	11	6
6 Summit	2	4	1
103 Main	N/A	N/A	16
Airline Trail Lot	N/A	N/A	23
10 Summit	10	23	30
59 Main	N/A	N/A	56
66 Main	8	19	6
70 Main	5	11	6
72 Main	5	12	9
2 Barton Hill	4	10	22
82 Main	18	42	9
88 Main	2	4	0
90 Main	3	3	8
94 Main	6	10	15
TOTAL	133	278	276

Table 1: Village Center Parking Analysis



Public parking lots such as this one next to 82 Main Street (see figure 6), are not clearly labeled, making it confusing and uninviting for shop users and drivers passing through the Village Center. This was a primary concern voiced by business owners.

Figure 6: Village Center Parking Analysis

2.15: Air Line Trail

The Air Line Trail State Park is a rails to trails that spans twelve towns in CT including East Hampton. The trail runs from Portland to Thompson and extends in to Massachusetts and beyond (See Figure 7). As part of the East Coast Greenway, the trail is a key part of the Village Center and proves itself as a unique asset with the bike and pedestrian traffic it brings into town. Bike and pedestrian infrastructure is a key part of this plan.

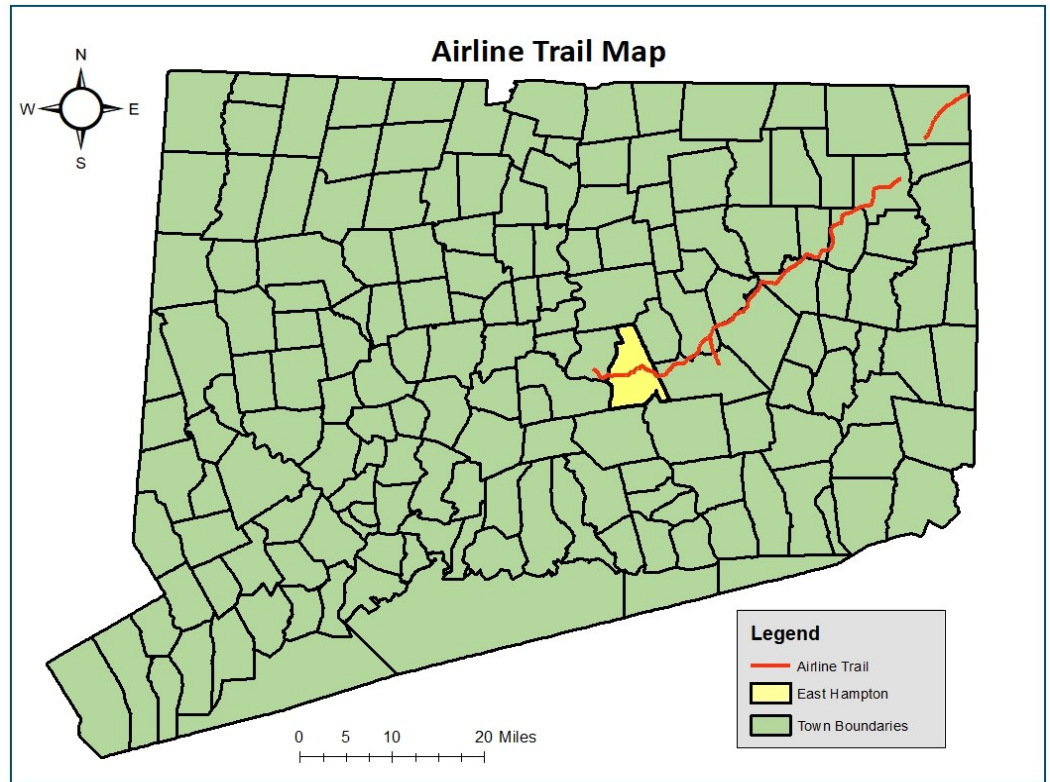


Figure 7: Air Line Trail Map



Figure 8: Air Line Trail Map

The current trail head in the Village Center has a nice frontage consisting of a community garden and some greenery, although beyond the parking lot landscaping begins to dwindle and become overgrown and gives off an uninviting feel to people coming on and more importantly off the trail into the Village Center (see figure 8). In addition, the building adjacent to the entrance has a unsightly side façade that is in need of maintenance. For people coming into East Hampton for the first time this isn't very welcoming.

The trail provides the town and its residents with a great opportunity for passive recreation. Recreation sites are important for any community as they provide numerous benefits to residents as well as the aesthetic of a community. The Air Line Trail is a key component of the Village Center and planning efforts. Currently Connecticut Resource Conservation and Development is working with funding from the CT DEEP Recreational Trails Program to create an Air Line State Park Trail Master Plan. This plan intends to evaluate the economic significance and value of the Air Line Trail.

2.16: Gateways

Gateways are an important aspect to a Village Center, town, or any significant location. A gateway is the entrance to an area and is something one must pass through in order to access a geographic area such as the Village Center. Being the first impression an area has on a person whether they be a driver, biker, or pedestrian makes gateways an important aspect and tool in defining the character of an area.

Currently the gateways to the Village Center are underutilized and have potential to be shaped into attractive entrances that reinforce the character of the area. There are six important gateways, Main Street from the North and South, Summit Street, Skinner Street, and the two Air Line Trail Entrances coming in from the East and West. The Village Center is shaped in a unique way that the gateways act as funnels, which push traffic and people in to the Main Street Strip from all sides (See figure 9).

Entry from route 66 down Main Street is in good condition although it lacks signage to signify the Village Center. The gateway coming from the library on Main street is in overall good condition lacks signage.

Approaching the Village Center from Summit Street one is met with old dilapidated mill buildings, and overgrown properties (see figure 10). This does offer an inviting feel for people headed into the center.



Figure 10: Gateways to the Village Center

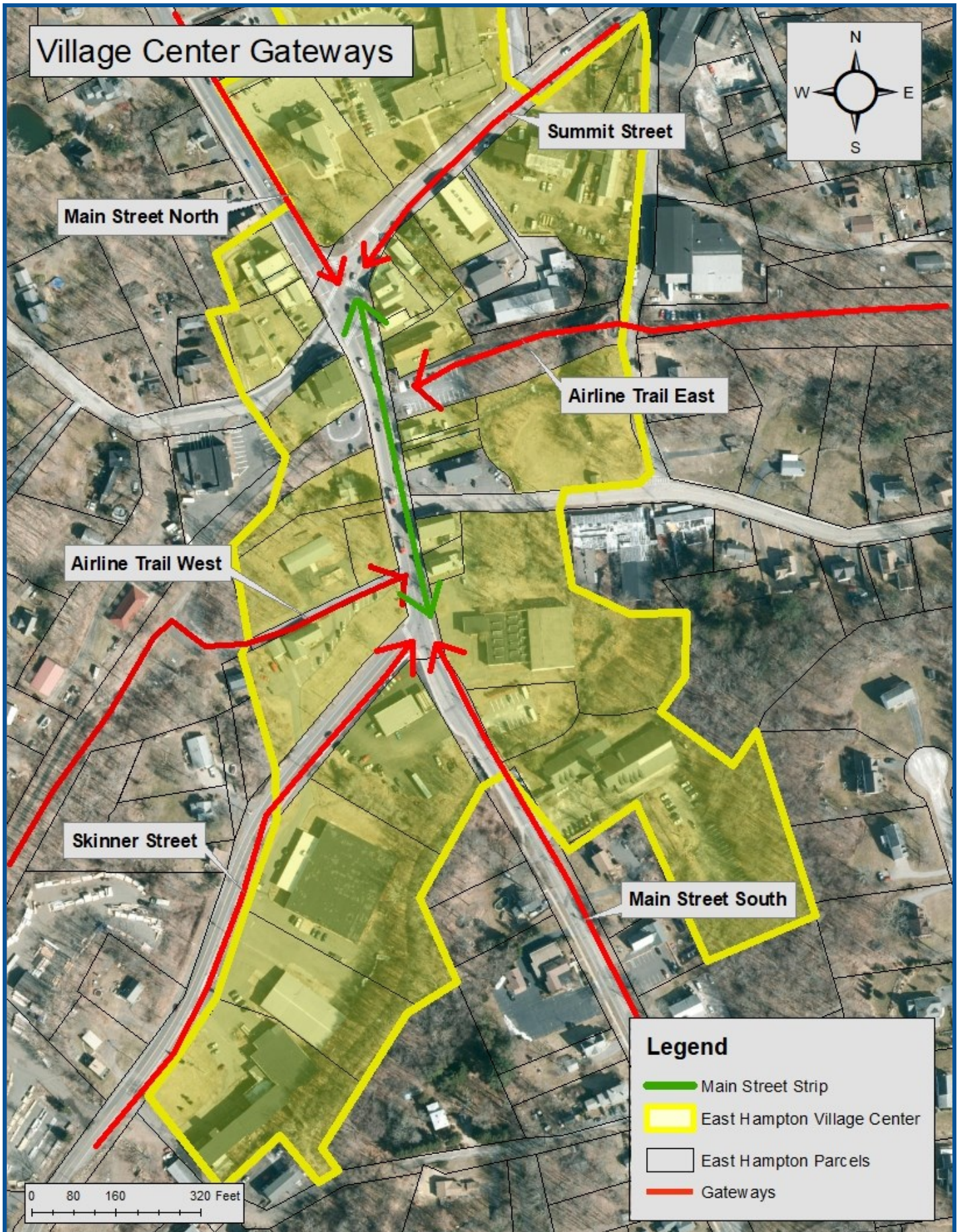


Figure 9: Gateways to the Village Center

Entering from the west on the Air Line Trail users are met with an outdoor fitness area, which is a great addition to the Village Center and Air Line trail although the area is in need of landscaping and maintenance. Tis trail head is located back behind buildings and trees where it can be confusing to navigate into the Village Center and the other side of the trail (see figure 11).



Figure 11: West Air Line Trail En-

The eastern access point is again in need of maintenance and landscaping. The bridge to cross Pocotopaug Creek has fences on each side which are covered in barbed wire which is not a welcoming look, especially for a heavily trafficked gateway (see figure 12).



Figure 12: East Air Line Trail Entrance

Skinner Street is unique in that that gateway comes in from the Industrial zone. Additions such as landscaping and street trees can be used to improve this gateway and further incorporate it into the Village Center . As seen in the photos below many of the properties bordering the roadway aren't very attractive, such as the lot full of busses (see figure 13). Landscaping and other options like privacy screened fences should be considered as options to make the area more inviting.



Figure 13: Skinner Street Gateway

2.2 Opportunities for Input.

Public input is a valuable and important part of any planning process. Several opportunities for input were provided to business owners and residents to identify issues and opportunities for the Village Center.

2.2.1 Meeting with Village Center Business Owners

Two meetings with business owners were conducted in mid July of 2021 to get feedback and insight on existing conditions, and to discuss future plans. The meeting was guided by a set of questions, the business owners were asked to identify what the Village Center is geographically, as well as the customer base.

“What is the “Village Center” geographically in your eyes?” “What is the customer base? Who is here?”

- Epoch Arts
- Skinner Street
- Center School
- Families w/ Children
- Air Line Trail Users
- People coming from Eastern CT

Answers to the first question helped us create our final map of the Village Center (see figure 1) with the additions of Epoch Arts studios, Center School, as well as a few other parcels, and the general inclusion of Skinner Street to the plan. The answers we received to the second question helped us to identify the customer base in the Village Center. This is an important aspect of the plan because it helps to identify users of the Village Center and cater design to the appropriate needs. These two questions began the conversation about existing conditions in the Village Center. Following these question a SWOT analysis was conducted. SWOT is a common analysis technique that stands for Strengths, Weaknesses, Opportunities, and Threats. It is an approach used to highlight and analyze these elements surrounding the current state of the Village Center. In order to gain more insight from the business owners we conducted a SWOT analysis together to find out their ideas on the Village Center. The results were as follows.

Strengths

Business community
Diversity of businesses
Customer Traffic
“Historical” charm.

Opportunities

Redevelopment of old mill buildings and “in-between properties”.
Bike and pedestrian infrastructure.
Popular “Village Center” destination among Connecticut residents.
Open space/ Park space, incorporation of stream, Air Line trail, and overall connectivity.

Weaknesses

Infrastructure
Customers and users don’t know what parking is available.
Lack of signage
Lack of awareness of village center among towns people.

Threats

Traffic/not pedestrian friendly.
Old mill buildings and blighted property

2.22 Public Workshop

The public workshop was began with a brief presentation of the research the planning team had done so far including some existing conditions, as well as results from the meeting with the business owners. After the presentation the group of about 15 members of the community were broken off into groups and sent to three different interactive activities that were set up to get input on different alternatives and design



elements of the Village Center. These elements included the Walnut Avenue parcel alternatives, the Main Street parcel alternatives, as well as crosswalks, benches, light posts, and overall feel and look of the Village Center. These alternatives can be found in the Future alternatives section. An opportunity for residents to leave their own comments was available as well as another SWOT analysis that was conducted with members of the public. The results were as follows. (All responses can be found in the appendix).

Strengths

Character
History
Architectural New England Village
Invested Community Members
Air Line trail
Good mix of commercial activities
(Shopping, food, trails, recreation)

Weaknesses

Blight
Environmental toxins
Industrial waste/pollution
Lack of water infrastructure
Traffic not giving way to pedestrians
Inadequate marketing
Lack of buildings on Main Street

Words from Residents'

"Improve sidewalks down 196 to connect Epoch to Village Center."

"More Landscaping and greenery in all areas."

"More benches and outdoor dining space."

"Perhaps more seating than just benches – table and chairs for groups to meet and chat."

"Clean up of old buildings, cut weeds, repair windows and put plan in place for future."

Opportunities

Retrofit for eco-sustainability
Environmental remediation
Bells (tourism, branding, etc.)
Build on Air Line trail (Make surrounding area accessible and desirable)
Blighted buildings - Convert to walkable shops (arts focused unique shops)
Marketing Campaign to rest of CT

Threats

Traffic / not bike and pedestrian friendly
COVID/ Delta might threaten reopening.
State Route (Main St.) How much alteration is possible?
Lack of community interest
Dilapidated building
No Air Line Trail advertising (maps, brochures, etc.)
Lack of events

3.0 Goals and Vision for the Village Center

This section summarizes the goals based on feedback by East Hampton residents through public workshops as well as multiple meetings with Village Center business owners. Goals from the 2016 East Hampton Plan of Conservation and Development were also taken into account as they related to the Village Center. In addition, a Planning Advisory Service report by the American Planning Association is included which outlines a series of 25 high performance public space criteria. These criteria are important to consider when designing sustainable public spaces.

3.1 Community Input

The following goals were derived from the section of the planning process where business owners and residents were given the opportunity to identify concerns and express their goals for the Village Center. Some of the top issues and goals are as follows.

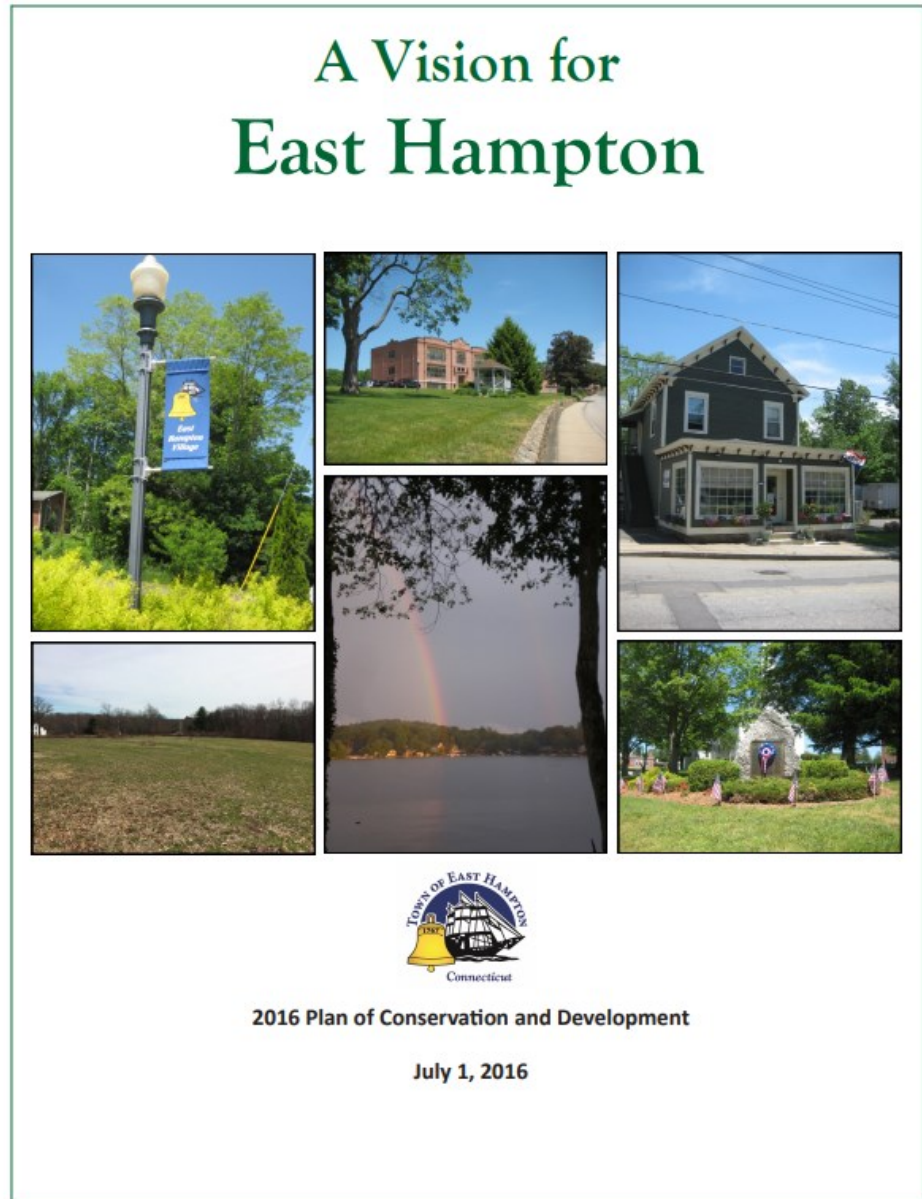
- **Pedestrian and Bike infrastructure** - Sidewalk improvements and additions where needed and bike paths to connect and improve the feel and safety of the Village Center for our non - automobile users.
- **Traffic** - Implement measures to slow traffic in the Village Center creating a safer environment with users.
- **Parking** - Create a system to label and signal what lots are available for public parking and where they are.
- **Business Development** - Reuse and redevelopment of blighted buildings to add more businesses, shops and attractive spaces to draw more people to the Village Center.
- **Open Space and Recreation** – Make use of open space available and highlight and promote the Air Line Trail to users and townsfolk.
- **Streetscape Improvements** - Tidy up and beautify the streetscape with sidewalk improvements, landscaping, as well as additions of elements such as benches, and light posts to make the Village Center more inviting.
- **Community Events and Branding** - Rebrand and Promote the Village Center to East Hampton as well as the rest of Connecticut to draw in users, and create a tourist economy and destination.

The Village Center as it exists has the potential to easily implement these goals. With a growing mixture of uses such as recreation, commerce, and residential, the Village Center, with the implementation of these goals, has vast amounts of potential for growth and improvements.

3.2: Goals from the East Hampton POCD

The plan of Conservation and Development is a community wide plan done every ten years to guide the development and future of a town. In the process of planning for the Village Center the planning team looked at plans past and present to gain perspective on the history and future of the town. The following goals were drawn from the East Hampton POCD as they aligned with this project.

- Attract and Retain Appropriate Businesses
- Meet Residents' Everyday Shopping Needs
- Expand the Local Economy from Within
- Expand the Local Tourist Economy
- Recognize Significant Historic Resources
- Enhance Existing Open Space
- Protect Important Resources
- Recognize Significant Historic Resources
- Enhance Existing Open Space
- Protect Important Resources



**A Vision for
East Hampton**

The graphic features six photographs arranged in a grid: a street sign with a bell icon, a large brick building on a hill, a two-story green house, a field of yellow wildflowers, a rainbow over a lake, and a stone monument in a park.

TOWN OF EAST HAMPTON
1847
Connecticut

2016 Plan of Conservation and Development

July 1, 2016

3.3 Designing for Sustainability

When designing future projects in the Village Center, it is important to factor in sustainable practices. A 2016 Planning Advisory Service (PAS) memo from the American Planning Association outlines a series of 25 High Performance Public Space Criteria. Created by sustainability experts from the University of Florida, the criteria are grouped into three spheres of sustainability (Social, Environmental, and Economic).

Social Criteria:

- The space improves the neighborhood
- The space improves social and physical mobility through multimodal connectivity — auto, transit, bike, pedestrian
- The space encourages the health and fitness of residents and visitors
- The space provides relief from urban congestion and stressors such as social confrontation, noise pollution, and air pollution
- The space provides places for formal and informal social gathering, art, performances, and community or civic events
- The space provides opportunities for individual, group, passive, and active recreation
- The space facilitates shared experiences among different groups of people
- The space attracts diverse populations
- The space promotes creative and constructive social interaction

Environmental Criteria:

- The space uses energy, water, and material resources efficiently
- The space improves water quality of both surface and ground water
- The space serves as a net carbon sink
- The space enhances, preserves, promotes, or contributes to biological diversity
- Hardscape materials were selected based on longevity of service, social/cultural/historical sustainability, regional availability, low carbon footprint, and/or other related criteria
- The space provides opportunities to enhance environmental awareness and knowledge
- The space serves as an interconnected node within larger-scale ecological corridors and natural habitat

Economic Criteria:

- The space creates and facilitates revenue-generating opportunities for the public and/or the private sectors
- The space creates meaningful and desirable employment
- The space indirectly creates or sustains good, living-wage jobs
- The space sustains or increases property values
- The space catalyzes infill development and/or the reuse of obsolete or underused buildings or spaces
- The space attracts new residents
- The space attracts new businesses

4.0 Exploring Future Alternatives

The East Hampton Village Center offers an abundance of opportunities for creating a beautiful public space that meets the needs of a variety of different uses. In this section, alternatives for overall layout, different amenities, and infrastructure for the Village Center will be explored. The next chapter will then evaluate the different alternatives based on public input and community goals laid out in earlier chapters.

The core recommendations that should be included if any Village Center improvements are to take place are follows:

- Creation of a unified theme/branding to highlight the Village Center and the shops, services, and amenities it has to offer.
- Existing sidewalks and town-owned right of ways should be maintained, and improved upon.
- Improve safe, comfortable, and ADA compliant pedestrian access to the Village Center and the Air Line Trail through improvements to bike and pedestrian infrastructure (bike “sharrows”, sidewalks and ramps w/ tactile strips, footpaths, pedestrian signage, etc.).
- Creation of a system to clearly organize, and advertise public parking.
- Increased signage and way finding throughout the Village Center and its gateways.

4.1 Layout

The existing layout of the Village Center is very auto-oriented. In certain places the layout of the streets, sidewalks, and crosswalks favor cars over pedestrians. For example the four way intersection between Main Street, Summit Street, and Barton Hill Road has an existing layout that can be difficult for

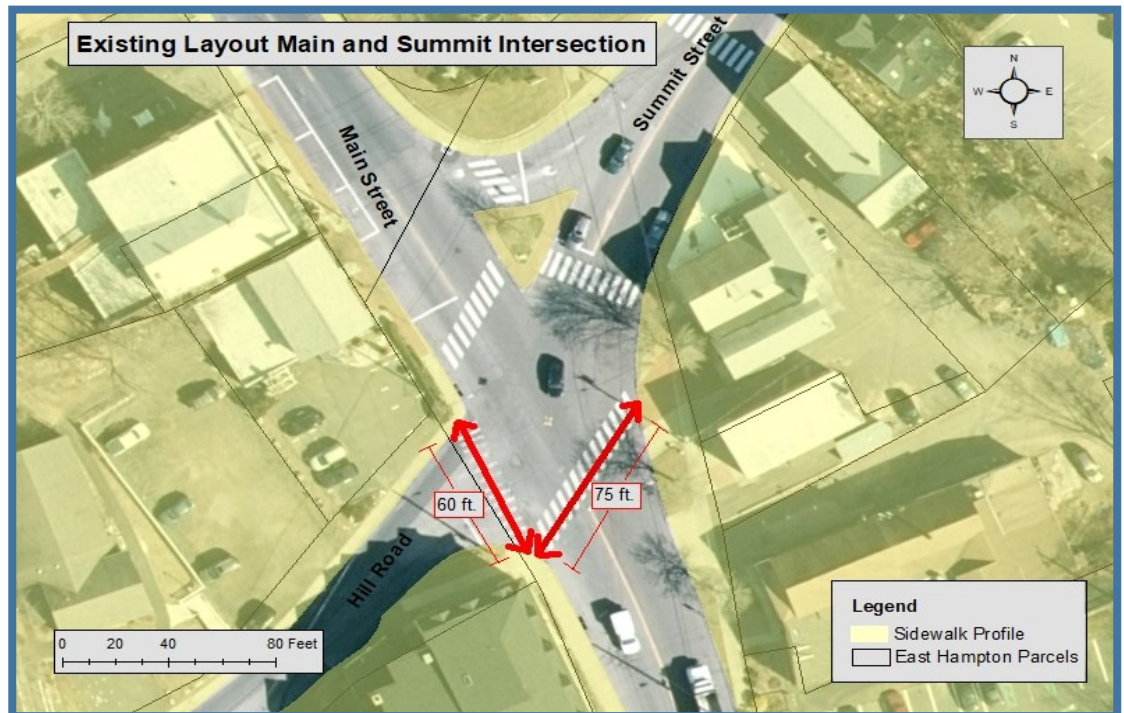


Figure 14: Existing Layout

pedestrians to navigate comfortably. One of the primary concerns is the length of the crosswalks on Barton Hill Road and Main Street. These crosswalks are incredibly long and can yield extended crossing times for pedestrians, leading to increased traffic and other issues (see figure 14). Measuring the crosswalks resulted in the distance of the crossing on Barton Hill Road being 60 feet and the distance of the crossing on Main Street measures in at 75 feet. As well as this the extra space allows for drivers to use the shoulder as a right turn lane making it a dangerous areas for pedestrians.

