


MEMORANDUM

TO: Town Council

FROM: David E. Cox, Town Manager 

DATE: February 22, 2024

SUBJECT: Agenda Information – 2/27/2024

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

8 Resolutions/Ordinances/Policies/Proclamations

8a Consideration of a proposed Ordinance related to work in roadways - The Council is asked to consider an ordinance that codifies various regulations related to the performance of construction or maintenance activities on public roads in the Town. The ordinance will codify the requirement for permits and bonds from those undertaking work and will identify certain standards for protection of workers, motorists and pedestrians in and around those work sites. In particular, the ordinance adds a requirement that those working on or adjacent to all public roads in the community notify the Chief of Police, who may, based on the conditions and characteristics of the particular road, require additional safety measures including the hiring of Police officers to supplement the measures. As discussed, this is intended to improve safety of work sites on main roads in the community that are subject to heavy traffic or reduced sight lines. A public hearing on the proposed ordinance will take place at this meeting.

Recommendation: Approve the Ordinance after any amendments.

10 New Business

10a Consideration of a community survey regarding Library Strategic Planning – The Council is asked to consider a proposed community survey that will be used in the process to update the Library’s Strategic Plan. The survey, which is similar to the survey used previously in 2019, includes some updated questions regarding how people hear about Library events and activities and how they would like to hear about them in the future. The survey, which will be available both online and in paper format, will be available during the month of March. Information from the survey will be used along with direct input received at Community Conversation sessions to inform the Library’s Strategic Plan update which will guide the Library in the next three years.

Recommendation: Approve the Survey.

10b Consideration of an engineering services agreement related to Chloride and Sodium testing in residential wells - The Council is asked to consider and approve an engineering agreement with GEI Consultants of Glastonbury to assist the Town with responding to concerns regarding residential wells that are impacted by Chloride and Sodium (salt). In late 2023, the Town received a notice from the State that two residential wells in East Hampton were impacted by Chloride and/or Sodium and that the State

determined that the Town's road deicing efforts and use of road salt was the cause of the contamination. If that were the case, the Town would be responsible for rectifying the situation at the residences through various actions including installation of treatment systems, new water source development or other measures. Preliminary evaluation by this engineering firm, which included water testing and examination of the existing wells and other systems, confirms the presence of the salt components. In order to provide a better understanding of the situation at these properties and how it may impact other properties around the community, staff and the engineers are proposing to undertake monthly testing of the water at these properties. The results of monthly testing will demonstrate any seasonality to the issue and show potential links, or lack thereof, to our deicing activities. The total cost of this additional work is \$20,700, which will be funded in the General Fund.

Recommendation: Approve the proposed engineering services.

10c Consideration of a new General Order in the Police Department