The proposed layout for the intersection of Main Street , Barton Hill Road, and Summit Street on the north half of the Village Center is depicted below. In order to resolve several concerns, the configuration of the road should be adjusted. The curb on the east side of main street would be pulled out gradually starting from Walnut Avenue, up to the beginning of Summit Street as depicted below. Pulling out the curb on the corner of Barton Hill Road and Main Street is also recommended as well. The stop line in the north bound lane of Main Street should be moved south a few feet allowing for the straightening of the neighboring crosswalk shown in blue (see figure 15). The changes to the curb profile and crosswalks would effectively cut down the distance pedestrians have to travel to cross the road and mitigate resulting traffic. These changes in the profile of the road would effectively act as a traffic slowing feature, and would cause drivers to pay more attention to their surroundings. This would eliminate the ability for drivers to use the excess space when turning right to bypass cars in front of them which endangers pedestrians. As well as this it would create a consistent 11 foot travel lane. The changes seen in the map below are conceptual and a full evaluation of the area and its sightlines is recommended when engineering a redesign for this area.

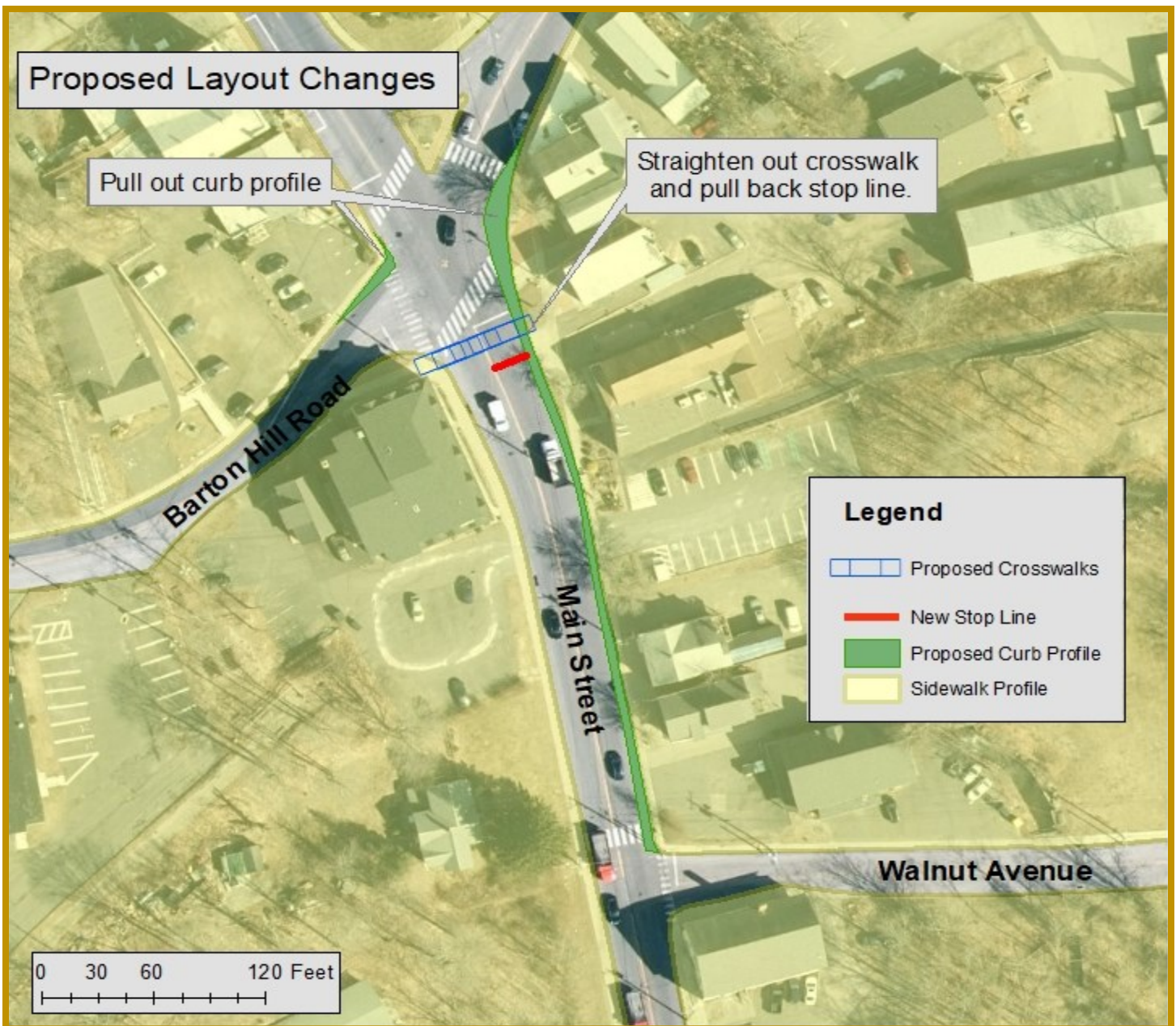


Figure 15: Proposed Layout Changes

The next change recommended for the layout of the Village Center is located in the south end in front of the gas station at 100 Main Street. The section of Main Street in front of the gas station is wider than the rest of the road. It is recommended that this section of road be narrowed, even with the rest of Main Street (see figure 16). The space in between the sidewalk and road should be landscaped appropriately with additional greenery, street trees, etc. This narrowing of the road again will create a consistent 11 foot travel lane, and act as a measure to slow traffic and overall enhance the feel of the Village Center for pedestrians.

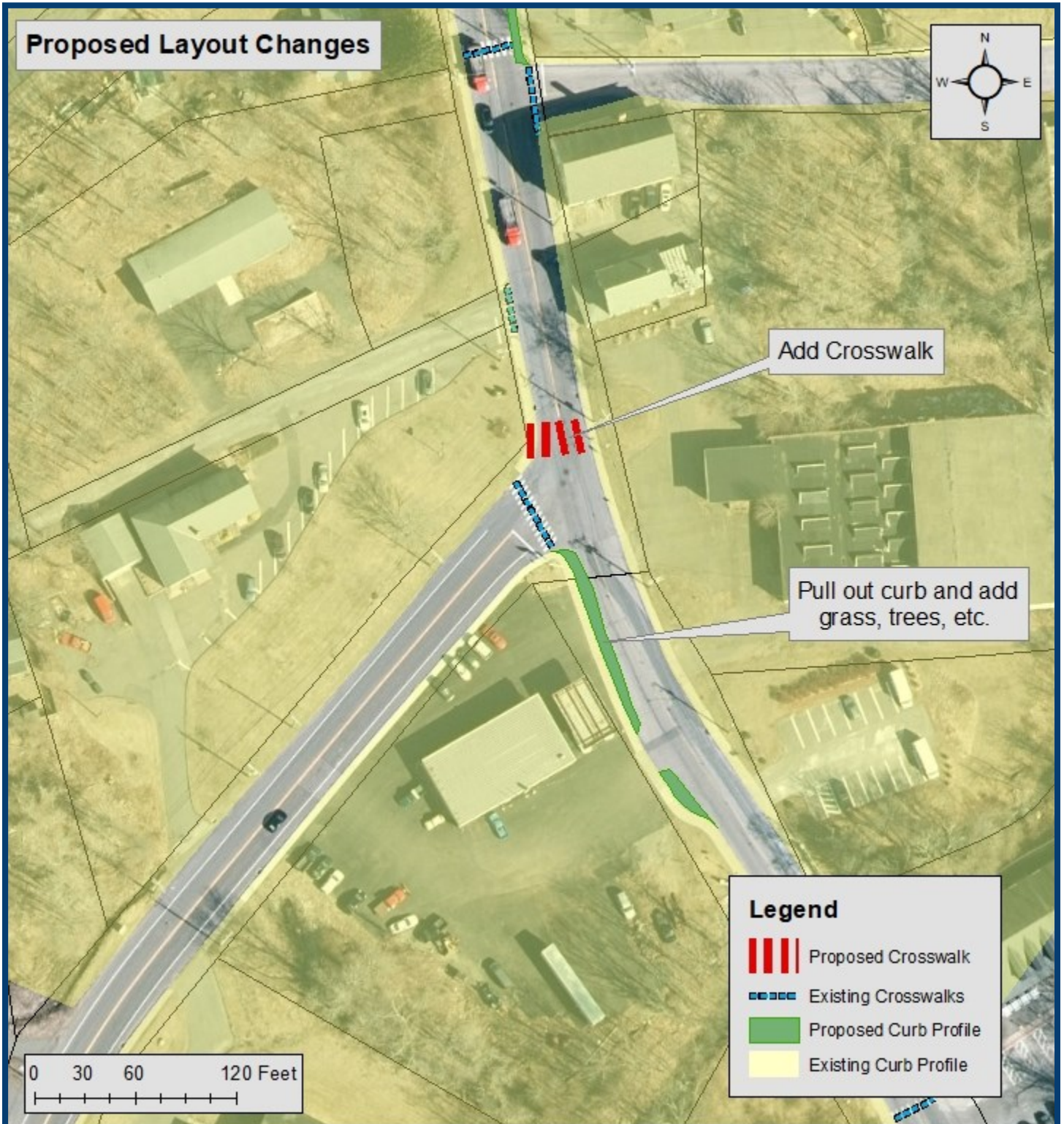


Figure 16: Existing Layout

4.2 Amenities

4.2.1 Crosswalks and Sidewalks

Many of the Crosswalks are in poor condition and the paint has faded away. In addition to crosswalk placement and layout changes proposed in the layout section of this chapter, it is recommended that the crosswalks are repainted and maintained. During the public workshop three crosswalk designs were displayed for residents to vote on (See figure 17). A majority of the votes voted for brick/paver style of crosswalks to be implemented in the Village Center (see figure 20).

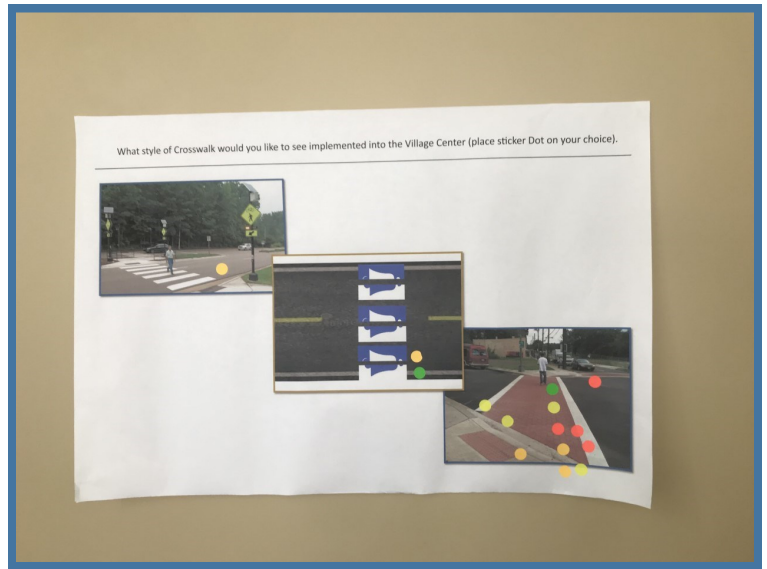


Figure 17: Crosswalk Options

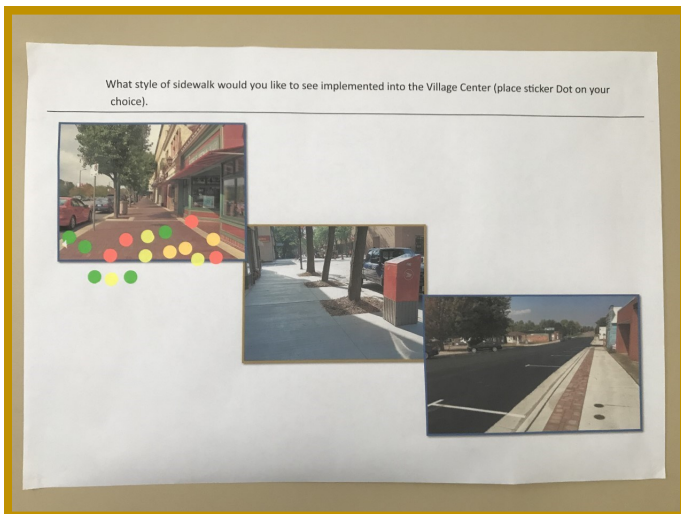


Figure 18: Sidewalk Options

Sidewalk conditions also vary throughout the Village Center and as shown in the existing conditions chapter they are in need of maintenance and replacement in some areas. Three sidewalk options were presented to residents attending the public workshop (see figure 18) and all the votes were for brick/paver sidewalks (see figure 19). It is recommended that the sidewalks be made consistent throughout the center to add to the aesthetic of the area.



Figure 19: Voted for Sidewalk Alternative



Figure 20: Voted for Crosswalk Alternative

Sidewalks exist throughout most of the Village Center, although their conditions vary, and some areas lack sidewalks altogether. One key area that is in need of a sidewalk is the upper half of Summit Street. Along the northbound lane of Summit Street the sidewalk ends abruptly and the view of oncoming traffic is impeded by shrubs (see figure 21). It is recommended that the sidewalk extend up Summit Street, along the businesses that lie past the current end of the sidewalk and the end of Bevin Boulevard (see figure 22). Extending the sidewalk and eliminating the shrub would provide a better line of sight for pedestrians and cars making it safer. It is also suggested that the current crosswalk be removed and replaced by one closer to the school at the end of Bevin Boulevard to facilitate crossing to the extended sidewalk.



Figure 21: Abrupt end to Sidewalk

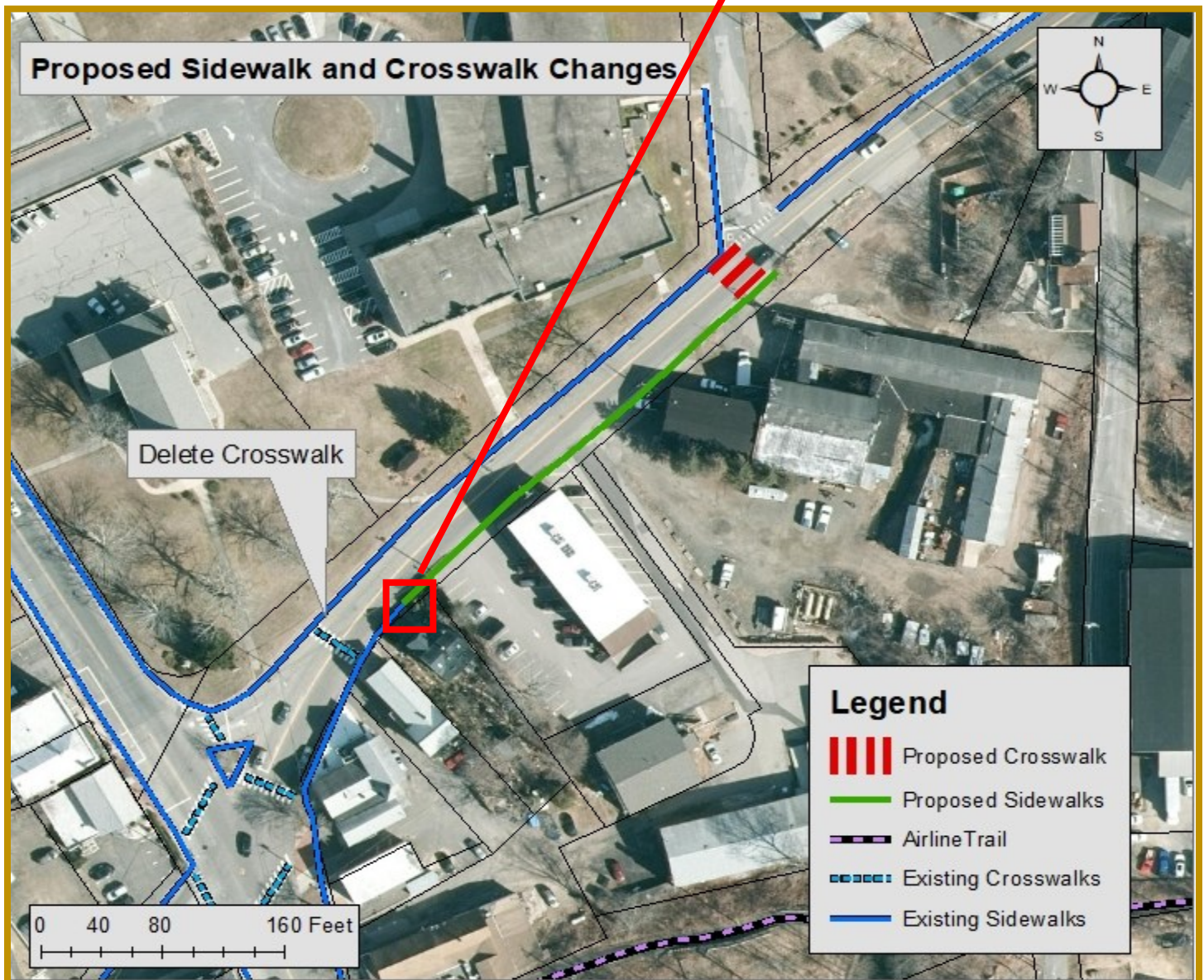
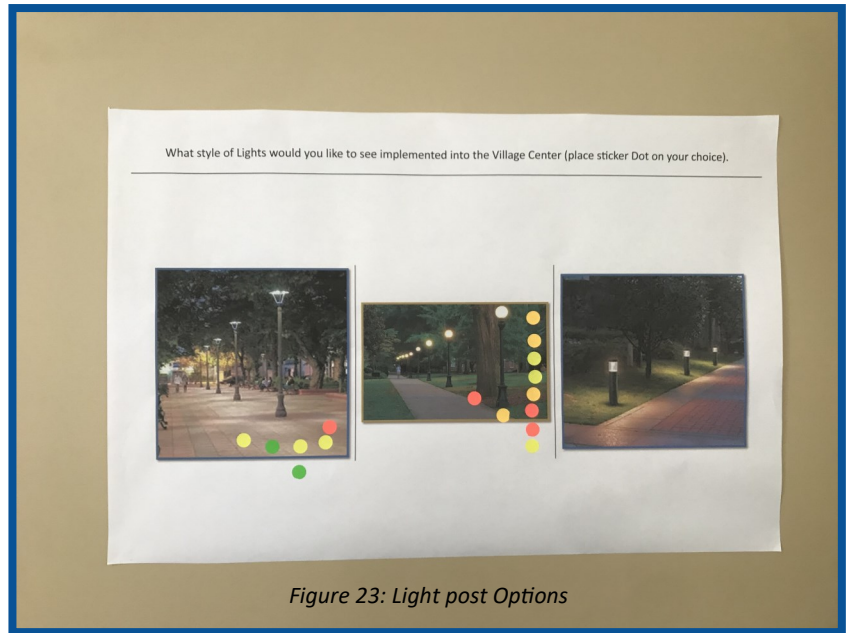


Figure 22: Proposed Sidewalk and Crosswalk Changes

4.22 Light Posts and Benches

When inventoried during the existing conditions report it was found that light posts are present in the village center but not consistently. They are not consistently placed and the styles vary. It is recommended that light posts be evenly spaced throughout the Village Center, allowing the Village Center to remain active for extended hours. During the public workshop residents were shown three styles of light posts to choose from and the majority voted for the spherical shaped light posts. (see figure 23 & 26). It is recommended that implemented light posts be retrofitted with solar panels.



Benches exist in some places but additional benches could add to the aesthetic and attractiveness of the area, especially as it grows. It is recommended that benches be added in areas of high pedestrian traffic such as the Air Line Trail gateways and along Main Street. The older wooden benches at the Library should be updated to match the rest of the Village Center. When put up to a vote in the public meeting a majority voted for the black metal benches similar to what exists currently in the Village Center (see figure 24 & 25).



Figure 25: Voted for Bench Style



Figure 26: Voted for Light Post

4.3 Gateway Improvements

As stated in the existing conditions report, gateways are an important element in a Village Center, and a useful tool for defining character. When observed by the planning team, it was found that four of the six Gateways to the Village Center are in need of maintenance, improvements, and additional signage (Skinner Street, Summit Street, and the two Air Line Trail entrances). The two Main Street Gateways are in good condition visually although in need of signage. Recommendations for the gateways are as follows.

Summit Street:

- Landscaping and cleanup of overgrowth in town owned properties and right of ways.
- Expansion and maintenance of sidewalks.
- Implement signage (see figure 27)
- Implement Plan for redevelopment and or cleanup of old mill buildings.

Skinner Street:

- Landscaping, and clean up of overgrowth.
- Planting of street trees.
- Flower boxes
- Implement Signage.

Air Line Trail:

West Entrance:

- Create better connectivity to Village Center and east Air Line Trail entrance through signage, footpaths, etc.
- Landscape and cleanup overgrowth in area.
- Resurface, and maintain access road and parking lot.
- Promote outdoor fitness station.
- Implement signage.

East Entrance:

- Landscape and Cleanup overgrowth.
- Increased connectivity to Walnut Avenue through footpaths and bridge across Pocopotaug Creek.
- Remove fencing and barbed wire on sides of bridge.
- Facade Improvements between 87 Main Street and Air Line Trail

Village Center Gateway Signs



Figure 27: Sign on Route 66 in East Hampton.

A Village Center themed sign similar to the sign pictured above (located at a town gateway in East Hampton on Rt. 66) should be implemented at the Village Center Gateways. The sign should include a map complete with the following.

- A map of the Village Center similar to the one featured in this plan.
- Mapped out business, restaurants shops.
- Mapped out parking lots

4.4 Parking

Parking was an issue identified by the existing conditions report and the feedback heard from residents. The issue is not that there is a lack of parking, but rather that public parking is not clearly identified. Some of the public lots are in need of maintenance and resurfacing. The following actions are recommended for Village Center public parking:

Create a comprehensive system for public parking in the Village Center

- Map of available public lots available at gateways and lots (see figure 28).
- Signage system to clearly label and identify public parking (see figure 29).

Repair, Improve, and Maintain existing public lots.

- Repair, resurface, and restripe lots in poor condition.
- Landscape and maintain overgrowth surrounding lots.
- Add amenities such as benches, trash cans, and lighting to existing lots.

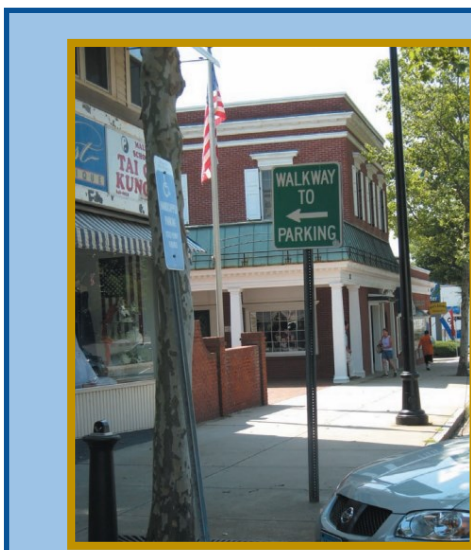
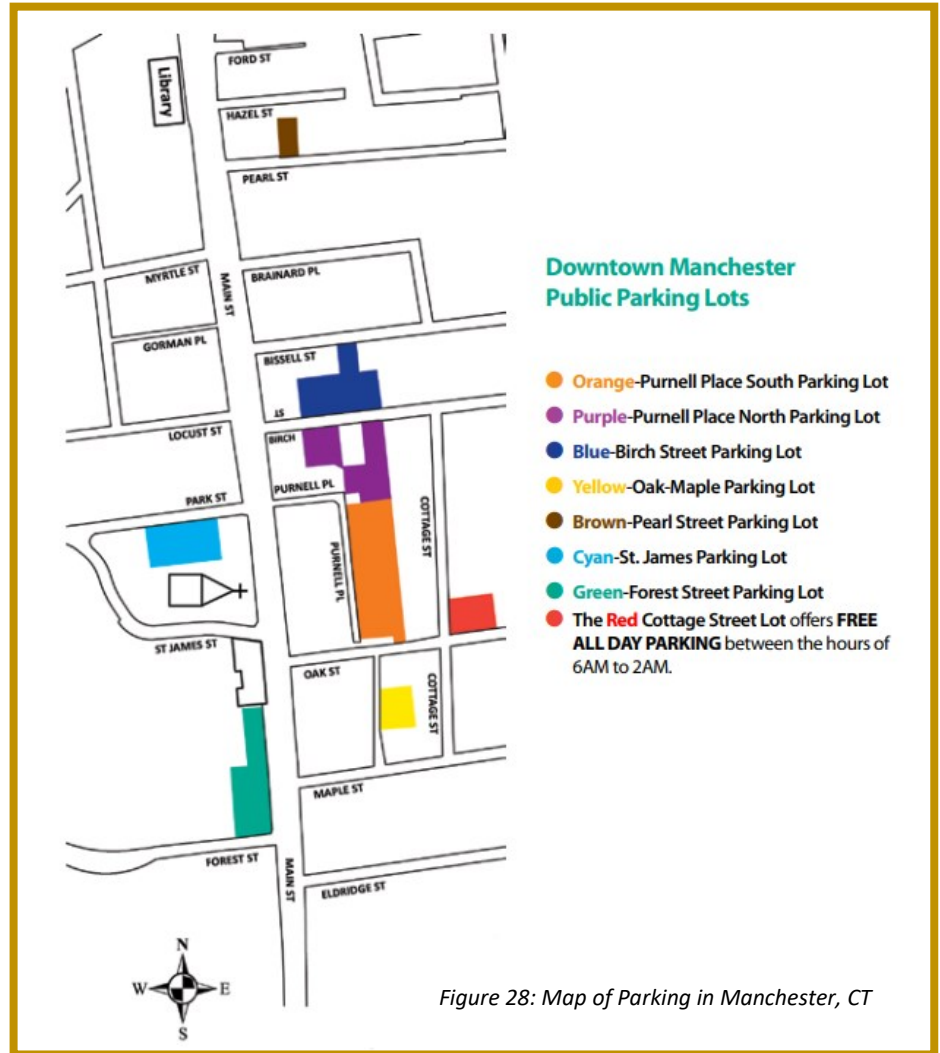


Figure 29: Parking System, Manchester CT.

Downtown Manchester has implemented a public parking system seen in these images. Color coded wayfinding, sign system's have been implemented as well as a corresponding map to make it easy for users to identify available parking.



4.5 Vacant Parcel Alternatives

When taking inventory of existing conditions it was noticed that there are two vacant parcels with potential for development. These parcels were identified and the planning team came up with several alternatives for each parcel. These alternatives were presented in the public meeting, allowing residents to see them and vote on them. These alternatives should be considered when planning for the future of the Village Center.

4.5.1: 3 Walnut Avenue

The parcel located at 3 Walnut Avenue is an open grass area located adjacent to the Air Line Trail property and Pocopotaug Creek (see figure 30). Regardless of the chosen alternative the following core recommendations should take place for this parcel no matter what alternative is chosen.

- Creation of connections to the Air Line Trail, and Air Line Trail lot through footpaths, and a foot bridge.
- Landscaping and maintenance of overgrowth on the property.

No Changes (Alternative "A")

The first alternative is to make no changes to the parcel and to maintain it and its facilities as they stand currently. The parcel will remain as is and be maintained as they are (see figure 30 and 31).



Figure 30: Walnut Avenue Parcel

Walnut Open Space Parcel Alternative A: No Change

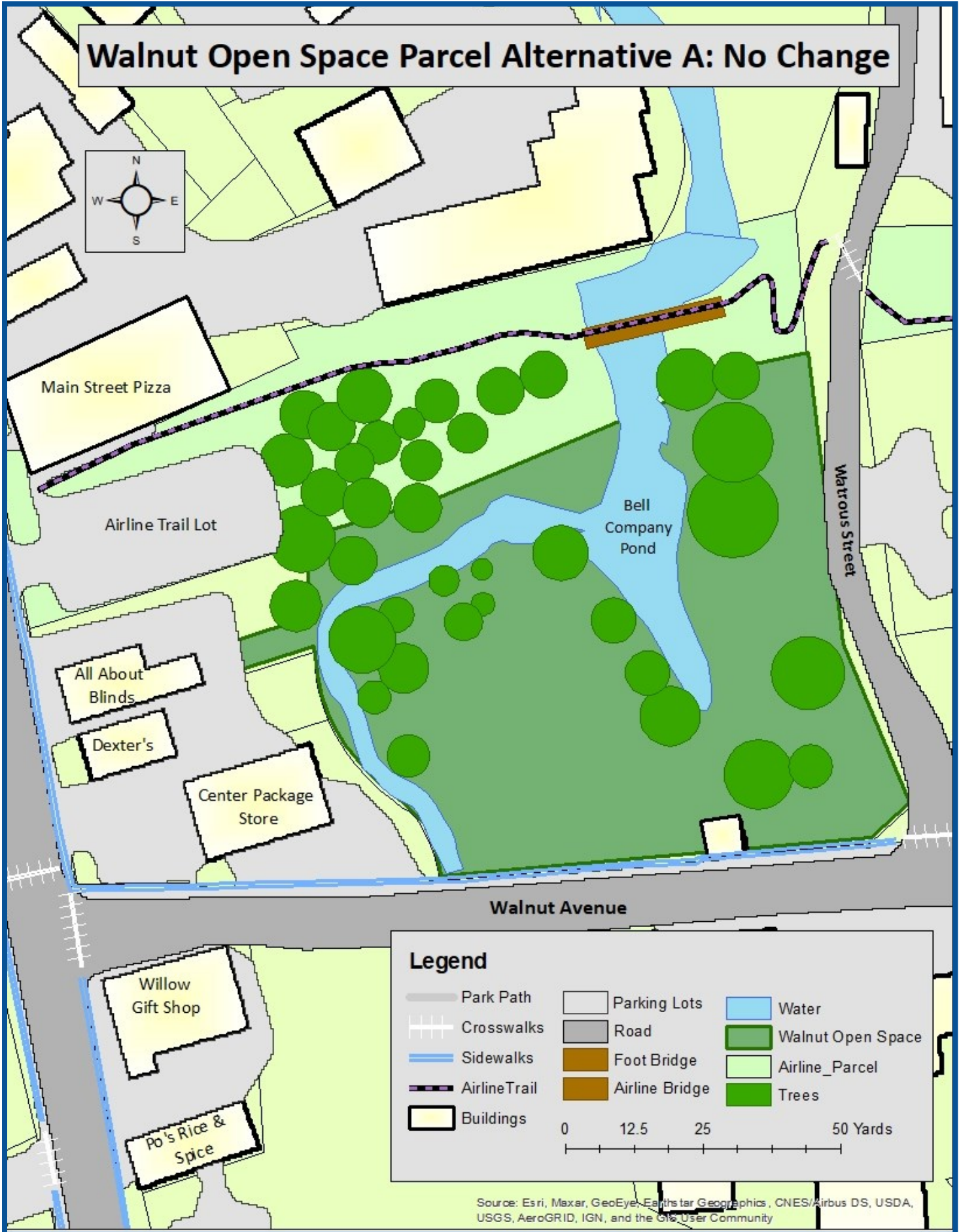


Figure 31: Alternative A "No Change"

Parking (Alternative "B")

The second alternative for the Walnut Avenue parcel is a parking lot. This alternative would provide extra parking for the Village Center and the Air Line Trail. Connections to the Air Line Trail via footpaths and a bridge across the creek are recommended in this alternative to increase overall connectivity (See Figure 32).

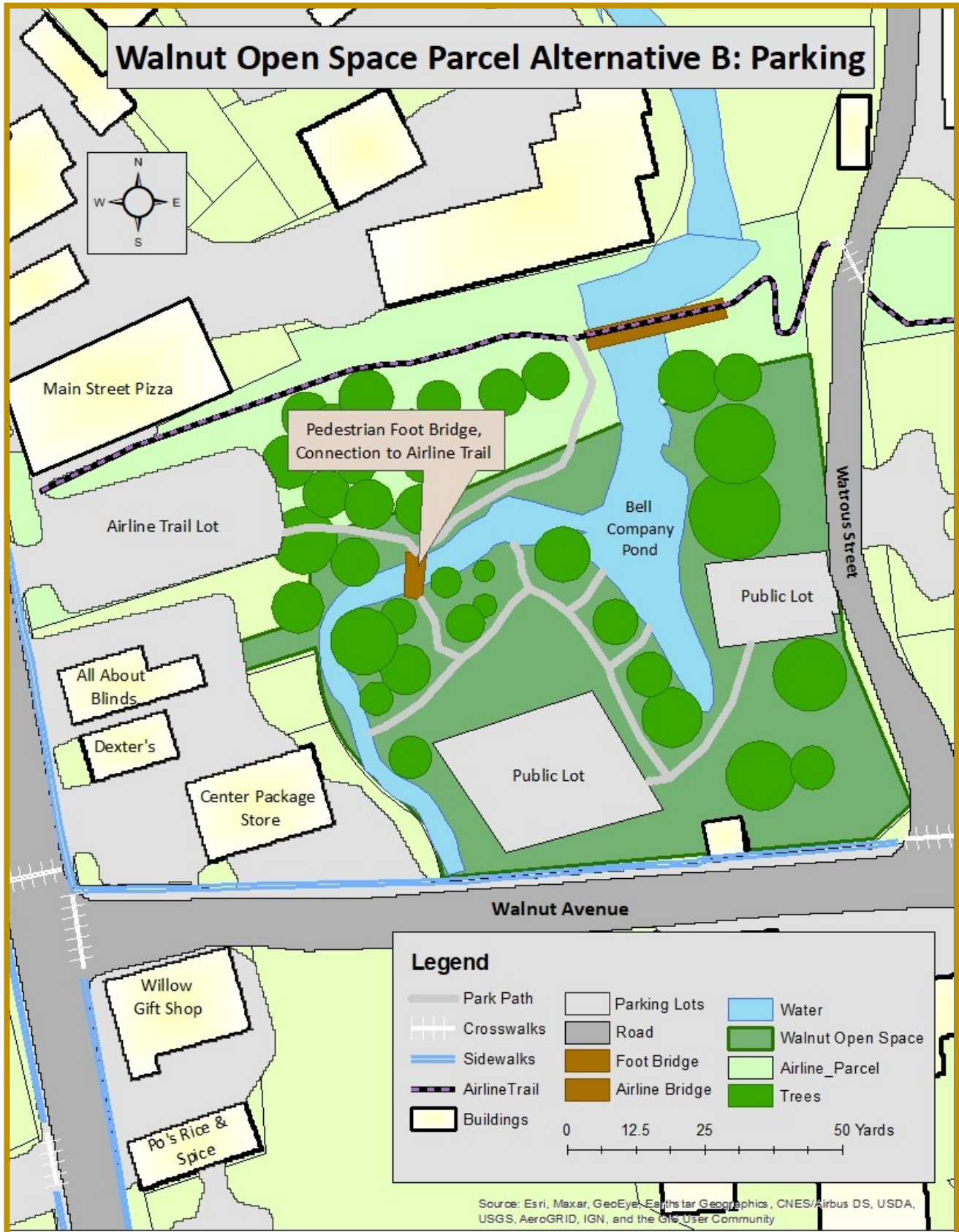


Figure 32: Alternative A "Parking"

Park Space (Alternative "C")

Alternative "C" would implement a park into this area (see figure 37). A park would be a great fit as it would be adjacent to the Air Line Trail Property and offer more opportunity for recreation in the Village Center. The park would include the following elements.



Figure 33: Alum Creek State Park, Ohio.

- Implement foot paths and trails through the parcel to encourage passive recreation while creating connectivity to the Air Line trail.
- Maintain and cleanup overgrowth on the parcel and throughout the wooded area in order to create access to and highlight Pocopotaug Creek as a feature of the park and the Village Center.

- Create a center piece such as a gazebo or a fountain to improve the aesthetic of the area and give pedestrians and users a place to relax.



Figure 34: Burnsville North Carolina, Town Square

Other Park Ideas from Residents

- Skate Park



Figure 35: Skate Park, South Windsor, CT.

- Pump Track (A continuous loop of multi level dirt used by bikers to ride on.)



Figure 36: Pump Track, Madison, CT.

Walnut Open Space Parcel Alternative C: Park Space



Figure 37: Park Space



Park Space (Alternative “D”)

Alternative “D” would implement a hybrid parking lot and event space into this area. (see figure 40) This alternative would consist of a parking lot made from permeable material such as gravel, or reinforced grass. This would allow the area to be used for parking in times of high traffic, but double as a gathering/ event space when not being used for parking. Key elements of this alternative are as follows.

- Footpaths and Trails connecting the space to the Air Line Trail and Village Center
- Clean up and maintenance of woods to highlight Pocopotaug Creek.
- Permeable Parking Surface— pervious pavement allows for water to infiltrate the ground rather than running offsite and potentially becoming contaminated. It is a sustainable alternative to traditional concrete and asphalt.
- Make power infrastructure for vendors, food trucks, etc.

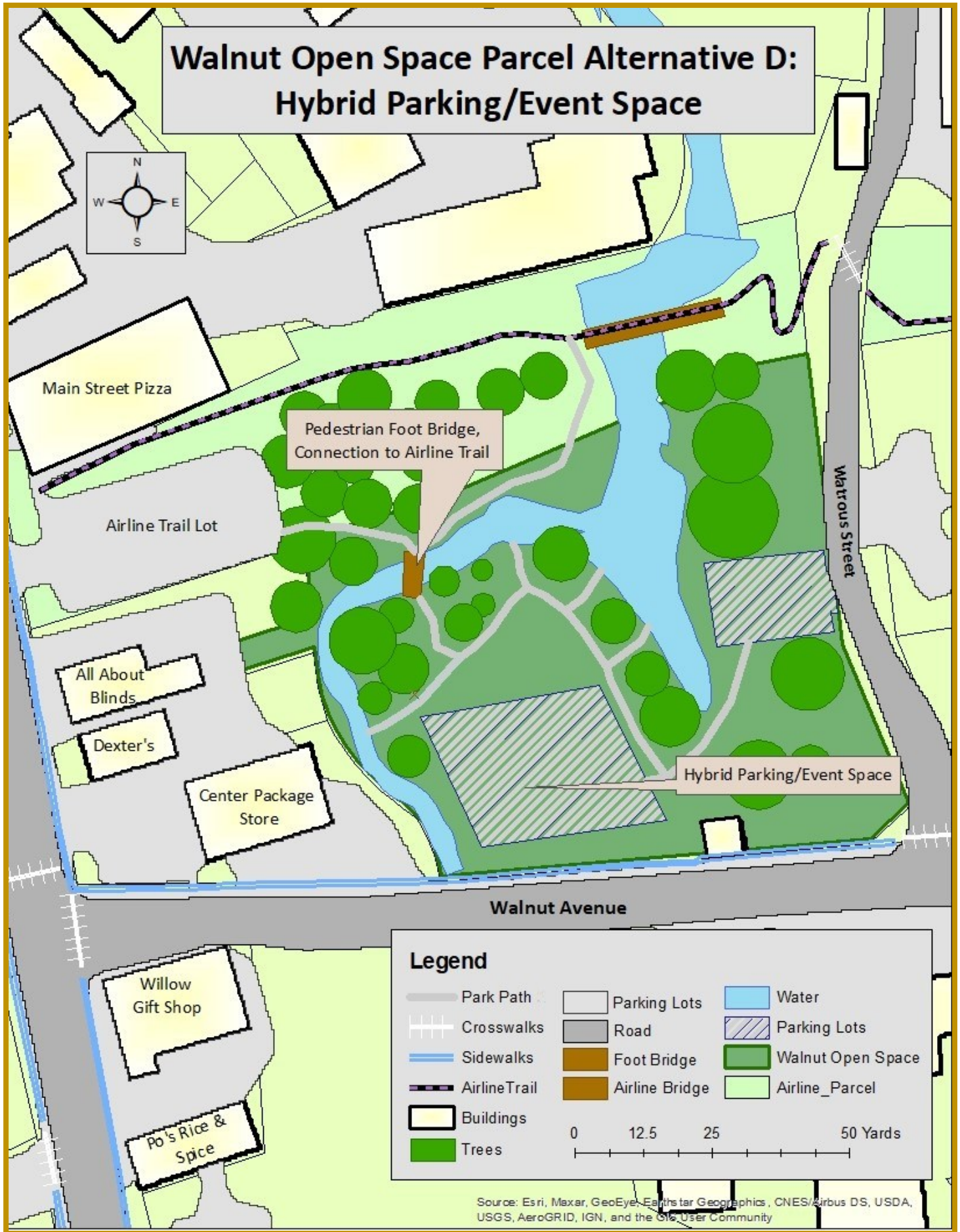


- Grass surfaced permeable parking foundation.

- Concrete grass paver system.



Figure 39: Grass Concrete Pavers



4.52 92 Main Street.

The Property at 92 Main Street lies on the corner of the entrance to 94 Main Street which also serves as the entrance to the west Air Line Trail Entrance (see figure 41). This parcel is undeveloped and overgrown but offers frontage on Main Street. This parcel is not currently owned by the town but its location warrant potential for future development. The alternatives for these parcels are as follows.

Alternative A: No Change (see figure 42)

Alternative “B”: Park Space (see figure 43)

- Cleaning up and cutting down overgrowth and maintaining area to add to the aesthetic of the Village Center.
- Addition of amenities like benches, trash cans and lighting.

Alternative “C” Parking Lot (see figure 44)

- Addition of public parking lot.
- Addition of amenities like lighting and trash cans.

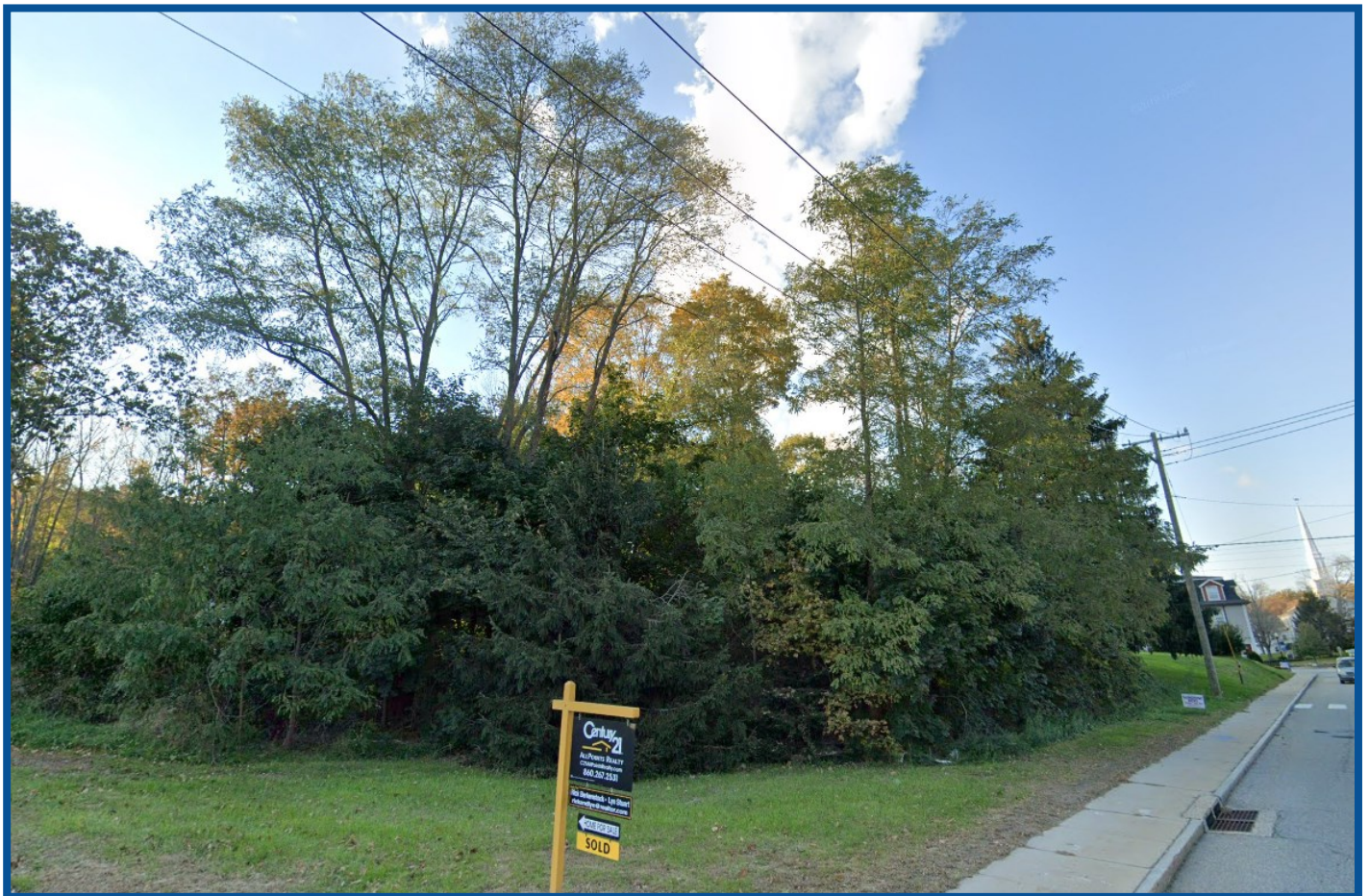


Figure 41: 92 Main

Main Street Parcel Alternative A: No Change

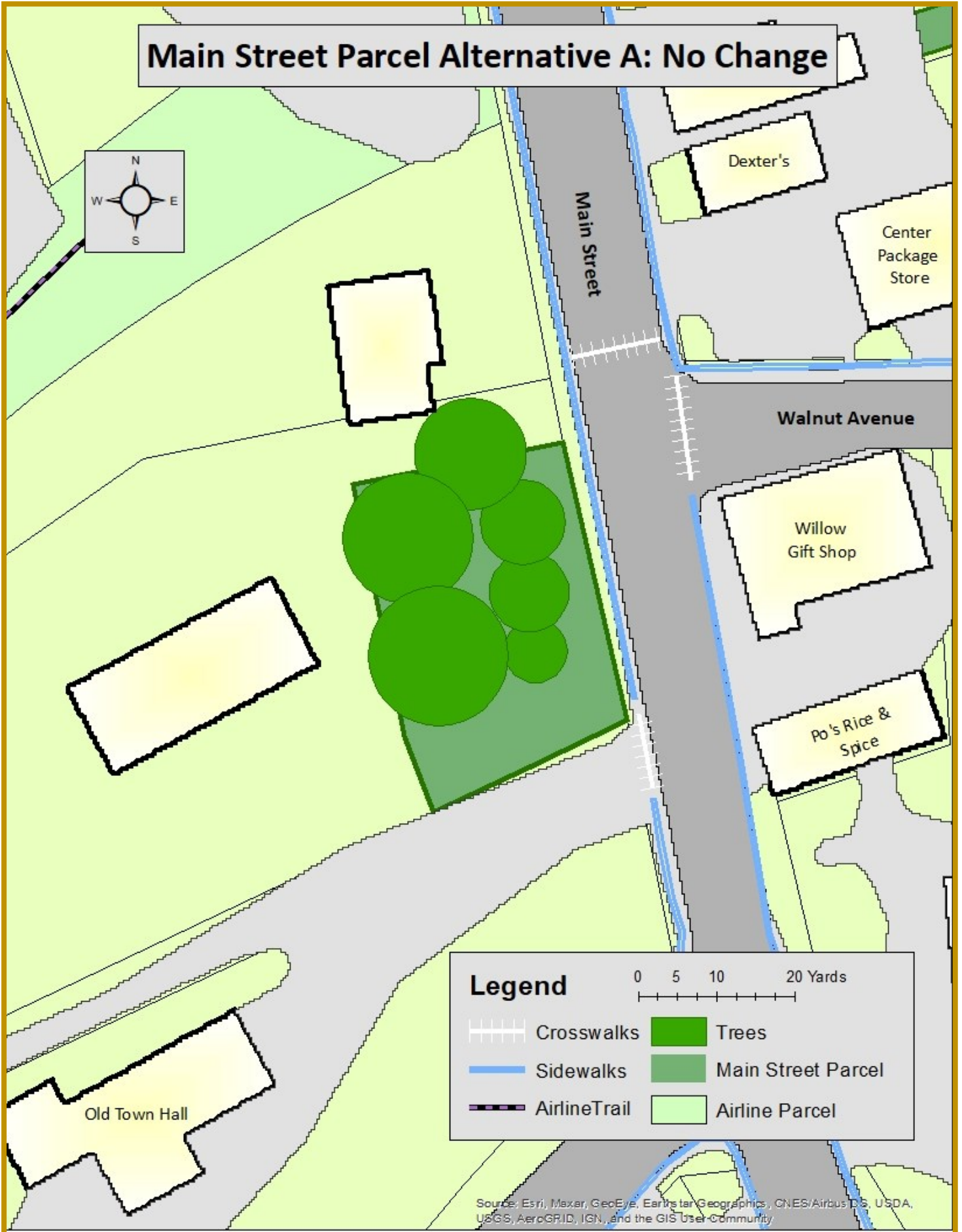
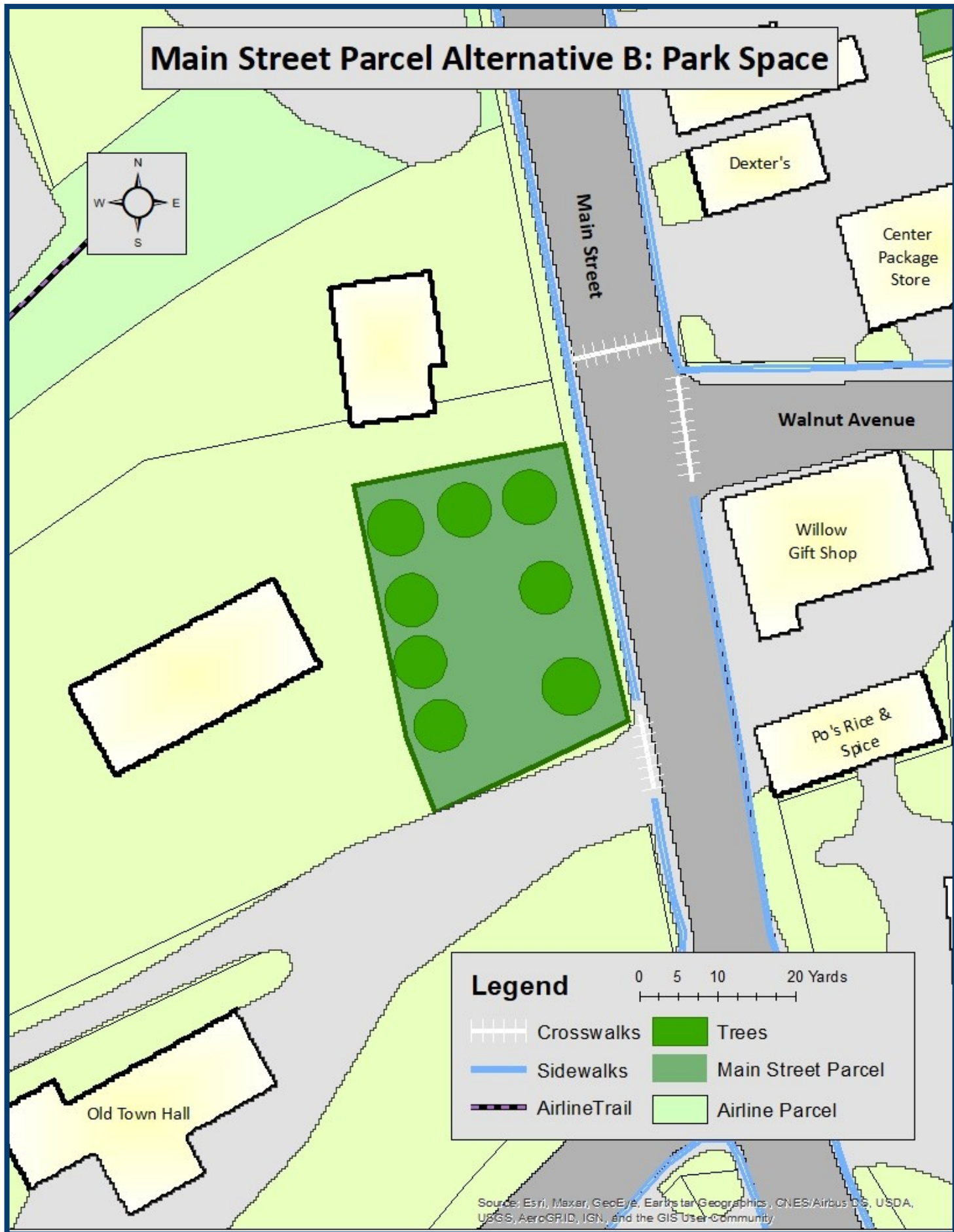


Figure 42: No Change

Main Street Parcel Alternative B: Park Space



Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

Figure 43: Park Space

Main Street Parcel Alternative C: Parking



Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

Figure 44: Parking

5.0: Action Item Checklist

During the public input portion of the planning process, residents were asked to rank the importance of the following nine issues in the Village Center on a scale of 1-9, with 1 being the most important, and 9 being least important. Below an action item checklist has been developed and categorized in the order these issues were ranked by the public.

1) Blighted Buildings

Short term goals:

1. Maintain and clean up overgrowth in town owned properties, and right of ways
2. Maintain and clean up surrounding sidewalks, roads, etc.

Long term goals:

Create and implement a plan/strategies addressing these properties and their role in the Village Center moving forward.

2) Traffic, Bike, and Pedestrian infrastructure

Short term goals:

1. Maintain and clean up surrounding sidewalks, roads, etc.
2. Landscape and plant street trees along sidewalks, and streets
3. Restripe existing crosswalks, road lines, and add sharrows.
4. Additional Signage alerting drivers of pedestrian, crosswalks, etc.

Long term goals:

1. Repave existing sidewalks and create new sidewalks according to plan
2. Alter road way layout as seen in plan and implement traffic slowing measures.

3) Air Line Trail and Connections

1. Maintain and clean up overgrowth in Air Line Trail Property and surrounding properties (3 Walnut Avenue)
2. Promote the Air Line Trail as an attraction of the Village Center through flyers, signs, marketing, etc.

Long term goals:

1. Create connections with footpaths and footbridge across Pocopotaug Creek into 3 Walnut Avenue

4) Signage and Wayfinding

Short Term Goals:

1. Fix and maintain existing signs in state of disrepair.

Long Term Goals:

1. Design and create more wayfinding signs in key areas. (Gateways)
2. Design and Create Signs for all of the gateways (reference gateway recommendations) and recommended sign design.

5) Public Parking

Short Term Goals:

1. Fix and maintain existing lots in state of disrepair.
2. Maintain overgrowth and landscape existing lots
3. Add amenities like trash cans and benches to lots.

Long Term Goals:

1. Create and implement a comprehensive parking system complete with maps and color coded/named lots in order to make parking more organized and easy to locate for users.
2. Repave/resurface lots in state of disrepair.
3. Implement lighting into parking lots .

5) Amenities (Benches, Trash Cans, Light posts, Bike Racks)

Short Term Goals:

1. Fix and maintain existing light posts.
2. Replace older/dilapidated amenities.

Long Term Goals:

1. Replace light posts with recommended design and line the Village Center with lighting.
2. Add trash cans, bike racks, lighting, and benches to all needed areas. (Parking lots, Air Line Trail Entrances, heavily trafficked areas., etc.

6.0 Appendix:

6.1 Public Comments:

“Antique looking bike stands.”

“Crosswalk from Spencer’s to EH Nursery/Masonic Lodge. Sidewalk from nursery school to library.”

“Signs that stick out from the building that you can see while walking.”

“Improve sidewalks down 196 to connect Epoch to Village Center.”

What is future of oldtown hall/ BOE, Buildings and Grounds? Make Public.”

“New buildings? Build up street +bring in more businesses. Main Street parcel?”

“Mural on the wall of Main Street Pizza building where Air Line trail starts.”

“Look into sidewalks that fit trees.”

“Crosswalk between both sides of Air Line trail, or if footbridge could be built connecting both sides with off ramps to village center.”

“Pump Track w/ some parking walnut ave by pump house, parking on Watrous.

“Can’t see pedestrians and bicycles, improve sightlines for motorists and pedestrians. Mirrors/ clean up brush/ warning signs.”

“Incentivize cleanup of blighted properties!”

“Include NESCI building new management and retail moving in over next six months.”

“Clean up of old buildings, cut weeds, repair windows and put plan in place for future.”

“More Trees and planting to replace old trees that died. Possibly incorporate Witch Hazel being that town is known for its witch hazel.”

“Optical illusion Crosswalks to slow traffic in VC.”

“Make signs on side of main street pizza for Air Line trail.”

“More Landscaping and greenery in all areas.”

“More trees and landscaping along skinner street to beautify. Incorporate witch hazel where possible. Public art installations for Epoch Arts and signage with info and history of historical sites (history of industry etc.)”

“More places to eat.”

“Possibly Traffic light at gas station, can be hard to pull out / turn sometimes.”

“dog potty bags and trash cans near Air Line trail.”

“Park here (Walnut parcel) there’s the water, wide space, would be great for community open space with some landscaping. Incorporate bells + Witch Hazel as tribute to local history.”

“Great Place for a park” (Walnut)

“Main Street pizza Clean up! Park by brook.”

“Seriously address side of main street pizza building leading up to Air Line trail; very visible.”

“Perhaps more setting than just benches – table and chairs for groups to meet and chat.”

“round about in center of roads to slow traffic.”

“more benches/ outdoor dining space.”

“Rotary or light at Barton hill road; intersections hard to navigate while driving through.”

6.2: SWOT Analysis Responses:

Strengths

Character
History
Architectural New England Village
Invested community members
Supportive ZBA
Lots of room for growth, recovery, remediation
Unique shops
sidewalk access
green spaces
Business community
Air Line trail
Smart Cohesive center
Fresh ideas
Good mix of commercial activities (Shopping, food, trails, recreation)
Dedicated business owners
Art
Music
Village
Tourists
Good Shops
Creative events
Shopping
food
music
Old town feel

Weaknesses

Blight
Environmental toxins
industrial waste/pollution
lack of water infrastructure
Traffic not giving way to pedestrians
doesn't connect well to other business districts and traffic arteries (word of mouth advertising)
Too small to offer enough variety
Inadequate marketing
Lack of buildings on Main Street
Lack of clean water and old mill buildings
Blighted buildings
Poor traffic control
Lack of events/ publicity
Signage for parking
Speeding
Lack of crosswalks
Lack of lights
Parking
Not enough restaurants
Bike stands (not enough).

Opportunities

Convert blighted properties
Retrofit for eco sustainability
Environmental remediation
Air Line trail as connections
Witch Hazel Festival
Bells (tourism, Branding, etc.)
Build on Air Line trail (Make surrounding area accessible and desirable
Blighted buildings - Convert to walkable shops (arts focused unique shops.
Marketing campaign to rest of CT
Abandoned mills
Parking
Convert old buildings
Tourism and Recreation
Attract more people for longer periods of time (concerts, events etc.?)
More curb appeal
Family activities

Threats

Lack of h2o infrastructure
Corporate buyout (don't sell out to big business).
Traffic
Obstructed views for motorists and pedestrians (Watrous/summit)
COVID/ Delta might threaten reopening.
State Route (main st) How much alteration is possible?
Lack of community interest
Bad decisions by town, lack of infrastructure
No water
Dilapidated building
not bike/ pedestrian friendly
No Air Line trail advertising (maps brochures etc.)
Lack events
Speeding
Littering
repair existing light posts/ switch to solar

Portland increasing restaurants and activities.

7.0 Sources:

East Hampton POCD—2016

East Hampton Village Center Tax Increment Financing District Master Plan -2018

Manchester, CT Downtown Parking Study—2010

Manchester, CT Downtown Wayfinding Program Design—2016

East Hampton GIS

All images were taken by the planning team with the exception of the following:

Figure 34: Burnsville North Carolina, Town Square—WNC Magazine—2016

Figure 38: Grass Surfaced Permeable Foundation—Core Gravel Landscaping Products

Figure 35: Skate Park, South Windsor, CT.—Pivot Custom Skate Park

Figure 36: Pump Track, Madison, CT.—Town of Madison, CT

Figure 33: Alum Creek State Park, Ohio.—MTB Project—2019

Figure 28: Map of Parking in Manchester, CT—Town of Manchester.

Figure 29: Parking System, Manchester CT.—Town of Manchester Downtown Parking Study

Figure 39: Grass Concrete Pavers—ABC&D ARTICLE: Growing Concerns – Urban Design and Landscaping 2016

East Hampton Village Center Project



Outline of Plan

Introduction

Inventory and Analysis

Existing Conditions of the Village Center

Opportunities for Input

Exploring Future Alternatives

Layout

Amenities

Gateway Improvements

Parking

Vacant Parcel Alternatives

Action Item Checklist

Desired Outcome

Overall goal

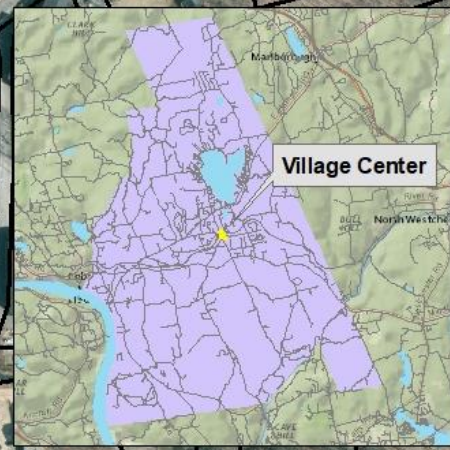
Increased connectivity to Airline trail and businesses

Pedestrian and bike friendly infrastructure.

A place for people to enjoy.



East Hampton Village Center



Defining the “Village Center”

- The area defined as the downtown consist of the following parcels highlighted in yellow.
- Meetings were held with business owners from the Village Center and the public to get input, and to help define the center geographically.



Legend

- Airline Trail
- Side Walks
- Crosswalks
- Village Center
- Property Lines

0 0.0175 0.035 0.07 0.105 0.14 Miles

East Hampton Village Center



Village Center Existing Conditions

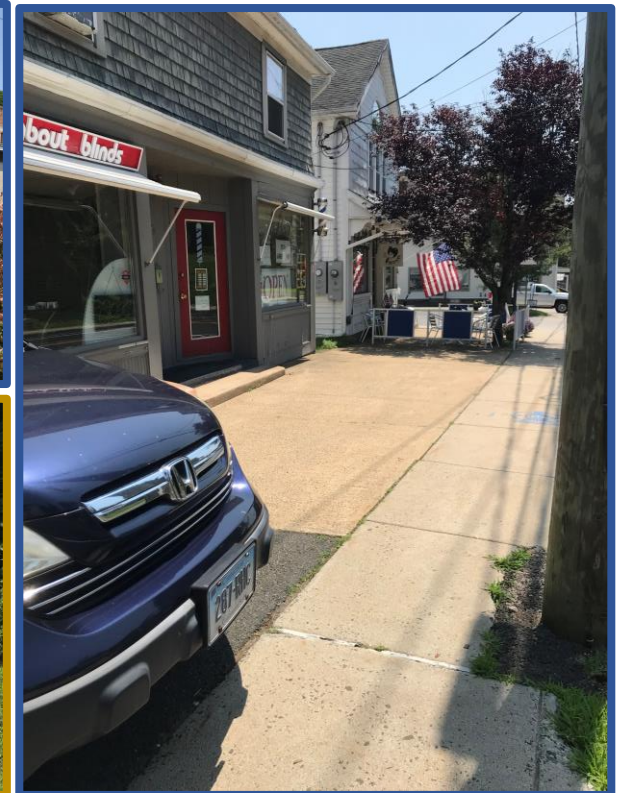
Home to mixed use retail, restaurants, and apartments.

Sidewalks and Crosswalks exist throughout, conditions vary.

Airline Trail

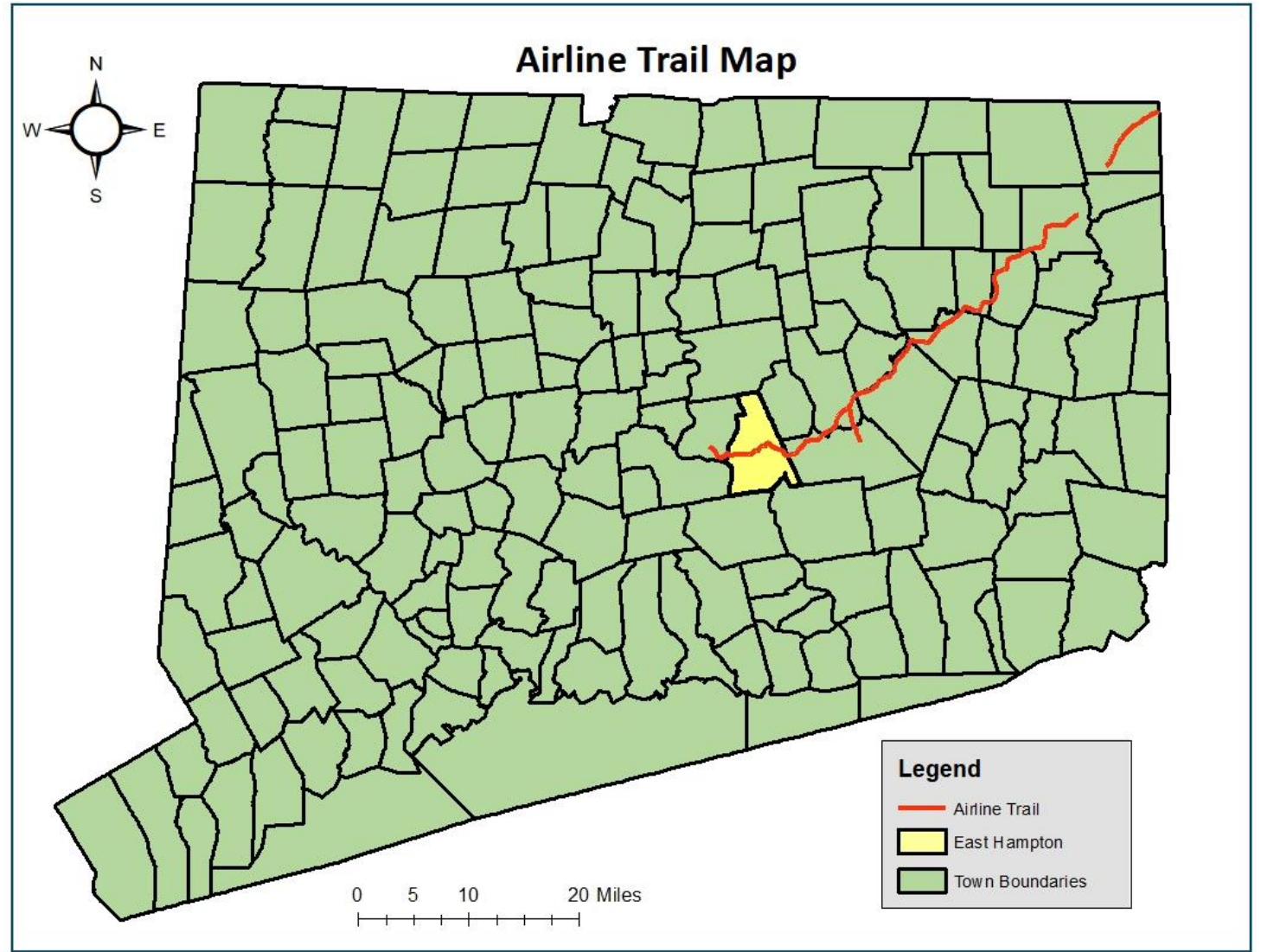
Landscaping and Maintenance needed throughout.

Gateway Improvements and signage.



Airline Trail

- The Airline Trail State Park is a rails to trails that spans twelve towns in CT including East Hampton. The trail runs from Portland to Thompson and extends into Massachusetts and beyond.
- Unique Asset to the Village Center
- In need of landscaping and clean up.
- Lacks connectivity to Village Center



Amenities

Sidewalks

- Exist throughout the Village center
- Varying Conditions
- In need of Maintenance and Landscaping
- Additional sidewalks needed in some areas.



Crosswalks

- In need of maintenance and repair.
- Additional Sidewalks needed in some areas.
- Crosswalk length.



Benches, Light posts, and Trash Cans

- Exist throughout the Village center
- Varying Conditions
- In need of Maintenance and Repair
- Additional Benches and Light posts needed to add to the aesthetic of the Village Center.



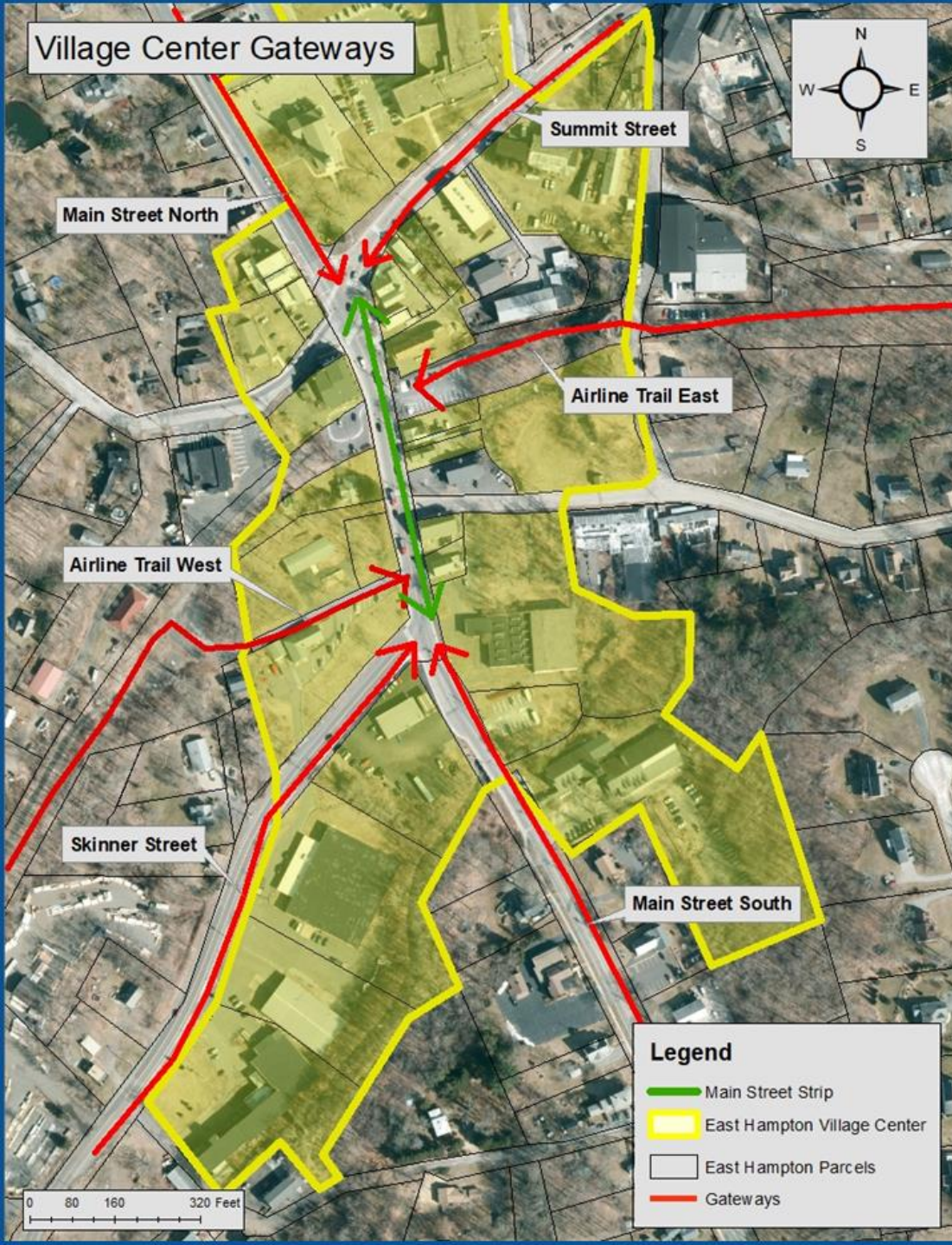
Existing Parking

Minimum requirements are met, and maximum requirements are nearly met according to zoning regulations.

- Parking needs are met although parking is still hard to find.
- Lack of signage signifying where users can park.

Downtown Parking Inventory			
Parcel	Minimum Requirement	Max Requirement for Parking Spaces	Current Inventory
95 Main	8	20	5
97 Main	3	7	4
101 Main	16	16	16
91 Main	1	2	5
93 Main	7	19	18
89 Main	5	9	7
87 Main	14	31	5
81 main	3	7	4
73 Main	8	18	5
4 Summit	5	11	6
6 Summit	2	4	1
103 Main	N/A	N/A	16
Airline Trail Lot	N/A	N/A	23
10 Summit	10	23	30
59 Main	N/A	N/A	56
66 Main	8	19	6
70 Main	5	11	6
72 Main	5	12	9
2 Barton Hill	4	10	22
82 Main	18	42	9
88 Main	2	4	0
90 Main	3	3	8
94 Main	6	10	15
TOTAL	133	278	276





Gateways

- Important aspect to the Village Center.
- Gateways to the Village Center are underutilized
- Potential to be shaped into attractive entrances

There are six important gateways

- Main Street from the North and South.
- Summit Street.
- Skinner Street.
- Airline Trail Entrance.



Opportunities for Input

Meeting with Village Center Business Owners



What is the “Village Center” in your eyes? What does it include geographically?

Additions of

- The Library
- Epoch Arts



What is the customer base? Who is here?

Airline Trail Users.

People from across CT.

- Glastonbury
- Killingworth
- Bozrah
- Eastern CT

Parents of children from dance and art studios.

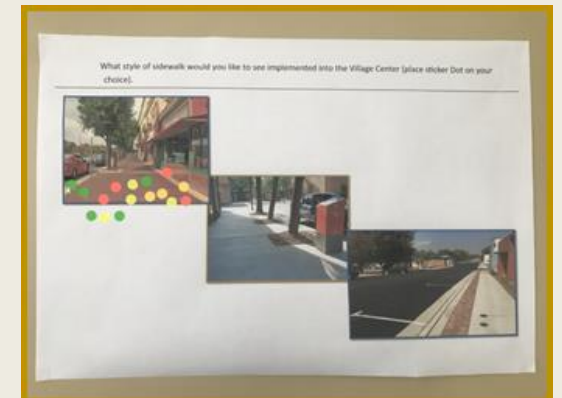
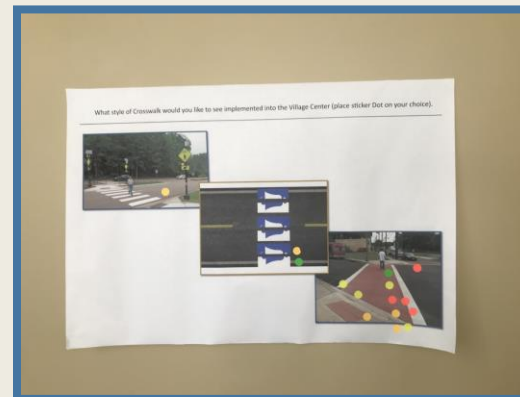
Meeting with the Public

Preference for amenities (Sidewalks, Benches, Light posts, Crosswalks and overall feel.)

Preference for development of parcels (Walnut Avenues, and Main Street)

Large map to leave comments.

Worksheets (SWOT Analysis, and Ranking Activity.)



SWOT Analysis

- Strengths
 - Business community
 - Diversity of businesses
 - Drawing in customers from other towns
 - Customer Traffic
 - “Historical” charm.
- Weaknesses
 - Infrastructure
 - Customers and users don’t know what parking is available.
 - Lack of signage
 - Lack of awareness of village center among towns people.
 - Lack of trash and recycling cans.
- Opportunities
 - Redevelopment of old mill buildings and “in-between properties”.
 - Bike and pedestrian infrastructure.
 - Popular “Village Center” destination among Connecticut residents.
 - Open space/ Park space, incorporation of stream, airline trail, and overall connectivity.
- Threats
 - Traffic/not pedestrian friendly.
 - Old mill buildings and blighted properties

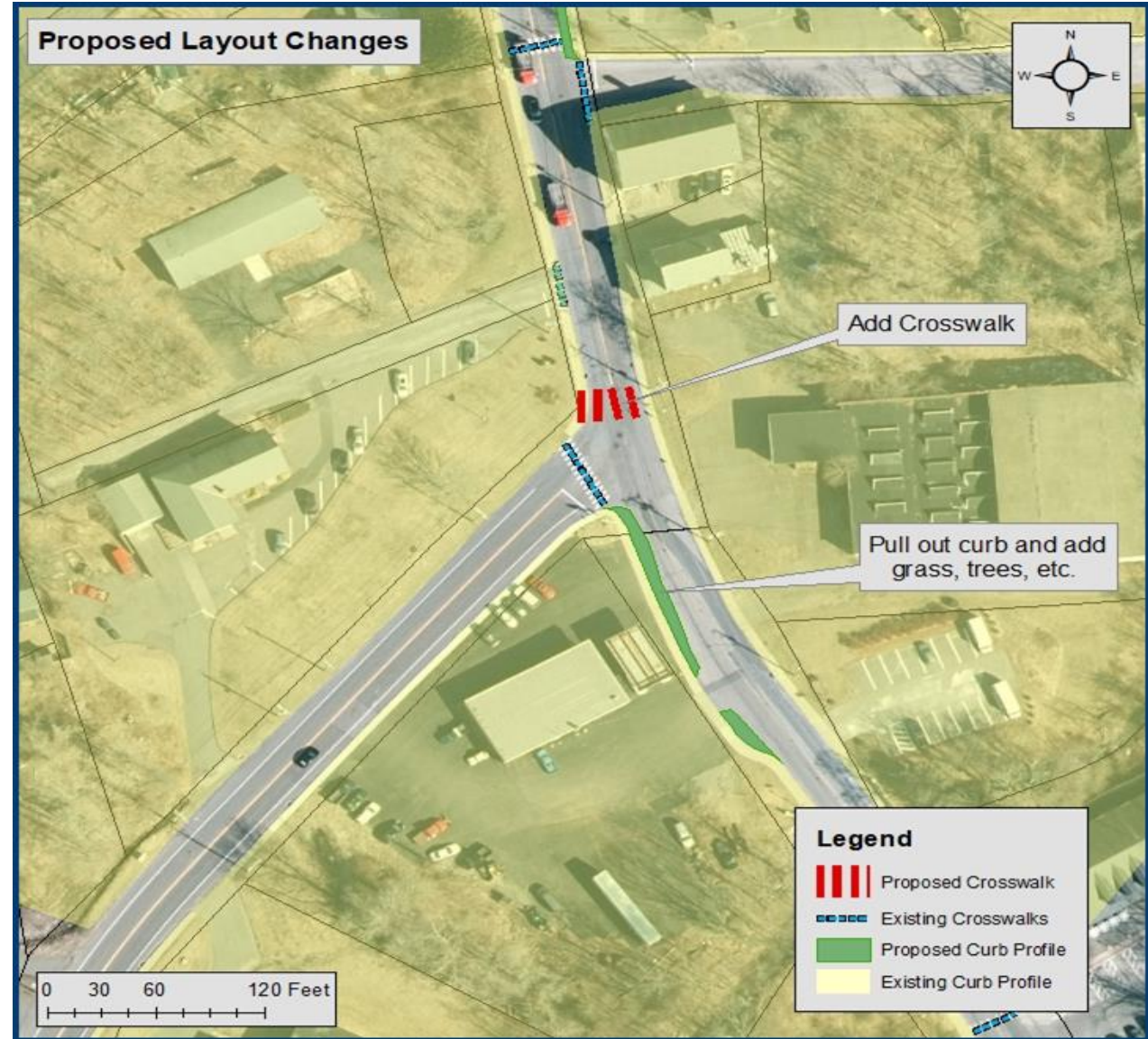
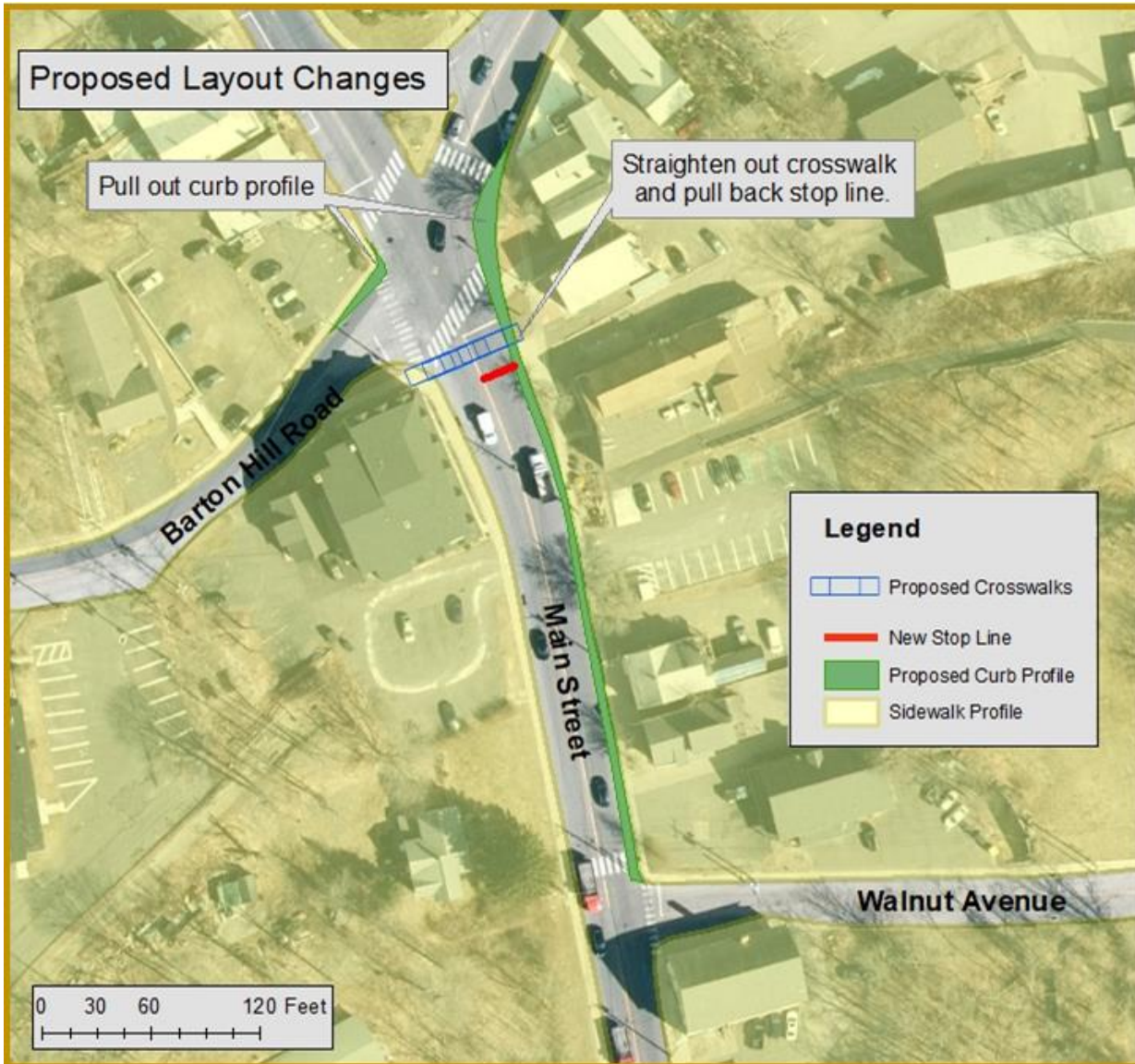
Exploring Future Alternatives

- The core recommendations that should be included if any Village Center improvements are to take place are follows.
 - Creation of a unified theme/branding to highlight the Village Center and the shops, services, and amenities it has to offer.
 - Existing sidewalks and town-owned right of ways should be maintained and improved upon.
 - Improve safe, comfortable, and ADA compliant pedestrian access to the Village Center and the Airline Trail through improvements to bike and pedestrian infrastructure (bike “sharrows”, sidewalks and ramps w/ tactile strips, footpaths, pedestrian signage, etc.).
 - Creation of a system to clearly organize and advertise public parking.
 - Increased signage and way finding throughout the Village Center and its gateways.

Recommended Changes

- Changes to layout of intersection of Summit Street, Barton Hill Road, and Main Street
- Changes to layout of Main Street in front of Gas Station
- Additions and Changes to sidewalks, and Crosswalks throughout the Village Center
- Development of two parcels.

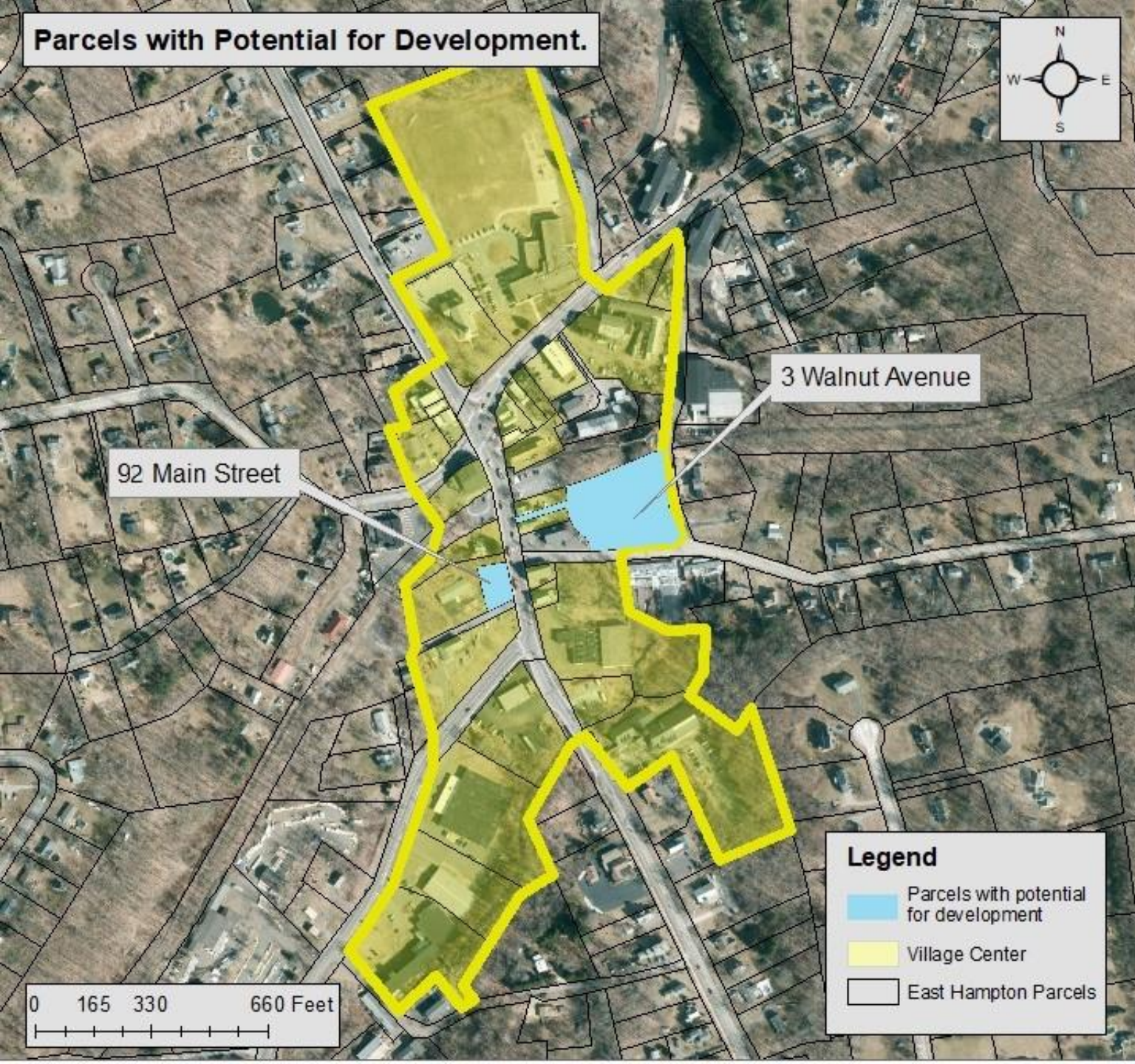
Change in shape of Street



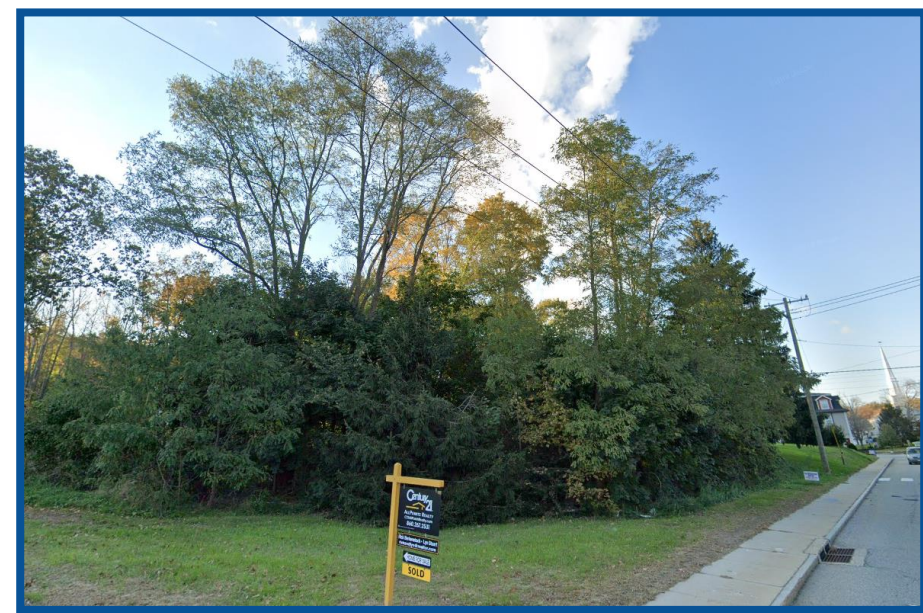
- Changes to layout of intersection of Summit Street, Barton Hill Road, and Main Street

- Changes to layout of Main Street in front of Gas Station

Parcels with Potential for Development.



Parcels with Potential for Development



Walnut Open Space Parcel Alternative A: No Change



Walnut Open Space Parcel Alternative B: Parking



Walnut Open Space Parcel Alternative C: Park Space



Pedestrian Foot Bridge, Connection to Airline Trail

Park Center Piece: Garden, Gazebo, Fountain, Etc.

Most Voted for Alternative

Legend

Park Path	Parking Lots	Water
Crosswalks	Road	Walnut Open Space
Sidewalks	Foot Bridge	Airline Parcel
Airline Trail	Airline Bridge	Trees
Buildings		

0 12.5 25 50 Yards

Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



- Implement foot paths and trails through the parcel to encourage passive recreation while creating connectivity to the airline trail.
- Maintain and cleanup overgrowth on the parcel and throughout the wooded area in order to create access to and highlight Pocopotaug Creek as a feature of the park and the Village Center.

- Create a center piece such as a gazebo or a fountain to improve the aesthetic of the area and give pedestrians and users a place to relax.



Other Park Ideas from Residents

- Skate Park



Figure 35: Skate Park, South Windsor, CT.

- Pump Track (A continuous loop of multi level dirt used by bikers to ride on.)



Figure 36: Pump Track, Madison, CT.

Walnut Open Space Parcel Alternative D: Hybrid Parking/Event Space



- Footpaths and Trails connecting the space to the Airline Trail and Village Center
- Clean up and maintenance of woods to highlight Pocopotaug Creek.
- Permeable Parking Surface— pervious pavement allows for water to infiltrate the ground rather than running offsite and potentially becoming contaminated. It is a sustainable alternative to traditional concrete and asphalt.



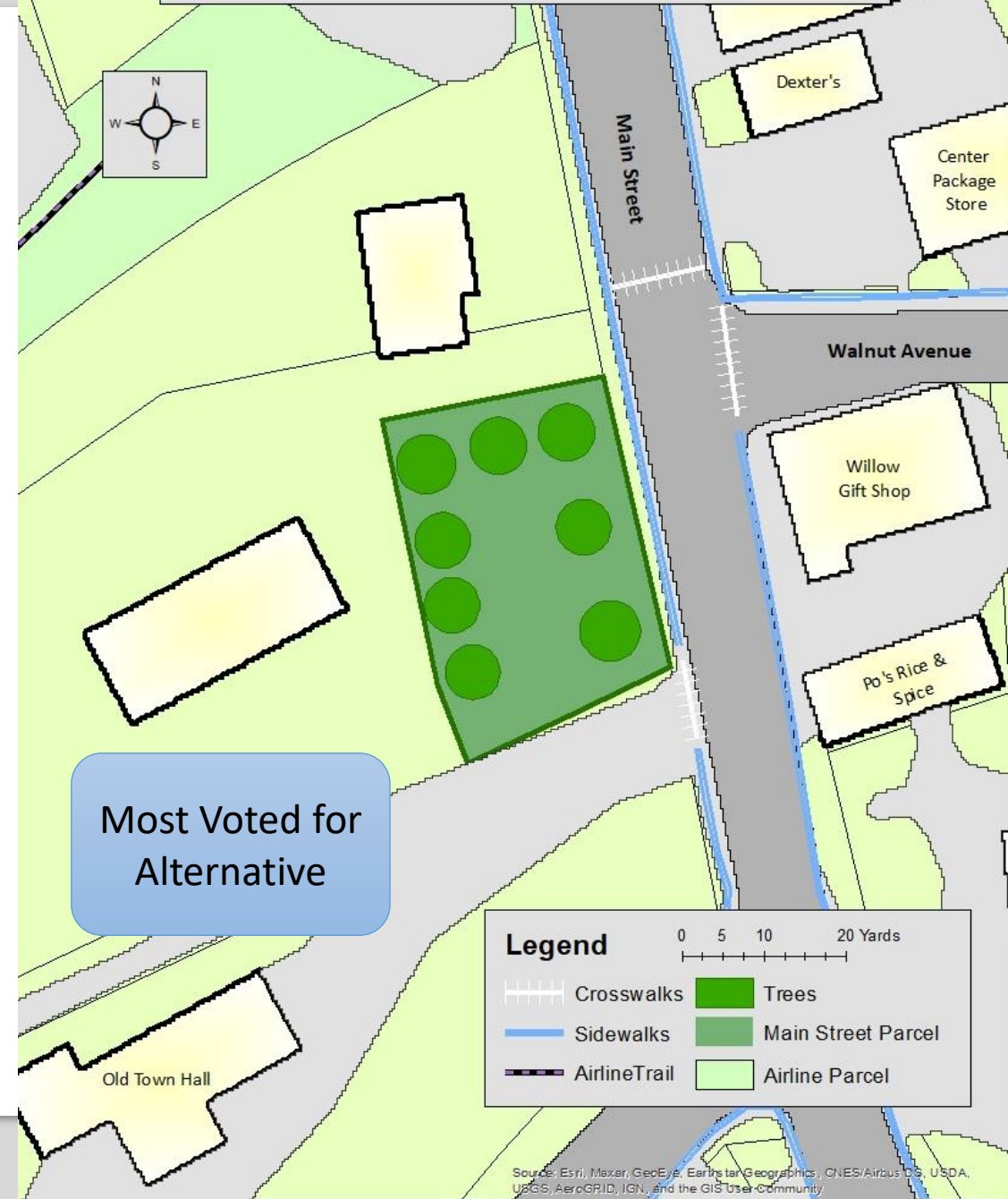
Grass surfaced permeable parking foundation.



Concrete grass paver system.

Main Street Parcel Alternative A: No Change

Main Street Parcel Alternative B: Park Space



Most Voted for Alternative

Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

Main Street Parcel Alternative C: Parking

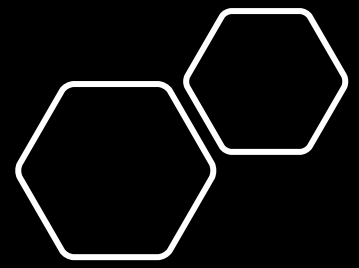


Legend

- Crosswalks
- Sidewalks
- AirlineTrail
- Trees
- Main Street Parcel
- Airline Parcel

0 5 10 20 Yards

Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, UGS, AeroGRID, IGN, and the GIS User Community



Action Item Checklist

1) Blighted Buildings

Short term goals:

1. Maintain and dean up overgrowth in town owned properties, and right of ways
2. Maintain and dean up surrounding sidewalks, roads, etc.

Long term goals:

Create and implement a plan/strategies addressing these properties and their role in the Village Center moving forward.

2) Traffic, Bike, and Pedestrian infrastructure

Short term goals:

1. Maintain and clean up surrounding sidewalks, roads, etc.
2. Landscape and plant street trees along sidewalks, and streets
3. Restripe existing crosswalks, road lines, and add sharrow.
4. Additional Signage alerting drivers of pedestrian, crosswalks, etc.

Long term goals:

1. Repave existing sidewalks and create new sidewalks according to plan
2. Alter road way layout as seen in plan and implement traffic slowing measures.

3) Airline Trail and Connections

1. Maintain and dean up overgrowth in Airline Trail Property and surrounding properties (3 Walnut Avenue)
2. Promote the Airline Trail as an attraction of the Village Center through flyers, signs, marketing, etc.

Long term goals:

1. Create connections with footpaths and footbridge across Pocopotaug Creek into 3 Walnut Avenue

4) Signage and Wayfinding

Short Term Goals:

1. Fix and maintain existing signs in state of disrepair.

Long Term Goals:

1. Design and create more wayfinding signs in key areas. (Gateways)
2. Design and Create Signs for all of the gateways (reference gateway recommendations) and recommended sign design.

5) Public Parking

Short Term Goals:

1. Fix and maintain existing lots in state of disrepair.
2. Maintain overgrowth and landscape existing lots
3. Add amenities like trash cans and benches to lots.

Long Term Goals:

1. Create and implement a comprehensive parking system complete with maps and color coded/named lots in order to make parking more organized and easy to locate for users.
2. Repave/resurface lots in state of disrepair.
3. Implement lighting into parking lots .

5) Amenities (Benches, Trash Cans, light posts, Bike Racks)

Short Term Goals:

1. Fix and maintain existing light posts.
2. Replace older/dilapidated amenities.

Long Term Goals:

1. Replace light posts with recommended design and line the Village Center with lighting.
2. Add trash cans, bike racks, lighting, and benches to all needed areas. (Parking lots, Airline Trail Entrances, heavily trafficked areas., etc.

Contact Info

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Town of East Hampton

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October 8, 2021

Via E-Mail to: psmith@easthamptonct.org

Mr. Paul Smith
Superintendent of Schools
East Hampton Public Schools
1 Community Drive, Suite 1
East Hampton, Connecticut CT 06424

- Privileged and Confidential -

Re: Summary of Tentative Agreement with the East Hampton Education Association

Dear Superintendent Smith:

As you know, on September 20, 2021, the East Hampton Board of Education's negotiation committee and the negotiation committee of the East Hampton Education Association ("the Association") reached a tentative agreement for a successor collective bargaining agreement to the current 2019-2022 teachers' contract. This letter summarizes the terms and financial impact of the tentative agreement. Please share this letter with Board of Education members prior to the Board's scheduled ratification vote on the new agreement.

The Board's negotiating team for these negotiations included Board Chairman Christopher Goff, Board members Justin Wagner and Jim Radavich, Jr., Superintendent of Schools Paul Smith, School Business Manager Karen Asetta and me. Board of Finance representative Ted Turner participated as an observer. Five negotiation sessions were held over the course of August and September at the Board's offices. The Association ratified the tentative agreement on October 5, 2021.

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

Summary of Tentative Agreement

Duration – Art. 46 -- Three years, from July 1, 2022 to June 30, 2025.

Salary – Appendix C -- The Agreement results in a projected 8.96% (9.25% with compounding) increase to the Teachers' salary account over the three-year term of the contract. For comparison

purposes, as of today's date the unofficial, non-compounded, statewide three-year average teacher settlement percentage stands at approximately 9.4%.

The agreement also adds a new entry-level step (new step 1) for new teachers in each lane of the salary schedule (i.e., bachelors, masters, 6th year) starting in the first year of the Agreement which will result in a new twelve-step salary schedule. As a result of this change, the Board will realize incremental, long-term savings as new teachers are hired into the district.

In the first year of the contract, all teachers will receive a 2% general wage increase and all teachers' not at max-step will advance a step resulting in a total 2022-23 total increase of 3.15% to the existing teachers' salary account. In the second year of the agreement, all teachers will receive a 1.85% general wage increase and all teachers' not at max-step will advance a step resulting in a total 2023-24 increase of 2.90%. Finally, in the last year of the agreement, all teachers will receive a 1.99% general wage increase and teachers' not at max-step will advance a step resulting in a 2024-25 increase of 2.91%.

Stipends – Art. 14, Art. 19, Art. 40, Art. 41, Appendix B & Appendix D – Stipends are increased by the general wage increase (“GWI”) rates in each year of the contract – 2%, 1.85%, and 1.99%. During negotiations the parties agreed to form a stipend review committee to adjust stipend amounts to better reflect each stipends' time commitment as well as other factors. Notwithstanding this process, the overall stipend amounts will not increase above the GWI rates listed above. Once the stipend review committee has finished its work the parties will enter into a memorandum of understanding that lists the new stipend amounts.

Insurance – Art. 10 – The tentative agreement maintains the Connecticut State Partnership Plan 2.0 (“SPP”) as the applicable insurance plan. The SPP 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 tentative agreement increases the percentage for insurance premiums that teachers are required to pay for SPP single, two-person or family coverage for health, prescription and dental coverage by 1% in 2022-23 and another .5% in 2023-24 and 2024-25. As a result, the new teacher insurance premium cost share percentages will be 20% for health/Rx and 16% for dental in 2022-23, 20.5% for health/Rx and 16.5% for dental in 2023-24 and 21% for health/Rx and 17% for dental in 2024-25. These premium cost share increases will result in substantial cost avoidance for the Board.

Work Year and Professional Development – Art. 14 – The tentative agreement eliminates existing language that permitted teachers to work the 187th day of their work year on a self-directed basis during non-school time. As a result of this change, the administration should be able to schedule additional professional development programming during normal, in-person, non-teaching workdays. This Article was also amended to provide that PD days must be scheduled prior to May 15th unless inclement weather forces a postponement to the end of the

year. PD days must align with the District's Professional Development Committee plan for each year.

Personal Leave Days – Art. 23 – The language of the existing contract gives teachers the right to use up to five paid personal leave days each year in connection with absences relating to issues such as attendance at funerals, attendance to legal matters, personal business that cannot be conducted during the regular school day and other compelling matters as determined by the Superintendent. Within this five-day allotment the contract currently provides for one special personal leave day for necessary, private, personal business that cannot be transacted outside of the regular work-day. Existing language puts an existing district-wide cap of two teachers who may use a special leave day on any given day and prohibits the use of such days immediately before or after vacation periods.

The tentative agreement calls for increasing the number of special leave days teachers may use each year from one day to two days. The tentative agreement also increases the district-wide cap from two teachers permitted to use special leave on a given day on a district-wide basis to four teachers on a given day on a district-wide basis.

Homerooms and Advisory Periods – Art. 37 – The agreement adds language to the contract clarifying that homerooms and advisory periods are considered professional responsibilities for classroom teachers rather than special duties.

Class Size – Art. 15 – The agreement amends Article 15 by providing that class size may only exceed thirty students per class in “extreme and occasional” circumstances rather than “special” circumstances as the language now states.

Duty Free Lunch – Art. 18 – The tentative agreement calls for new language in Article 18 stating that reasonable efforts must be made to schedule teacher duty-free lunch periods between the hours of 11AM and 1PM.

Benefits Notice – Art. 5, Art. 22 & Appendix A -- The agreement calls for pushing back the date on which the Board is contractually-obligated to provide teachers with a benefits notice outlining each teacher's personal compensation, accrued benefits, etc. from September 20th of each year to October 15th of each year. In addition, the tentative agreement also eliminates requirements that the Board notify teachers of their current health, dental and life insurance elections as well as their extracurricular stipends. This change should ease a significant administrative burden on the District's payroll office.

Building Cell Phones – Art. 20 – The agreement adds a sentence to Article 20 providing that each school in the District will have at least two district own cell-phones available for teacher use. Existing language in the contract requires the District to supply cell-phones to teachers but did not specify the number of phones. During negotiations teachers expressed concerns about giving out their own personal cell-phone numbers during field trips or other events hence their insistence on District-provided phones.

Page 4

Degree Definitions – Art. 8 – The tentative agreement calls for the deletion of now-outdated language that permitted teachers who had completed thirty credits in course work beyond their bachelor’s degree prior to June 30, 2013 to remain on the Master’s lane of the salary schedule.

Overpayments and Underpayments – Art. 11 – The agreement adds language to the contract providing that inadvertent overpayments and underpayments to teachers will be resolved by memoranda of understanding between the Association, affected teacher and the Board.

The tentative agreement also includes several additional language clarification changes that are minor in nature. 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,

A handwritten signature in blue ink, appearing to read 'Z. D. Schurin', is written over a light blue horizontal line.

Zachary D. Schurin

DIRECT COST IMPACT

2021 Tentative Agreement for the Successor Agreement between
EAST HAMPTON BOARD OF EDUCATION
and
EAST HAMPTON EDUCATION 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.¹ Total cost is provided for each year of the contract in actual dollars and as a percentage of the prior year's salary account. This analysis does not account for compounding.

Compensation

The 2021-22 Base Salary Account is \$15,265,531. The chart below shows the increase to the salary account in each year of the contract. However, this chart does not reflect the long-term cost savings that the Board will achieve as a result of adding a new entry-level step and moving to a twelve-step salary schedule. Over time this change will result in significant savings as new entry-level teachers are hired at salaries approximately \$3,500-4,000 below current entry-level salaries and will take an additional year to reach the maximum step on the salary schedule.

	2022-23	2023-24	2024-25
General Wage Increase	305,311	291,308	322,441
Step Increment	175,554	165,337	149,068
TOTAL COST in \$:	\$480,865	\$456,645	\$471,509
TOTAL COST as %:	3.15	2.90	2.91

¹ Increases to stipend amounts and potential savings as a result of the new entry level step are not included.

Health Insurance

The 2020-21² Health Insurance Account was \$3,379,238. The 2020-21 Dental Insurance Account was \$225,136. 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 19% for medical and Rx and 15% for dental, the Board can anticipate the following:

	2022-2023	2023-2024	2024-2025
Health/Rx Premium Cost Share	33,792	50,689	67,585
Cost Avoidance			
Dental Premium Cost Avoidance	2,251	3,377	4,502
SAVINGS DUE TO COST AVOIDANCE	\$36,043	\$54,066	\$72,087

Total Net Costs

	2022-2023	2023-2024	2024-2025
Total Net Cost – salary offset by insurance savings due to estimated cost avoidance	\$444,822	\$402,579	\$399,422
Total Net Cost as a % of salary account of previous year	2.91%	2.56%	2.47%

² The 2020-21 health insurance account number is from last year. 2021-22's total health insurance spending will fluctuate based on increases in SPP premiums which are set on a quarterly basis as well as mid-year resignations, hiring, changes in insurance coverage, etc. However, 2020-21's total spending serves as a good guidepost for projecting cost avoidance.

Agreement

between the

East Hampton Board of Education

and the

East Hampton Education Association

For the period

July 1, 2022 – June 30, 2025

Table of Contents

<u>Article</u>		<u>Page</u>
1	Preamble	1
2	Recognition	1
3	Professional Negotiations	1
4	Grievance Procedure	2
	Purpose.....	2
	Definitions.....	2
	Time Limit	2
	Procedure	3
	Miscellaneous	4
5	Benefits Notice.....	4
6	Salary Payment	5
7	Extra Pay for Extra Duty.....	5
8	Degree Definitions	6
9	Placement on the Salary Schedule	7
10	Insurance Benefits.....	8
11	Payroll Deductions.....	12
	Dues Deduction and Service Fees Deduction.....	12
12	Personal Injury Benefits.....	13
13	Resignation	13
14	Period of Service.....	14
15	Instructional Load	14
16	Hours of Employment.....	15
17	Preparation Periods	15
18	Duty-Free Lunch.....	15
19	Substitute Work	15
20	Teacher Facilities	16
21	Academic Freedom	17
22	Sick Leave.....	17
23	Personal Leave	18
24	Jury Duty.....	19
25	Exchange Teachers Leave.....	19
26	Parental Leave.....	19
27	Conference Leave	20
28	Sabbatical Leave	20
29	Military Leave.....	21
30	General Leave	21

31	Teaching Assignments	21
32	Transfer	23
33	Vacancies	23
34	General Provisions	24
35	Student-Cooperating Teacher	24
36	Association Use of School Facilities	24
37	Responsibilities and Duties.....	25
38	Personnel Files	25
39	Layoff and Recall.....	26
40	After School Activities	27
	Meetings.....	27
	School Functions.....	27
	Open House.....	27
41	Professional Development Presentations.....	28
42	Tuition for Children of Staff Living Out of District.....	28
43	Just Cause.....	29
44	Long-Term Substitutes.....	29
	Substitutes employed for an entire school year	29
	Substitutes employed for less than a full school year	29
	Substitutes employed subsequent to April first	29
45	Severability	30
46	Duration	30

Appendices

A	Annual Benefits Notification Form	31
B	Extracurricular Athletic Stipends.....	32
	Miscellaneous Stipends	38
C	2019-22 Salary Schedules.....	40
D	Guidance Counselors	41
E	Extracurricular Payment Schedule.....	42
F	SIDE LETTERS/Memoranda of Agreement	45
G	Connecticut State Partnership Plan 2.0 – Summary Plan Descripton.....	46

THIS AGREEMENT is made and entered into on this 15th day of November, 2018 by and between the EAST HAMPTON BOARD OF EDUCATION (hereinafter referred to as the "Board") and the EAST HAMPTON EDUCATION ASSOCIATION (hereinafter referred to as the "Association"), affiliated with the Connecticut Education Association and the National Education Association.

Article 1
Preamble

- A. This Agreement is negotiated in accordance with law in order to fix for its term the salaries and other conditions of employment provided herein.
- B. The Board and the Association agree to maintain communications, to inform about programs, to guide in development and to assist in planning and growth either by committee, individual consultation or designated representatives.
- C. If, during the term of this contract, the parties mutually agree to make any changes in this contract, such agreed upon changes shall be in writing and made an addendum to this Agreement. Previously adopted policies, rules and regulations in conflict with this Agreement are superseded by this Agreement.

Article 2
Recognition

- A. The Association recognizes that the Board and the Superintendent of Schools reserve and retain full rights in the proper discharge of their duties and responsibilities, to control, supervise, and manage the schools and its professional staff under governing law, ordinances, rules, and regulations, subject to the provisions of this Agreement.
- B. The Board recognizes the Association as the exclusive bargaining representative for the group of certified professional employees employed by the Board of Education in positions requiring a teaching or other certificate and employees holding a durational shortage area permit, other than temporary substitutes, and, who are not included in the administrators' unit or excluded from the purview of §§10-153a-10-153g, inclusive.

Article 3
Professional Negotiations

- A. The Board and the Association agree to negotiate pursuant to Connecticut law to secure a successor agreement relative to all matters concerning salaries and other conditions of employment. The agreement so negotiated shall be reduced to writing and signed by the Board and the Association.

- B. The Board shall provide the Association with a complete tentative budget for the following fiscal year immediately after said budget is first presented to the Board at a public meeting.
- C. Either party may, if it so desires, utilize the service of outside consultants or negotiators.

Article 4
Grievance Procedure

A. Purpose

- 1. 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.
- 2. Nothing herein contained shall be construed as limiting the right of any member of the unit having the grievance or dispute to discuss the matter informally with any appropriate member of the administration.

B. Definitions

- 1. A grievance shall mean a complaint by a teacher or group of teachers that as to him, her or them there has been a violation of a specific provision or provisions of this Agreement to the detriment of the teacher or teachers involved or a violation of the established procedures of the district teacher evaluation plan. Such a violation may only be grieved through the Board level. The Board's decision shall be final and binding. The Board shall have no authority to change the substance of the evaluation and may only authorize a procedural remedy.
- 2. The term "*teacher*" as used in this grievance procedure, except as otherwise indicated, shall mean any certified employee within the bargaining unit covered by this Agreement.
- 3. An "*aggrieved person*" is the person or persons making the claim.

C. Time Limit

- 1. Time limits should be considered a maximum and every effort should be made to expedite the process. If necessary and if agreeable to both parties, the time limits may be increased. All extensions of time must be made in writing.
- 2. "*Days*" shall mean days 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.

3. If a teacher does not file a grievance in writing as provided herein within twenty (20) days after the teacher knew, or should have known, of the act or condition on which the grievance is based, then the grievance shall be considered as waived.

D. **Procedure**

1. An aggrieved person must take the following steps in processing a grievance:
 - a. An aggrieved person shall file the grievance in person at the first stage of the grievance procedure and thereafter at each subsequent stage.
 - b. The grievance shall be in writing and shall state the provision(s) of the contract alleged to have been violated, together with the aggrieved person's proposed remedy.
 - c. The aggrieved person may be accompanied by a representative of the Association.
2. Any grievance must first be filed with the principal or other administrator as is appropriate. Principals shall answer the grievance, in writing, within seven (7) days of its receipt. If the teacher is not satisfied with the response, he may then file the grievance with the Superintendent.
3. An aggrieved person must within five (5) days appeal in person, accompanied by a written statement, to the Superintendent or his designated representatives, and such writing shall set forth specifically the act or condition on which the appeal is based. Said grievance must be answered by the Superintendent, in writing, within seven (7) days of receipt.
4. In the event that an aggrieved person is not satisfied with the disposition of the grievance by the Superintendent, he may within five (5) days appeal to the Board in writing. The Board shall then meet with the aggrieved person and render its decision within twenty (20) days from the date of submission of the grievance to the Board. An extension of time may be granted if agreed upon by both parties.
5. In the event the aggrieved person is not satisfied with the decision of the Board, he may request in writing, within five (5) days, the Association to submit the grievance to arbitration. If the Association decides it is meritorious, the Association may, by written notice to the Board, submit the grievance, not later than fifteen (15) days from the Board's decision, to arbitration. The grievance shall state the specific provision or provisions of the contract that are alleged to have been violated together with a proposed remedy. The process of arbitration to be followed shall be in accordance with the rules and regulations of the American Arbitration Association.
6. 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 provisions of this Agreement. The decision of the arbitrator shall be final and binding upon all parties.

7. Under no circumstances shall teachers approach individual Board members on questions of policy or administration. All representation shall be through the levels herein defined.
8. The cost of arbitration shall be borne equally by the Board and the Association.

E. **Miscellaneous**

1. No reprisals of any kind shall be taken by any party or by any member of the administration against any participant in the grievance procedure by reason of such participation.
2. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel file of the aggrieved person, except for those documents, communications and records that were in the aggrieved person's personnel file, prior to the grievance, unless such document is the subject of a successful grievance.
3. If the grievance occurs as a result of an action of other than the teacher's immediate superior or affects a group or class of teachers the grievance may be processed immediately at the level at which it occurs.
4. Failure in any step of this grievance procedure to communicate the decision on a grievance within the specific time limits shall permit the aggrieved employee to proceed to the next step. Failure in any step of this procedure to appeal a grievance within the specific time limits shall be deemed to be acceptance of the decision rendered at that step.
5. It is understood that the Association may elect to process any grievance on behalf of a named teacher or on behalf of a group of teachers similarly affected by a grievance. In cases of group grievances the grievance shall be brought in the name of at least two (2) members of the group. A group grievance shall be presented in person by the president of the Association or his designee at each level of the Grievance Procedure.

Article 5
Benefits Notice

- A. The Board shall annually notify teachers of their current salary and sick leave status. This "benefits notice" is set forth in Appendix "A" and is subject to the terms of the collective bargaining agreement. Such notice shall be provided on or before October 15th.

Article 6

Salary Payment

- A. The salaries of all teachers covered by this Agreement are set forth in the Appendices which are attached hereto and made a part of this Agreement. (Appendix "C")
- B. Each teacher shall have the option of being paid either:
 - 1. Twenty-two Payment Basis – The teachers' first pay will be on the first Friday of the teacher work year or the Friday preceding the start of the work year whichever aligns with the district's regular bi-weekly payroll schedule and every other Friday thereafter.
 - 2. Twenty-six Payment Basis – The teachers' first pay will be on the first Friday of the teacher work year or the Friday preceding the start of the work year whichever aligns with the district's regular bi-weekly payroll schedule and every other Friday thereafter. The teachers' last pay will be equal to four (4) pays.

Paychecks will be in equal installments. The second paycheck in June, shall be on the scheduled day or the last day of school, whichever is earlier.

Teachers shall select the method of payment on a per year basis prior to their first paycheck in September and shall not be permitted to make any additional changes during the year. New employees hired after September shall select payment prior to their first paycheck.

- C. All payments shall be made by direct deposit to a teacher's bank account. Each teacher shall provide written consent for the Board to deposit salary payments directly into the financial institution of the teacher's choosing.
- D. The pay schedule shall be posted prior to the commencement of the school year.
- E. If cessation of employment comes prior to the end of the regular school year each teacher's pay will be prorated on the basis of number of days taught.

Article 7

Extra Pay For Extra Duty

- A. Extra duty for which extra compensation shall be paid and the amounts of such compensation are set forth in Appendix "B" which is attached hereto and made a part of this Agreement.
- B. Teacher participation in extracurricular activities shall be strictly voluntary. Qualified applicants from within the teaching staff shall be selected unless the Board of Education can find a better qualified candidate outside the bargaining unit. Teachers participating in the TEAM program are not required, as a condition of employment, to engage in extracurricular activities. The parties may mutually agree to waive this requirement.
- C. Extra-curricular positions shall be awarded two times a year on the following schedule:

1. For spring positions, the posting shall be November 30. The deadline for applications shall be December 30. The appointments shall be made no later than February 28.
 2. For fall and winter positions, the posting shall be by May 1. The deadline for applications shall be June 1. Appointments shall be made by July 15.
- D. In cases of openings in positions occurring after the deadline dates for application, the position shall be reopened for applications.
- E. The payment schedule for extra duty work is attached to the contract as Appendix G.

Article 8 **Degree Definitions**

The Salary Schedules listed in the Appendices of this Agreement shall be interpreted and applied in accordance with the following definitions:

<i>Bachelor</i>	A baccalaureate degree earned at an accredited college or university.
<i>Master</i>	A master's degree earned at an accredited college or university. In order to receive the lane change, the master's degree must be earned subsequent to teacher certification unless this requirement is waived by the Superintendent.
<i>Sixth Year</i>	A Sixth Year Certificate earned at an accredited college or university, the completion of thirty (30) credits beyond the master's degree in a program approved by an accredited college or university (or a doctor's degree earned at an accredited college or university), or a master's degree which requires sixty (60) credits or a second master's degree requiring thirty (30) credits. Credits other than those in a planned program must be approved by the Superintendent to qualify for a sixth year increment. This is contingent upon the ultimate completion of a sixth year planned program. In order to receive any lane change, all credits must be earned subsequent to teaching certification, unless this requirement is waived by the Superintendent.

Article 9 **Placement on the Salary Schedule**

All teachers shall be placed on the appropriate salary schedule, taking into consideration the following:

1. Degree status as defined under "Degree Definitions" Article.
2. Full credit is given for public school experience as a certified teacher recognized as such for purposes of reciprocal certification by the Connecticut State Department of Education or public school experience served under a durational shortage area permit. Such experience shall have been continuous service of at least one-half of any school year. Intermittent short term substitute service shall not be credited as previous teaching experience. Credit for military service recognized by another public school system shall be recognized by the Board for purposes of placement on salary schedule. The Superintendent may grant credit on the salary schedule for teacher experience at an accredited college or university or any other educational institution accredited by the appropriate certifying agency or accrediting agency of a local, state, federal or foreign government. The Superintendent may grant credit on the salary schedule to a certified teacher for any other type of experience deemed relevant to teaching in the East Hampton School System. Before granting such credit, the Superintendent shall consult with a committee consisting of the Building Administrator and Department Head or teacher in the appropriate subject area or teacher at the elementary level, depending on the position the job applicant is seeking.
3. Any teacher receiving a change in degree status will be placed on the appropriate salary lane beginning with the first paycheck in September for degree changes occurring between January 1 and August 31; and January 1 for degree changes occurring between September 1 and December 31. In order to be eligible for such increase the teacher shall notify the Superintendent of the intended change for the next fiscal year prior to December 15. Proof of course completion, including transcripts, must be submitted before any increase is effected. For any increase to be effective of September 1, proof of course completion must be submitted no later than October 1, unless beyond the control of the teacher. For any increase to be effective January 1, proof of course completion must be submitted no later than February 1, unless beyond the control of the teacher.
4. Any teacher with 15 hours or more beyond any degree will receive \$500 more than the salary at that step and level as long as he/she continues in a planned program, but in no event, shall such teacher receive this stipend for more than four years. This provision shall not apply beyond the Sixth Year.
5. Annual increments for teaching services may be withheld by the Board of Education because of unsatisfactory teaching performance on the part of any certified professional employee. Teachers shall be notified prior to May 15 if increments are to be withheld for the next year.

Article 10
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, 2022, the employee shall pay 20% of the premium cost share for medical and Rx coverage.
 - Effective July 1, 2023, the employee shall pay 20.5% of the premium cost share for medical and Rx coverage.
 - Effective July 1, 2024, the employee shall pay 21% 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, 2022, employee shall pay 16% of the premium cost share for dental coverage.
 - Effective July 1, 2023, employee shall pay 16.5% of the premium cost share for dental coverage.
 - Effective July 1, 2024, employee shall pay 17% 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 teachers 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 Appendix G.

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 G 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 G

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 for eligible employees which shall be designed to permit exclusion from taxable income of the employee's share of health insurance premiums.

The Board shall also adopt and maintain an IRS Flexible Spending Account with the minimum and maximum contributions per year as established by law for health reimbursement and dependent care. The following provisions will apply:

1. Under no circumstances will the Board be required to contribute any monies to the FSA or to any account established pursuant hereto.
2. Each teacher desiring to participate in the FSA must apply for participation and enroll by submitting completed forms provided by the Board thirty (30) days prior to September 1 of each plan year in which he or she desires to participate.
3. Each teacher wishing to participate in the FSA must, thirty (30) days prior to September 1, inform the Board in writing of the amount he/she wishes to contribute to the account during the plan year, which shall be divided by the number of payroll periods scheduled for the plan year to determine the amount to be deducted from each paycheck during that plan year.
4. As a condition precedent to the establishment of an account under the Plan, the teacher must submit to the Plan Administrator, on forms approved by the Board,

written authorization for the Board to deduct from his or her salary, the amounts to be diverted to his or her plan account, which shall be the same amount from each paycheck issued during the plan year. As a further condition, the teacher shall pay, by authorized automatic payroll deduction, the monthly charge for participation in said plan attributable to him/her.

5. The Board makes no representations or guarantees as to the initial or continued viability of this salary reduction agreement, and shall incur no obligation to engage in any form of impact bargaining in the event that a change in law were to reduce or eliminate the tax-exempt status of employee insurance premium contributions. So long as the Board makes a good faith effort to comply with this paragraph, neither the Association or any teacher covered by this Agreement shall make any claim or demand, nor maintain any action against the Board or any of its members or agents for taxes, penalties, interest or other cost of loss arising from a flaw or defect in the salary reduction agreement, or from a change in law which may reduce or eliminate the employee tax benefits to be derived therefrom.
- D. The Board shall also provide group life insurance coverage equal to twice the teacher's annual salary rounded off to the nearest \$500.
 - E. Having successfully performed his/her contract obligations to the school system, a teacher who resigns is entitled to appropriate fringe benefits through August 31 provided he/she has worked through the end of that school year.
 - F. Only certified professional staff or those holding a durational shortage area permit who work half-time or more shall be eligible for insurance benefits. For such employees, the Board shall pay fifty (50) percent of its cost of the premiums or the percentage of the premium corresponding to the percentage of the time worked, as the case may be. The employee who desires coverage shall pay the remaining percentage of the cost of the premium through automatic payroll deduction. This provision is subject to the terms of the insurance carrier.
 - G. 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 the 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 teachers 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 (30) 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 (30) 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 (30) days of the meeting noted above. Failure to submit such statement within the thirty (30) day 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 (15) 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?

- H. Teachers retiring from the East Hampton system may, at their request, be retained on the current medical and dental coverages as provided to active employees as such coverages may be amended from time to time by collective bargaining and subject to the terms of the carriers or administrators of the plan. Said retirees shall assume full cost of the benefit. The employees shall be eligible for such coverage unless he/she becomes eligible for other coverage, or is entitled to Medicare Part A in accordance with and subject to §10-183t of the Connecticut General Statutes.
- I. The Board will insure that any active certified professional employee, having reached the age of 65 or over, will receive the same insurance benefits as are being provided to other active employees. If specialized coverages are necessary to insure this equalization, the Board will assume additional premium cost to provide such coverage equal to the premium cost sharing in Section C.
- J. 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.
- K. 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.
- L. The Board and the Association recognize that escalating health care costs are a problem for both employer and employees and thereby agree to create a joint Health Insurance Study Committee as needed composed of three (3) members appointed by the Superintendent of Schools and three (3) members appointed by the President of the Association. The Committee shall be an ongoing committee whose purpose will be to continually review health insurance and cost containment issues. This provision for a Health Insurance Study Committee shall not be interpreted as diminishing in any respect whatsoever the Board's right to change carriers as provided for in Section G of this article.

Article 11
Payroll Deductions

- A. In addition to those payroll deductions required by law, the following agencies are eligible for payroll deductions. All requests or changes in requests for deductions must be in writing on approved authorization forms submitted to the Superintendent between September 5 and October 1.
- B. The list of approved deductions is as follows:
1. Insurance premium
 2. Association Dues
 3. Disability Insurance
 4. Tax Sheltered Annuity Plans
 5. United Way
 6. Credit Union/Bank
 7. HSA Deductibles
 8. FSA Deductibles

Over and underpayments shall be resolved via memoranda of understanding between the Association, affected teacher and the Board.

C. **Dues Deduction**

1. The East Hampton Board of Education agrees to deduct from each member an amount equal to the Association membership dues by means of payroll deduction. The amount of the deduction of membership dues shall be equal to the total Association membership dues divided by the number of paychecks from and including the first paycheck in October through and including the last paycheck in June. The amount of the Association membership dues shall be certified by the Association to the Board of Education prior to the opening of school each year.
3. Those members whose employment commences after the start of the school year shall pay a prorated amount equal to the percentage of the remaining school year.
4. The balance of the annual dues shall be deducted from the final paycheck of any member resigning his position, receiving a leave of absence or terminating his employment after the opening of school.
5. The Board of Education agrees to forward to the Association each month a check for the amount of money deducted during that month. The Board of Education shall include with such check a list of teachers from whom such deductions were made.

6. No later than one week after the second payroll of each school year, the Board of Education shall provide the Association with a list of all employees of the Board of Education and the position held by said employees. The Board shall notify the Association monthly of any changes in said list.
7. The singular reference to the "Association" herein shall be interpreted as referring to the East Hampton Education Association, the Connecticut Education Association, and the National Education Association.
8. The Association agrees to indemnify and to hold the Board harmless against any and all claims, demands, suits or other forms of liability that may arise out of, or by reason of any reasonable or prudent action taken by the Board and its agents for the purpose of complying with the provisions of this Article.

Article 12
Personal Injury Benefits

Whenever a teacher is absent from school as a result of personal injury caused by an accident arising out of and in the course of his employment, he shall be paid his full salary (less the amount of any workers' compensation award made for temporary disability due to said injury) for no more than one hundred twenty (120) calendar days following the injury or to the point of maximum recovery, whichever is sooner. No part of such absence shall be charged to his annual or accumulated sick leave.

Article 13
Resignation

A written notice of resignation shall be filed with the Superintendent not less than thirty (30) calendar days prior to the effective date of resignation. The Board and the Association recognize that extenuating circumstances may arise which prevent the exclusive application of the time limitation of the above statement. In these instances, the Superintendent of Schools, after consultation with the employee, and the administration of the school involved, may recommend to the Board that the resignation be accepted and the time period be waived.

Article 14
Period of Service

- A. An employee's work will start when he is needed and it will be finished when his regularly assigned duties are completed to the satisfaction of the Superintendent regardless of dates. It is understood the new hires will be required to attend an orientation session in advance of the start of the school year for the remainder of the staff. In the event the Board desires to increase the school year it may do so subject to impact negotiations at the request of either party. The number of work days in the school year shall be a full 187. Professional

development days will be scheduled prior to May 15 unless weather forces a postponement of a scheduled day to the end of the school year. Professional development days shall align with the District's Professional Development Committee plan for each year. 1/187 will be the per diem rate paid to each teacher. The Superintendent will notify the Association each year by May 1 regarding the starting and finishing dates of the calendar for the following school year. The Superintendent shall notify staff, at least one month in advance, of any change in the starting and ending time of any teacher work day. Such notification does not authorize the Superintendent to unilaterally change the length of the work day.

- B. The school calendar for the next school year shall be posted prior to the end of the current school year. No change shall be made in the calendar without giving the Association prior notice.
- C. Teachers shall be compensated at the rate of \$40.98 per hour for curriculum revision, summer school, student evaluation committee, extended detention and tutoring. Commencing with the 2023-24 year, the rate shall increase to \$41.74 and with the 2024-25 year, the rate shall increase to \$42.57.

Article 15 **Instructional Load**

- A. The administration shall be responsible for the distribution of work among members of the staff on the most equitable basis consistent with the needs of the school system. This responsibility includes the development of work loads with the mutual cooperation of department heads.
- B. Reasonable efforts shall be made to maintain the class size at no more than twenty-five pupils. Only in extreme and occasional circumstances may there be more than thirty pupils in a classroom. This provision does not apply to such group classes as physical education, band, chorus or choir or any other similar types of group activities.
- C. Classes in special areas such as Technology Education, Art, science laboratory classes, and home economic classes shall be limited to the maximum number of students commensurate with generally accepted health and safety standards.

Article 16 **Hours of Employment**

- A. Elementary and middle school teachers shall be on duty a minimum of twenty (20) minutes before and thirty (30) minutes after the regular session of school except when special duties such as bus and hall duties, faculty meetings, or other administrative assignments require modification. High school teachers shall be on duty twenty (20) minutes before and twenty (20) minutes after the regular session of school.

- B. The administration will structure a calendar of all professional and/or educational meetings to be issued monthly to all certified personnel. Copies shall be sent to the Association President. No other meetings shall be scheduled within this period unless warranted by reasonable need.

Article 17
Preparation Periods

- A. Preparation period is defined as time spent within the school during the school day for preparation of class materials.
- B. Reasonable efforts shall be made to maintain existing levels of preparation time at 220 minutes per week.
- C. Reasonable efforts shall be made by the parties to maintain daily blocks of preparation time at no less than thirty (30) minutes.

Article 18
Duty-Free Lunch

- A. All teachers shall be guaranteed a duty-free lunch period of between twenty-five and thirty minutes. Reasonable efforts shall be made to have all lunches occur between the hours of 11 and 1.
- B. Teachers are free to leave the school during their lunch period upon notification of the building principal or his/her designee.

Article 19
Substitute Work

- A. Full time teachers shall be paid \$33.52 per instructional class covered for administration assigned substituting during their preparation period for classes covered in the following situations. Commencing with the 2023-24 year, the rate shall increase to \$34.14 and with the 2024-25 the rate shall increase to \$34.82.
 - 1. Staff member is absent a full day
 - 2. Staff member leaves mid-day due to illness or other emergency
 - 3. Staff member attends a conference or required meeting, fulfills a regularly scheduled coaching assignment, or needs coverage for other administration approved reason.
- B. For elementary teachers who have additional students assigned to their class due to absence of teachers as defined in Section A, compensation shall be a proportional part of \$110

prorated on the basis of the number of teachers who are assigned students for the duration of the Agreement.

- C. Teachers shall not be compensated for mutually agreed upon favors or for partial period coverage less than twenty minutes in duration.
- D. Payments for this work shall be processed during the pay period that the assignment occurred.

Article 20 **Teacher Facilities**

The Board and the Association agree that each school shall have the following facilities.

- A. Space in each classroom in which teachers may safely store instruction materials and supplies.
- B. A teacher work area containing equipment and supplies to aid in the preparation of instructional materials.
- C. A furnished room, to be used as a faculty lounge, said room to be in addition to the aforementioned teacher work area.
- D. Well-lighted and clean teacher rest rooms.
- E. Parking space.
- F. Copier machines, computers, printers, word processors, and faxes in each school building shall be available for the use of teachers in preparing instructional materials. Such devices shall be kept in good repair. In addition each school shall have district owned cell phones for teachers to use as needed and appropriate. Each school shall have two (2) phones easily and readily available for teacher use.
- G. Individual mailboxes for each teacher.
- H. All teachers shall be issued all necessary keys at the beginning of the instructional year and shall not be required to turn in same except at the end of the school year or upon leaving the employ of the Board. Employees whose job descriptions require their working during the summer (non-instructional) months may retain their keys subject to the approval of their building principal.

Article 21 **Academic Freedom**

- A. The private and personal life of a teacher is not within the appropriate concern or attention of the Board except as it may interfere with the teacher's responsibilities to and relationships with students and/or the school system.
- B. Teachers will be entitled to full rights of citizenship, and no religious or political activities of any teacher (provided such activities do not take place during his working hours and do not interfere with the teacher's responsibilities to and relationships with students and/or the school system) or the lack thereof will be grounds for any discipline or discrimination with respect to the professional employment of such teacher.

Article 22
Sick Leave

- A. Teachers shall be entitled to sick leave with full pay up to fifteen (15) days in each year. Unused sick leave shall be accumulated from year to year, so long as the teacher remains continuously in the service of the Board, such accumulation not to exceed one hundred sixty-five (165) days.
- B.
 1. In any school year, in addition to the maximum number of days that may be accumulated (165), each teacher shall be permitted an additional fifteen (15) days sick leave at the beginning of each school year (which may not be accumulated).
 2. Teachers who have accumulated the maximum 165 sick days shall first utilize the additional fifteen (15) days of sick leave provided annually. Days not taken for sick leave in a specific year shall be placed and accumulated in a special "bank."

(i.e. a teacher utilizes three (3) of the fifteen (15) days for sick leave, the remaining twelve (12) are placed in the special bank).
 3. Teachers who utilize more than fifteen (15) sick days in a year which results in a reduction in the accumulation below 165 must first restore their accumulation leave to 165 prior to the banking of additional days for the purposes of this article. Days previously banked cannot be utilized for this purpose.
 4. Teachers who have accumulated days in the special bank will be paid for these days at the rate of \$30 for each day accumulated. To qualify for payment, the teacher must submit an irrevocable letter of resignation by March 1st of the year of resignation. Teachers who fail to notify the Board by March 1st, shall have the rate reduced to \$25. Payment for these days will be made at the time of resignation, retirement, or death of the teacher. In the event of the death of a teacher, the monies for the payment of such days will be paid to the estate of the teacher. Teachers hired after July 1, 1997 shall be limited to a maximum accumulation of 200 days in the bank. Teachers hired after July 1, 2006 shall be limited to a maximum accumulation of 100 days in the bank.

- C. All days accumulated 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 teacher on the Notification of Salary and Benefits form given to each teacher by October 15 of each year.
- D. Teachers shall be entitled to utilize up to seven (7) days of accumulated sick leave to care for a seriously ill member of the immediate family. The immediate family shall be defined to include parents, spouse, child, siblings, or any person living in the employee's household.

Article 23
Personal Leave

- A. Each regular full time instructional employee may receive full pay for a maximum of five (5) days leave in any school year. Included in the reasons for such absences are those caused by death and for attendance at the resulting funeral, religious holidays, compulsory legal matters necessary, private personal business that cannot be otherwise transacted outside of the regular work day or work year, or other compelling matters as determined by the Superintendent.
- B. Under unusual circumstances, the Superintendent of Schools may, in a particular instance, grant additional personal days and extend the maximum allowance of five (5) days per year after all days have been used or are about to be used.
- C. Within the five (5) day limit prescribed above, a regular full time instructional employee may be allowed two (2) special days of personal leave without loss of pay. He/she must notify the Superintendent of Schools at least 24 hours in advance, if possible, stating that the day is for "necessary, private, personal business that cannot be transacted outside of the regular work day." The Superintendent shall grant the request for leave subject to limitation of approval of not more than four (4) requests for such absence falling on one school day and providing that the day does not directly precede or follow a school vacation or holiday.
- D. Absences for any reason not covered by above provisions and permitted by the Superintendent of Schools shall result in an appropriate per-diem reduction to the teacher's annual salary.

Article 24
Jury Duty

Any teacher who is called for jury duty shall receive the necessary leave to fulfill this legal obligation. This leave shall not be deducted from sick leave or from personal days. The staff member shall receive a rate of pay equal to the difference between the professional salary and the jury fee.

Article 25

Exchange Teachers Leave

In any year, teachers may be exchanged for teachers from some other school administration district in the United States or in a foreign country. Such exchange shall be initially recommended by the Superintendent to the Board of Education, which shall recommend final action. All rights and privileges of the exchanged teacher shall continue in full force and effect during the exchange period.

Article 26 Parental Leave

- A. The Board and the Association recognize that teachers are entitled to sick leave for pregnancy related disability in accordance with law.
- B. During the postnatal period of disability, a teacher will indicate, in writing, to the Superintendent of Schools, whether or not she intends to return to teaching at the end of said disability. If her intent is to return at the termination of her disability, her position will be available for her. If she does not intend to return at this time, but indicates that she would like to return at some future date, she will be assigned to her position or an equivalent position. Such leave shall end either one half or one full school year later. Upon the Superintendent's recommendation extended leave of up to one additional year may be granted by the Board at its sole discretion to a tenured teacher.
- C. The provision shall not apply to individuals initially employed with a durational shortage area permit.
- D. It is recognized that the parental leave benefits delineated in Section B. are available for male members of the bargaining unit. Said teacher must provide notification to the Superintendent in a timely manner.

Article 27 Conference Leave

- A. The Superintendent may grant convention or conference leaves, or permission to observe an activity in another school building or school system to teachers without loss of pay, without such leave being considered personal leave.
- B. The Board agrees to reimburse all teachers attending a convention or conference or observing activities in another school system for all expenses approved by the Superintendent. Such approval may require the submission of adequate documentation.

Article 28 Sabbatical Leave

In its desire to reward and to encourage independent research and achievement, the East Hampton Board of Education hereby initiates the policy of sabbatical leave for teachers upon recommendation of the Superintendent for approved scholarly programs contributing to the East Hampton Public Schools.

- A. No more than one (1) member of the teaching staff shall be absent on sabbatical leave at one time.
- B. Requests for sabbatical for a school year must be given to the Superintendent in writing no later than November 30 of the preceding year.
- C. The teacher has completed at least seven (7) consecutive full school years of service in the East Hampton Schools.
- D. Teachers on sabbatical leave will be paid one half of their annual salary rate, providing that such pay, when added to any program grant, shall not exceed the teacher's full annual salary rate. All contract benefits shall remain in full force and effect during the period of the leave.
- E. The teacher shall agree to return to East Hampton for one (1) full year's work. Upon such return, the teacher shall be placed on the appropriate step in the salary schedule as though such teacher had not been on leave.
- F. Any sick leave accumulated to the credit of the teacher when sabbatical leave becomes active shall be credited as accumulated leave on the date sabbatical leave terminates. No accumulation shall be credited for the period of leave.
- G. Prior to commencement of sabbatical leave, the teacher will sign an agreement to return to the district for one (1) year of future service immediately following sabbatical leave, or in the alternative, will repay the Board of Education the full amount of sabbatical payments received, plus interest at six (6%) percent immediately upon failure to comply with the future service agreement. In cases of exceptional hardship, the Board may release the teacher from the obligations to pay all or part of the sabbatical leave payments upon his/her failure to comply with the future service requirements.

Article 29
Military Leave

- A. Military leave shall be granted in accordance with state statute. The Board shall pay to the State Teacher Retirement Board the amount due to maintain the standing of any teacher on military leave as a member of the State Teachers' Retirement Association. However, the teacher's retirement assessment will not be paid by the Board of Education if the salary and allowances received while in service equal or exceed the salary which the employee on leave would have received as a teacher.

- B. Reserve training, as defined in Connecticut State Statutes, which must be undertaken during the school year, shall not result in a loss of pay. The Board of Education will make up the difference between all military remuneration (except food, lodging and transportation allowances) and the teacher's regular salary. Accumulated sick leave or other rights and benefits will be provided to staff members upon return to the active teaching staff.

Article 30
General Leave

- A. The Superintendent may allow a teacher leave, without loss of salary, to begin programs of study which result from foundation of scholarship grants and which necessitate personal presence in advance of the close of the school year.
- B. Other extended leaves, with or without salary and continued insurance benefits, may be granted by the Board.
- C. Any teacher on authorized unpaid leave of ninety (90) school days or more pursuant to any provision in this Contract or any teacher on layoff of ninety (90) school days or more pursuant to Article 39 of this Contract shall not accrue seniority or benefits during such leave or layoff. Upon return from such leave or layoff, such teacher shall be entitled to the reinstatement of seniority and benefits accrued at the time of leave.

Article 31
Teaching Assignments

- A. Teachers initially employed by the Board shall receive their building grade and/or subject assignments from the Superintendent's office.
- B. Teachers shall be notified, in writing, of any change in their programs and schedules for the ensuing school year, including the schools to which they will be assigned and the grades and/or subjects that they will teach, prior to the close of the school year. In the event of a change in circumstances or conditions from the close of school, through August (e.g., resignation, death, promotion, and leave of absence) such assignments may be changed only as required with reasonable effort being made to contact and consult the teacher involved prior to the actual change. In any event, prompt notice, in writing, of such changes will be forwarded to the teacher.
- C. In the determination of assignments, the convenience and wishes of the teacher, as stated in writing by such teacher to the Superintendent, shall be honored to the extent that those considerations do not conflict with the instructional requirements and best interests of the school system and the pupils as determined by the Superintendent. Reasonable efforts will be made to have teachers who are in the first or second year of teaching remain in their assignment for a minimum of two years, including giving preference to such teachers to

remain in their assignment over those who have more seniority in order to maintain the continuity of the assignment.

D. Teachers may be assigned to teach a sixth class subject to the following:

1. Volunteers (if any) must be taken first.
2. If there are no volunteers, a teacher can be required to teach the additional class.
3. No teacher can be required to teach a sixth class for two (2) consecutive years.
4. A first or second year teacher will not be required nor can they volunteer to teach a sixth class.
5. There will be a cap of .6 per department in reference to the total number of teachers within the department who can teach a sixth class (i.e., 3 teachers per department.).
6. No department can utilize the .6 cap for two consecutive years.
7. This agreement will not result in layoffs of existing staff.

Grade Six shall be considered as secondary if it is held at a school operated on a schedule and program like Grade Seven and beyond.

Teachers assigned to teach a sixth class shall be compensated an additional eight percent (8%) of their current salary for such assignment. If such assignment requires an additional preparation, compensation shall be equal to ten percent (10%) of their current salary. Payment for such assignment shall be divided equally over twenty two pay periods.

A class shall mean a class as presently constituted in terms of length of time. Should the Board of Education make a change in the number of classes or periods in the school day, the above noted stipend shall be pro-rated accordingly. Laboratory periods do not constitute a class. Notwithstanding the foregoing, for each science laboratory class taught in excess of twenty-five (25) teaching periods per week (or twenty (20) periods based on the current schedule), such teacher will be compensated at 1.6% of their salary for each period to a maximum of 8%.

E. Teachers who desire a change in grade and/or subject assignment without a change in building shall make a request in writing and speak with the principal on or before April 1st.

Article 32 **Transfer**

- A. The Superintendent shall be responsible for transfers as the interests of the school may require. Transfers do not constitute demotion or disciplinary action. Transfers are made with the welfare of the children as the deciding factor. Teachers may request transfer and reasonable efforts will be made to accommodate legitimate requests.
- B. Teachers who desire to transfer to another building shall file a written statement of such desire with the Superintendent on or before April first. Such statement shall include the

grade or subject to which the teacher desires to be assigned or the school or schools (in order of preference, if the teacher has preference) to which he desires to be transferred.

- C. An involuntary transfer shall be made only after a meeting between the teacher involved and the Superintendent or his designee, at which time the teacher shall be notified of the reasons for the transfer.
- D. Notice of transfer shall be given to the teacher as soon as practicable.

Article 33
Vacancies

- A. Vacancies of positions which the Board intends to fill shall be filled pursuant to the following procedures:
 - 1. a. Notice of all vacancies shall be posted on the district website and publicized via e-mail sent to all teachers at their district e-mail address.
 - b. Vacancies shall be posted within the school district for at least five business days prior to a general posting.
 - 2. Said notice of vacancy of position shall clearly set forth the qualifications for the position.
 - 3. Teachers who desire to apply for such vacancies of positions shall file their applications, in writing, with the Superintendent within the time limit specified in the notice.
 - 4. Such vacant position shall be filled on the basis of qualification for the vacant position, provided however, that where two (2) or more applicants are substantially equal in qualification, as determined by the Superintendent, the applicant with the greatest amount of seniority in the system shall be given the preference. Seniority shall be determined by the actual time taught in the East Hampton Public School System. (e.g., 1/5 time, 2/5 time or some other fraction up to full time.) This provision shall not apply to individuals employed with a durational shortage area permit.

Article 34
General Provisions

- A. There shall be no reprisals of any kind taken against any teacher by reason of his/her membership or non-membership in a professional organization or participation or non-participation in its activities by either party to this Agreement.

- B. The Board shall electronically post a copy of the complete Agreement or any Successor Agreement on its website.
- C. "Days" when used in this Agreement shall mean days when school is in session, unless otherwise specified.
- D. Teachers who are required to use their personal automobiles on school business or who must travel between schools to meet their assignments shall be reimbursed at the prevailing IRS rate.
- E. A copy of complete and updated Board policies shall be placed on the district website, and be available to all staff. Teachers are responsible for reading the Board policies.
- F. At the discretion of the Board, the notifications and other documents required by this Agreement to be provided to employees may be sent via a paperless, electronic format.

Article 35
Student - Cooperating Teacher

Each teacher shall have the right to accept or reject a student teacher or student observer.

Article 36
Association Use of School Facilities

- A. The Association will have the right to use school buildings without cost at reasonable times for meetings, provided, however, that the Association will be required to pay for any additional custodial costs involved by reason of said meeting.
- B. Association will be provided with copies of minutes of all official Board meetings. A copy of the agenda of said Board meeting will be given to the Association President at least twenty-four hours prior to any official Board meeting.
- C. There will be one (1) bulletin board in the faculty lounge for the purpose of displaying notices, circulars, and other Association material. Copies of any such material may be required by the building principal, but his/her advance approval will not be necessary.
- D. Representatives of the Association shall be permitted to conduct official Association business on school property at all reasonable times, including during the school day, provided that this shall not interfere with scheduled meetings or assigned duties of the employees.
- E. If the Board conducts a new teacher orientation program or meeting, the Association shall be provided up to one hour's time on the agenda to discuss union business. Additionally, the Association shall have the right to set up a display table, distribute materials, and engage in activities which are non-disruptive of the orientation program.

Article 37
Responsibilities and Duties

Classroom teachers shall be responsible for any reasonable duties assigned by the administration (e.g., bus duties, lunch duties, special supervision, etc.). Homerooms and advisory periods are not considered duties, but are professional responsibilities. Such duties shall be determined each year after consultation between administration and a representative designated by the Association for the respective schools, except in urgent circumstances.

Article 38
Personnel Files

- A. No material excluding ordinary business records originating after original employment shall be placed in a teacher's personnel file or record unless the teacher has been notified and has had an opportunity to review the material. The teacher may submit a written notation regarding any material and the same shall be attached to the file copy of the material in question. If the teacher is asked to sign material placed in his/her file, such signature shall be understood to indicate his/her awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the content of the material.
- B. Any substantive, serious complaint made to the administration against a teacher or person for whom the teacher is administratively responsible, by any parent, student, or other person, shall promptly be called to the attention of the teacher. In no case shall any anonymous complaint or other complaint of third parties not investigated by the administration be placed in any teacher's file.
- C. Derogatory information which has not been incorporated in the formal written evaluation of a teacher will be removed after three (3) years upon agreement between the teacher and the Superintendent.
- D. The yearly written evaluation of extracurricular performance shall be filed separately.

Article 39
Layoff and Recall

- A. No tenured teacher, as defined by Connecticut General Statutes shall be laid off when a position exists which is either vacant or occupied by a non-tenured teacher for which the tenured teacher is certified and qualified.
- B. The name of any employee who has been laid off shall be placed upon a reappointment list and remain on such list for two (2) years provided such teacher does not refuse a

reappointment and provided such teacher applies, in writing, by certified mail, for retention of his name on said list on or before June first of each year subsequent to his termination.

- C. Any teacher on the reappointment list shall receive by certified mail a written offer of reappointment at least thirty (30) days prior to the date of reappointment. The teacher shall accept or reject the appointment in writing within one calendar week of the receipt of the offer.
- D. No new employees shall be hired to fill a position for which an employee on the reappointment list is certified and qualified for a particular position to be filled. The employee with the greatest length of service shall be given preference.
- E. No employee who has been laid off shall be entitled to payment or accrual of any compensation or fringe benefits whether or not he remains on the reappointment list, other than those benefits guaranteed by law. An employee who is reappointed from the list shall be entitled to reinstatement of any benefits earned or accrued at the time of layoff and further accrual of salary increments and fringe benefits shall resume where they left off. No years of layoff will be credited as years of service for compensation or retirement purposes.
- F. In making staff reduction decisions, within the separate categories of non-tenured and tenured teachers, the Board will consider all relevant criteria but will place major emphasis on the following:
 - 1. Qualification to teach a particular subject as determined by certification;*
 - 2. Total years of teaching experience in the East Hampton School System;
 - 3. Quality of teaching performance as determined by history of evaluation in the East Hampton School System;
 - 4. Total years of teaching experience;
 - 5. Date of hire.
- G. It is understood that the termination of a teacher's contract due to layoff is subject to administrative and/or judicial review in the manner set forth in the Connecticut General Statutes and in no other manner. In the case of judicial review, under those statutory provisions, the parties agree that the provision of this Article can and should be submitted to the court.
- H. This article shall not apply to individuals employed with a durational shortage area permit only. Such individuals have no contractual rights in reference to layoff and/or recall.

* Certification shall be defined as a valid Connecticut certification or other form of State Board of Education authorization to teach and one year's teaching in the teaching area within the preceding ten school years. This provision that provides that a teacher must have taught one year in the certification area within the preceding ten school years may be waived at the discretion of the Superintendent.

Article 40
After School Activities

A. Meetings

It is understood that attendance at meetings and workshops held after the student day, including evening meetings are a necessary part of the teachers' professional obligations. The Board of Education for its part recognizes that before making any substantial change in the current practices with respect to the frequency of meetings, it will confer with the Association.

B. School Functions

Although attendance at school functions such as dances, sporting events and plays is voluntary, the parties to this agreement encourage participation by teachers at such functions.

C. Open House

Teachers are expected to attend all open houses. The building principal may excuse a teacher from an open house for good cause. Teachers who teach in more than one building shall attend all open houses and shall be compensated at the rate of \$22.35 for 2022-23, \$22.76 for 2023-24 and \$23.21 for 2024-25 per open house for those open houses attended in excess of the established number of open houses for those who teach in one building.

The parties agree that the term "open house" refers to the annual evening scheduled in each building soon after the start of the school year for the purpose of introducing parents to teacher(s), curriculum, school, etc.

Article 41
Professional Development Presentations

1. For any teacher designated by the Administration to serve as a professional development presenter, the following conditions shall apply to time spent in preparing for the presentation:
 - a) Teachers designated to serve as a professional development presenter shall be paid an hourly professional development presenter rate ("PD Rate"). The PD Rate shall be \$43.04 for the 2022-23 school year, \$43.84 for the 2023-24 school year and \$44.71 for the 2024-25 school year.
 - b) The Board will pay the teacher the PD Rate for time spent in preparing for the presentation outside the contractual teacher work day. The maximum compensation payable for such compensation shall be based on a ratio of one and one-half (1 ½) hours of preparation for each hour of presentation time.

- b) If the presentation itself occurs outside the contractual teacher work day, then a teacher serving as a presenter will receive the PD Rate for each hour of presentation time. Such compensation shall be in addition to compensation for the teacher's preparation time (with such preparation time to be compensated in accordance with Section (a) above).

Article 42
Tuition for Children of Staff Living Out of District

- A. If class size and other considerations permit, the Superintendent may permit full time teachers who do not live in the district to enroll their children in the district. For each such child who attends East Hampton schools, the teacher shall receive a per child reduction in the tuition charged to nonresident students set by the Board annually pursuant to Board Policy 5111 as follows:
 - 1. There shall be no tuition reduction for children of teachers with 3 or less years of teacher employment in the East Hampton School System.
 - 2. For teachers with more than 3 years' experience in the East Hampton School System there will be a 50% reduction in tuition for children attending the East Hampton schools.
 - 3. For teachers with more than 7 years' experience in the East Hampton School System there will be a 75% reduction in tuition for children attending the East Hampton schools.
 - 4. For teachers with over 11 years teaching experience in the East Hampton School System there will be a 90% reduction in tuition for children attending the East Hampton schools.

Any additional charges for the child beyond those established pursuant to Policy 5111 shall be the sole responsibility of the teacher.

Article 43
Just Cause

No teacher shall be disciplined without reasonable and just cause. This provision shall not apply to non-renewals, terminations, evaluations, transfers or assignment or the appointment or non-reappointment to an extracurricular position (Appendix B).

Article 44
Long-Term Substitutes

- A. **Substitutes employed for an entire school year**

Such individual shall receive salary, benefits and all other conditions of employment contained within the collective bargaining agreement between the East Hampton Board of Education and the East Hampton Education Association.

B. Substitutes employed for less than a full school year

Effective the forty-first (41st) working day of continuous employment in the same assignment, a substitute shall be paid on the appropriate step of the salary schedule in accordance with the provisions of Article 9 (Placement on the Salary Schedule) of the Agreement between the East Hampton Board of Education and the East Hampton Education Association. The individuals shall be eligible for the insurance benefits contained within Article 10. All other provisions of the Agreement shall apply to these individuals.

C. Substitutes employed subsequent to April first

Individuals employed subsequent to April 1st in any school year shall be paid in accordance with the current practice of the Board.

D. Any employee hired to replace a member of the bargaining unit who is taking a leave of absence is not eligible to be placed on the recall list and shall have no seniority with respect to reduction in force.

**Article 45
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 this Agreement shall remain in full force and effect.

**Article 46
Duration**

The provisions of this Agreement shall be effective as of July 1, 2022, and shall continue and remain in full force and effect to and including June 30, 2025.

EAST HAMPTON BOARD OF EDUCATION

Date: October 6, 2021

By: 

EAST HAMPTON EDUCATION ASSOCIATION

Date: October 6, 2021

By: 

Appendix A

**EAST HAMPTON SCHOOL DEPARTMENT
ANNUAL BENEFITS NOTIFICATION
CERTIFIED TEACHERS**

The following information is provided to you for the _____ school year and includes salary and sick leave accrual information. Please sign and date in the space provided below and communicate any changes or errors to Central Office at (860) 365-4000.

Name: _____

Grade: _____

School: _____

Step: _____

Pay Type	Pay Code	Pay Description	Amount
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SICK LEAVE	SICK BANK
Sick Leave Balance on June 30:	Sick Bank Balance on June 30:
Sick Leave Earned on July 1:	Sick Bank Added on July 1:
Sick Leave Total on July 1:	Sick Bank Total on July 1:

Signed _____
Teacher

Signed _____
Superintendent of Schools

Date _____

Date _____

Appendix B

2022 - 2023 Extracurricular Athletic Stipends

For Athletic Stipends the three steps are based on the number of years of coaching experience in the East Hampton School System. Step One includes the first and second years of coaching, Step Two includes the third and fourth years of coaching, and Step three includes the fifth year and beyond of coaching.

Athletic Stipends			
<u>High School</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Athletic Director	7,822	8,723	9,618
Boys Basketball	5,217	5,858	6,411
Girls Basketball	5,217	5,858	6,411
Boys Varsity Soccer	4,739	5,339	5,828
Girls Varsity Soccer	4,739	5,339	5,828
Varsity Baseball	4,739	5,339	5,828
Varsity Softball	4,739	5,339	5,828
Head Track	4,739	5,339	5,828
Cross Country – Boys and Girls	4,739	5,339	5,828
Indoor Track	4,739	5,339	5,828
Varsity Cheerleading	4,739	5,339	5,828
Assistant Cheerleading	3,910	4,426	4,811
Boys JV Basketball	3,910	4,426	4,811
Girls JV Basketball	3,910	4,426	4,811
Boys 9th Grade Basketball	3,910	4,426	4,811
Girls 9 th Grade Basketball	3,910	4,426	4,811
Golf	4,739	5,339	5,828
Volleyball	4,739	5,339	5,828
JV Volleyball	3,554	4,038	4,370
Boys Assistant Track	3,554	4,038	4,370
Girls Assistant Track	3,554	4,038	4,370
Assistant Indoor Track – Boys and Girls	3,910	4,426	4,811
Boys JV Soccer	3,554	4,038	4,370
Girls JV Soccer	3,554	4,038	4,370
JV Soccer (9th Grade)	3,554	4,038	4,370
JV Baseball	3,554	4,038	4,370
JV Softball	3,554	4,038	4,370
Tennis Boys	3,554	4,038	4,370
Tennis Girls	3,554	4,038	4,370
Cheerleading (Fall)	1,568	1,784	1,930
Crew Varsity (Fall)	2,726	2,726	2,726
Crew Varsity (Spring)	2,726	2,726	2,726
Crew Assistant (Fall)	1,636	1,636	1,636
Crew Assistant (Spring)	1,636	1,636	1,636

2022-23 Extracurricular Athletic Stipends
(continued)

Middle School	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Athletic Director	3,910	4,426	4,811
Boys Basketball	2,745	2,861	3,203
Boys Basketball Assistant	2,059	2,327	2,513
Girls Basketball	2,745	2,861	3,203
Girls Basketball Assistant	2,059	2,327	2,513
Boys Soccer	2,745	2,861	3,203
Boys Soccer Assistant	2,059	2,327	2,513
Girls Soccer	2,745	2,861	3,203
Girls Soccer Assistant	2,059	2,327	2,513
Softball	2,745	2,861	3,203
Softball Assistant	2,059	2,327	2,513
Baseball	2,745	2,861	3,203
Baseball Assistant	2,059	2,327	2,513
Cross Country	2,239	2,595	2,754
Cross Country Assistant	2,059	2,327	2,513
Cheerleading	2,240	2,595	2,755
Boys Volleyball	1,031	1,064	1,101
Girls Volleyball	1,031	1,064	1,101

–2023-2024 Extracurricular Athletic Stipends

For Athletic Stipends the three steps are based on the number of years of coaching experience in the East Hampton School System. Step One includes the first and second years of coaching, Step Two includes the third and fourth years of coaching, and Step three includes the fifth year and beyond of coaching.

Athletic Stipends			
<u>High School</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Athletic Director	7,959	8,875	9,786
Boys Basketball	5,308	5,961	6,523
Girls Basketball	5,308	5,961	6,523
Boys Varsity Soccer	4,822	5,432	5,930
Girls Varsity Soccer	4,822	5,432	5,930
Varsity Baseball	4,822	5,432	5,930
Varsity Softball	4,822	5,432	5,930
Head Track	4,822	5,432	5,930
Cross Country – Boys and Girls	4,822	5,432	5,930
Indoor Track	4,822	5,432	5,930
Varsity Cheerleading	4,822	5,432	5,930
Assistant Cheerleading	3,979	4,503	4,895
Boys JV Basketball	3,979	4,503	4,895
Girls JV Basketball	3,979	4,503	4,895
Boys 9th Grade Basketball	3,979	4,503	4,895
Girls 9 th Grade Basketball	3,979	4,503	4,895
Golf	4,822	5,432	5,930
Volleyball	4,822	5,432	5,930
JV Volleyball	3,616	4,108	4,446
Boys Assistant Track	3,616	4,108	4,446
Girls Assistant Track	3,616	4,108	4,446
Assistant Indoor Track – Boys and Girls	3,979	4,503	4,895
Boys JV Soccer	3,616	4,108	4,446
Girls JV Soccer	3,616	4,108	4,446
JV Soccer (9th Grade)	3,616	4,108	4,446
JV Baseball	3,616	4,108	4,446
JV Softball	3,616	4,108	4,446
Tennis Boys	3,616	4,108	4,446
Tennis Girls	3,616	4,108	4,446
Cheerleading (Fall)	1,595	1,815	1,964
Crew Varsity (Fall)	2,774	2,774	2,744
Crew Varsity (Spring)	2,774	2,774	2,774
Crew Assistant (Fall)	1,664	1,664	1,664
Crew Assistant (Spring)	1,664	1,664	1,664

2023-24 Extracurricular Athletic Stipends
(continued)

Middle School	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Athletic Director	3,979	4,503	4,895
Boys Basketball	2,793	2,911	3,259
Boys Basketball Assistant	2,095	2,368	2,557
Girls Basketball	2,793	2,911	3,259
Girls Basketball Assistant	2,095	2,368	2,557
Boys Soccer	2,793	2,911	3,259
Boys Soccer Assistant	2,095	2,368	2,557
Girls Soccer	2,793	2,911	3,259
Girls Soccer Assistant	2,095	2,368	2,557
Softball	2,793	2,911	3,259
Softball Assistant	2,095	2,368	2,557
Baseball	2,793	2,911	3,259
Baseball Assistant	2,095	2,368	2,557
Cross Country	2,278	2,640	2,802
Cross Country Assistant	2,095	2,368	2,557
Cheerleading	2,279	2,640	2,804
Boys Volleyball	1,049	1,083	1,121
Girls Volleyball	1,049	1,083	1,121

-2024-2025 Extracurricular Athletic Stipends

For Athletic Stipends the three steps are based on the number of years of coaching experience in the East Hampton School System. Step One includes the first and second years of coaching, Step Two includes the third and fourth years of coaching, and Step three includes the fifth year and beyond of coaching.

Athletic Stipends			
<u>High School</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Athletic Director	8,110	9,044	9,972
Boys Basketball	5,409	6,074	6,647
Girls Basketball	5,409	6,074	6,647
Boys Varsity Soccer	4,913	5,535	6,043
Girls Varsity Soccer	4,913	5,535	6,043
Varsity Baseball	4,913	5,535	6,043
Varsity Softball	4,913	5,535	6,043
Head Track	4,913	5,535	6,043
Cross Country – Boys and Girls	4,913	5,535	6,043
Indoor Track	4,913	5,535	6,043
Varsity Cheerleading	4,913	5,535	6,043
Assistant Cheerleading	4,055	4,589	4,988
Boys JV Basketball	4,055	4,589	4,988
Girls JV Basketball	4,055	4,589	4,988
Boys 9th Grade Basketball	4,055	4,589	4,988
Girls 9 th Grade Basketball	4,055	4,589	4,988
Golf	4,913	5,535	6,043
Volleyball	4,913	5,535	6,043
JV Volleyball	3,684	4,186	4,531
Boys Assistant Track	3,684	4,186	4,531
Girls Assistant Track	3,684	4,186	4,531
Assistant Indoor Track – Boys and Girls	4,055	4,589	4,988
Boys JV Soccer	3,684	4,186	4,531
Girls JV Soccer	3,684	4,186	4,531
JV Soccer (9th Grade)	3,684	4,186	4,531
JV Baseball	3,684	4,186	4,531
JV Softball	3,684	4,186	4,531
Tennis Boys	3,684	4,186	4,531
Tennis Girls	3,684	4,186	4,531
Cheerleading (Fall)	1,626	1,850	2,001
Crew Varsity (Fall)	2,826	2,826	2,826
Crew Varsity (Spring)	2,826	2,826	2,826
Crew Assistant (Fall)	1,696	1,696	1,696
Crew Assistant (Spring)	1,696	1,696	1,696

2024-25 Extracurricular Athletic Stipends
(continued)

Middle School	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Athletic Director	4,054	4,589	4,988
Boys Basketball	2,846	2,967	3,321
Boys Basketball Assistant	2,134	2,413	2,606
Girls Basketball	2,846	2,967	3,321
Girls Basketball Assistant	2,134	2,413	2,606
Boys Soccer	2,846	2,967	3,321
Boys Soccer Assistant	2,134	2,413	2,606
Girls Soccer	2,846	2,967	3,321
Girls Soccer Assistant	2,134	2,413	2,606
Softball	2,846	2,967	3,321
Softball Assistant	2,134	2,413	2,606
Baseball	2,846	2,967	3,321
Baseball Assistant	2,134	2,413	2,606
Cross Country	2,321	2,690	2,856
Cross Country Assistant	2,134	2,413	2,606
Cheerleading	2,322	2,690	2,857
Boys Volleyball	1,069	1,103	1,142
Girls Volleyball	1,069	1,103	1,142

Miscellaneous Stipends¹

	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>
Art Club (High School)	327	333	339
Art Club (Middle School)	1,308	1,331	1,357
Bellringer	2,442	2,485	2,532
CGA Club – Chess, Games, Animation (High School)	327	333	339
CT Youth Forum (High School)	654	666	678
Dance Team (High School)	1,636	1,664	1,696
Dramatics (High School)	3,916	3,984	4,060
Dramatics (Middle School)	3,272	3,330	3,393
Dramatics (Center School)	2,555	2,600	2,649
Dramatics Asst. (High School)	1,672	1,701	1,733
Dramatics Asst. (Middle School)	1,540	1,567	1,596
Eighth Grade Advisor	479	487	496
Eighth Grade Literay Magazine	327	333	339
Flag/Drum Corps	1,540	1,567	1,596
French Club (High School)	327	333	339
French Club (Middle School)	327	333	339
Freshman Advisor	600	610	622
FBLA – Future Business Leaders of America (High School)	1,636	1,664	1,696
Good Morning East Hampton – Middle School	1,308	1,331	1,357
GSA – Gay / Straight Alliance	327	333	339
Globe Advisor	1,283	1,306	1,331
Interact Advisor	1,283	1,306	1,331
Intramurals (High School)	1,636	1,665	1,696
Intramurals (Middle School)	1,539	1,566	1,596
Invention Convention (Center School)	1,308	1,331	1,357
Jazz Band (Middle School)	1,308	1,331	1,357
Junior Advisor	1,197	1,218	1,241
Kids Can Teach (Middle School)	1,308	1,331	1,357
Math Team (High School)	654	666	678
Model U.N.	2,185	2,223	2,266
Music Activities Coordinator	2,185	2,223	2,266
National Honor Society	1,678	1,707	1,740
Newspaper (Center School)	1,032	1,050	1,070

¹ The foregoing miscellaneous stipends shall be reviewed by a Stipend Review Committee comprised of representatives of the Board and the Association. The Stipend Review Committee shall add and/or eliminate stipend positions and adjust stipend amounts but shall not increase the overall cost of miscellaneous stipends paid by the Board beyond the amounts listed above subject to yearly general wage increases of 2%, 1.85% and 1.99%. The Stipend Review Committee shall agree on a new miscellaneous stipend schedule by February 28, 2022. If a new miscellaneous stipend schedule is not agreed to on or before February 28, 2022 the stipend amounts listed above will be increased by 2% in 2022-23, 1.85% in 2023-24 and 1.99% in 2024-25 without any further change. A new miscellaneous stipend schedule will be agreed upon by the parties in the form of a memorandum of understanding executed by the Board and the Association.

Senior Class Head Advisor	3,337	3,395	3,460
Ski Club (High School)	1,282	1,305	1,330
Ski Club (Middle School)	1,217	1,238	1,262
Sophomore Advisor	719	731	745
Spanish Club (High School)	327	333	339
Spanish Club (Middle School)	654	666	678
Student Council (High School)	3,916	3,984	4,060
Student Council (Middle School)	2,185	2,223	2,266
Student Council (Center School)	981	999	1,018
Unified Sports (High School)			
Visions	1,883	1,916	1,952
Yearbook (High School)	3,916	3,984	4,060
Yearbook (Middle School)	1,032	1,050	1,070

Curriculum Related Stipends

Administrative Assistants – One (1) Center School	2,331	2,372	2,417
Computer Team Leaders – Four (4)	2,331	2,372	2,417
Guidance Director	4,095	4,197	4,302
Health/P.E. Coordinator	3,382	3,442	3,507
Language Arts Chairperson (K-5)	4,691	4,773	4,864
Language Arts Chairperson (6-12)	4,691	4,773	4,864
Language Arts Team Leaders – Two (2)	2,331	2,372	2,417
Math/Science Chairperson (K-5)	4,691	4,773	4,864
Math Chairperson (6-12)	4,691	4,773	4,864
Science Chairperson (6-12)	4,691	4,773	4,864
Math Team Leaders – Two (2)	2,331	2,372	2,417
Science Team Leaders – Two (2)	2,331	2,372	2,417
Social Studies Chairperson (K-12)	4,691	4,773	4,864
Social Studies Team Leaders – Three (3)	2,331	2,372	2,417
Special Areas Team Leaders – Three (3)	2,331	2,372	2,417
Special Ed. Team Leaders – Four (4)	2,331	2,372	2,417
Professional Development Advisors – One (1)	2,331	2,372	2,417
Middle School grade Team Leaders – Five (5)	2,331	2,372	2,417

Appendix C

APPENDIX C

2022-23 Salary Schedule

Step	Exp	BA	MA	6th
1	0	49,932	58,734	62,294
2	1	53,640	63,197	66,828
3	2	56,462	66,523	70,345
4	3	58,868	69,362	73,348
5	4	61,384	72,322	76,490
6	5	64,009	75,420	79,771
7	6	66,749	78,649	83,195
8	7	69,614	82,024	86,773
9	8	72,604	85,558	90,512
10	9	75,729	89,242	94,421
11	10	78,993	93,089	98,502
12	11	83,508	98,417	104,140

Existing teachers shall advance one step in 2022-23; however, due to the addition of a new entry-level step and step renumbering, they will appear to advance two steps. For example, teachers who were on step 9 in 2021-22 will be on step 11 in 2022-23.

2023-24 Salary Schedule

Step	Exp	BA	MA	6th
1	0	50,856	59,821	63,446
2	1	54,632	64,366	68,064
3	2	57,507	67,754	71,646
4	3	59,957	70,645	74,705
5	4	62,520	73,660	77,905
6	5	65,193	76,815	81,247
7	6	67,984	80,104	84,734
8	7	70,902	83,541	88,378
9	8	73,947	87,141	92,186
10	9	77,130	90,893	96,168
11	10	80,454	94,811	100,324
12	11	85,053	100,238	106,067

Existing teachers shall advance one step in 2023-24.

2024-25 Salary Schedule

Step	Exp	BA	MA	6th
1	0	51,868	61,011	64,709
2	1	55,719	65,647	69,418
3	2	58,651	69,102	73,072
4	3	61,150	72,051	76,192
5	4	63,764	75,126	79,455
6	5	66,490	78,344	82,864
7	6	69,337	81,698	86,420
8	7	72,313	85,203	90,137
9	8	75,419	88,875	94,021
10	9	78,665	92,702	98,082
11	10	82,055	96,698	102,320
12	11	86,746	102,233	108,178

Existing teachers shall advance one step in 2024-25.

Appendix D

Guidance Counselors

The Superintendent may require the Guidance Counselors to work 5 days each beyond the regular teacher work year for which the Guidance Counselors will be paid his/her per diem. A Guidance Counselor shall be paid \$38.87 per hour for additional days beyond five days for the first year of this contract, \$39.59 for the second year of this contract and \$40.38 for the third year of this contract. The Superintendent shall notify the Guidance Counselors by June 1 of any extra work schedule. The maximum additional days beyond the regular teacher work year shall be twenty five (25).

**Appendix E
Extracurricular Stipends
Payment Schedule**

		2022-23	2023-24	2024-25
A	First payroll in November	11/1/2019	11/13/2020	11/12/2021
B	Second payroll in January	1/24/2020	1/22/2021	1/21/2022
C	Second payroll in April	4/17/2020	4/16/2021	4/14/2022
D	First payroll in June	6/12/2020	6/11/2021	6/10/2022

High School Athletic Director	B	½ payment	D	½ payment
Art Club High School	B	½ payment	D	½ payment
Animation (High School)	B	½ payment	D	½ payment
Art club Middle School	B	½ payment	D	½ payment
Girls' Basketball, H.S.	B			
CGA Club – Chess, Games	B	½ payment	D	½ payment
CT Youth Forum (High School)	B			
Boys' Basketball, H.S	B			
Girls' J.V. Basketball	B			
Boys' J.V. Basketball	B			
Girls' J.V. Basketball (9 th Grade)	B			
Boys' J.V. Basketball (9 th Grade)	B			
Boys' Varsity Soccer	A			
Dance Team (High School)	B	½ payment	D	½ payment
Dramatics (High School)	B	½ payment	D	½ payment
Eight Grade Advisor	B	½ payment	D	½ payment
French Club (High School)	B	½ payment	D	½ payment
French Club (Middle School)	B	½ payment	D	½ payment
FBLA – Future Business Leaders of America (High School)	B	½ payment	D	½ payment
GSA – Gay/Straight Alliance Globe Advisor	B	½ payment	D	½ payment
Interact Advisor	B	½ payment	D	½ payment
Intermurals (High School)	B	½ payment	D	½ payment
Intermurals (Middle School)	B	½ payment	D	½ payment
Invention convention (Center School)	B	½ payment	D	½ payment
Girls' Varsity Soccer	A			
Good Morning East Hampton Middle School	B	½ payment	D	½ payment
Jazz Band (Middle School)	B	½ payment	D	½ payment
Kids Can Teach (Middle School)	B	½ payment	D	½ payment
Varsity Baseball	C			
Varsity Softball	C			
Head Track	C			
Boys' Assistant Track	C			
Girls' Assistant Track	C			
Boys'/Girls' Assistant Track	C			
J.V. Baseball	C			
J.V. Softball	C			
J.V. Soccer (9 th Grade)	A			
Boys' J.V. Soccer	A			

Girls' J.V. Soccer	A		
Cross Country (Boys' & Girls')	A		
Indoor Track (Boys' & Girls')	B		
Boys' Tennis	C		
Girls' Tennis	C		
Varsity Cheerleading (winter)	B		
Fall Cheerleading Coach	A		
Math Team (High School)	B	½ payment	D ½ payment
Music Activities Coordinator	B	½ payment	D ½ payment
Middle School Athletic Director	B	½ payment	D ½ payment
M.S. Girls' Basketball	B		
M.S. Girls' Basketball Assistant	B		
M.S. Boys' Basketball	B		
M.S. Boy's Basketball Assistant	B		
M.S. Boys' Soccer	A		
M.S. Boys' Soccer Assistant	A		
M.S. Girls' Soccer	A		
M.S. Girls' Soccer Assistant	A		
M.S. Baseball	C		
M.S. Baseball Assistant	C		
M.S. Softball	C		

M.S. Softball Assistant	C		
M.S. Cross Country	A		
M.S. Cross Country Assistant	A		
M.S. Cheerleading	B		
National Honor Society	B	½ payment	D ½ payment
Newspaper (Center School)	B	½ payment	D ½ payment
Bellringer	B	½ payment	D ½ payment
Visions	B	½ payment	D ½ payment
Dramatics, H.S.	B	½ payment	D ½ payment
Dramatics Assistant, H.S.	B	½ payment	D ½ payment
Dramatics, M.S.	B	½ payment	D ½ payment
Dramatics Assistant, M.S.	B	½ payment	D ½ payment
Dramatics, Center	B	½ payment	D ½ payment
Ski Club, H.S.	B		
Ski Club, M.S.	B		
Spanish Club (High School)	B	½ payment	D ½ payment
Spanish Club (Middle School)	B	½ payment	D ½ payment
Student Council, H.S.	B	½ payment	D ½ payment
Student Council, M.S.	B	½ payment	D ½ payment
Senior Class Head Advisor	B	½ payment	D ½ payment
Eighth Grade Literary Magazine Advisor	B	½ payment	D ½ payment
Freshman Advisor	B	½ payment	D ½ payment
Sophomore Advisor	B	½ payment	D ½ payment
Junior Advisor	B	½ payment	D ½ payment
Model U.N.	B	½ payment	D ½ payment
Flag/Drum Corps	B	½ payment	D ½ payment
Music Director	B		

Yearbook, H.S.	B	½ payment	D	½ payment
Center School Newspaper	B	½ payment	D	½ payment
Yearbook M.S.	B	½ payment	D	½ payment
Music Activities Coordinator	B	½ payment	D	½ payment
Interact Club Advisor	B	½ payment	D	½ payment
Environmental Club (G.L.O.B.E.) Advisor	B	½ payment	D	½ payment
M.S. Girls Volleyball	B			
M.S. Boys Volleyball	B			
H.S. Jazz Ensemble	B	½ payment	D	½ payment
Cheerleading (Fall)	A			
Crew Varsity (Fall)	A			
Crew Varsity (Spring)	C			
Crew Assistant (Fall)	A			
Crew Assistant (Spring)	C			
Golf	B	½ payment	D	½ payment
Unified Sports (High School)	B	½ payment	D	½ payment
Yearbook (High School)	B	½ payment	D	½ payment
Volleyball	B			
Yearbook (Middle School)	B	½ payment	D	½ payment
JV Volleyball	B			

Appendix F Side Letters

Side Letter of Agreement

The Board agrees to discuss the concept of a sick leave bank at the request of the Association when specific cases of emergency or serious illness arise. The Board will only consider those teachers who have tenure in the East Hampton Public Schools.

Side Letter of Agreement

The Association and Board recognize the importance of the parties working cooperatively for the benefit of all students in the East Hampton Public Schools.

The Association President shall not be assigned non-teaching duties (e.g. bus duty, lunch duty, etc.) or supervisory duties during his/her term of office.

Side Letter of Agreement

1. As annuities are dropped from the current list of allowed ones, the new total becomes the new maximum allowed.
2. When, through attrition, the list of allowed annuities reaches twelve, a further decrease may be off-set by the addition of a new annuity that does not have to follow the guidelines of section three.
3. If a new annuity is desired before the allowed list is below twelve, five or more individuals must agree to enroll in it. An existing annuity must be dropped to make room on the allowed list.
4. Any change in an existing annuity must be made in writing to the controller at least fifteen (15) days before the first payday in September, December, April or July.
5. New hires may not bring additional annuities unless they are currently on the list.
6. New hires have an exemption from the September notification date.

~~Agenda Item 9a~~

Town of East Hampton
Fiscal Year 2020-2021 End of Year Budget Transfers

Department	Org	Object	Description	Transfer From/To	Comment
TRANSFER FROM					
1	Public Safety Dispatch	01250000	5535	Glastonbury Dispatch Fee	15,000 Original budget in excess of billed amount from Glastonbury
2	Contingency	01120000	5990	Contingency	30,000
3	Employee Benefits	01110000	5210	Medical Insurance	65,022 Staff vacancies (Finance, Clerk, Police, Building, Assessor, Public Works & Library)
				\$ 110,022	
TRANSFER TO					
4	EDC	01420000	5611	Supplies/Materials/Minor Equip	35
5	Debt	01720721	5830	Interest	36
6	Middle Haddam Historic District	01470000	5120	Part Time/Seasonal Salaries	130
7	Arts & Cultural Commission	01660000	5815	Contributions/Donations	200
8	Middle Haddam Historic District	01470000	5540	Newspaper Advertising	210
9	Transportation	01340000	5511	Other Transportation	415
10	Road Materials	01550000	5690	Other Supplies/Materials	445
11	Probate Court	01100000	5446	Probate District #14	901
12	Street Lights	01260000	5622	Electricity	920
13	Parks & Recreation	01610610	5430	Bldg & Equip Maint/Repair	1,000
14	Parks & Recreation	01610610	5431	Grounds Maintenance	1,000
15	Emergency Management	01240000	5120	Part Time/Seasonal Salaries	2,000 COVID related expenses
16	Debt	01710711	5820	Principal payment	2,150 1st principal pmt. on refunded debt was higher than original pmt.
17	Legal	01040000	5893	Claims & Settlements	3,500 Settlement - Uniform Relocation Assistance Act
18	Social Services	01320000	5110	Full Time Salaries	6,775 Grant funded employee paid for part of the year from operations
19	New Town Hall	01050130	5621	Natural Gas	7,400 \$3,100 relates to 94 Main St. that was not budgeted for. Town Hall budget est. off.
20	Fire Marshal	01220223	5438	Vehicle Repair/Maintenance	7,700 Repairs & conversion costs associated with Police vehicle to Fire Marshal
21	Conservation & Lake	01430000	5622	Electricity	8,205 Electricity for Lake Aerators were not budgeted for
22	Emergency Management	01240000	5960	Extraordinary Items	9,000 COVID related expenses
23	Registrars	01080000	5590	Other Purchased Services	9,700 Increased costs due to COVID. Primary and Presidential election
24	Legal	01040000	5330	Professional/Tech. Services	26,300 Solar and Vancederfield
25	Legal	01040000	5331	Labor Attorney	22,000 Police, Supervisors, Public works and other employment matters
				\$ 110,022	

The above transfer is needed in order to zero out departmental deficits for the fiscal year end 2020-2021. This transfer also serves as additional communication to the Board of Finance and Town Council as to the operational areas in the budget that were over and under spent.

Motion: To approve the above transfers for the 2020-2021 fiscal year and authorize the Finance Director to make any additional transfers, up to \$5,000 (in the aggregate), that may be needed in order to close out the books for the 2020-2021 fiscal year. Further resolved that the Finance Director shall report back to the Board of Finance and the Town Council of any additional budget transfers.

APPROVED:
BOARD OF FINANCE: 10-18-2021 (6-0)

TOWN COUNCIL: _____



October 26, 2021

To: The East Hampton Town Council,

The documentation for the tax refunds listed below is available in the Office of the Collector of Revenue for your review. There are two (2) refunds totaling \$428.12.

Respectfully Submitted,

Kristy L. Merrifield, CCMC
Collector of Revenue

	0.	(C)
	111.14	(H)
	316.98	(H)
002	428.12	(T)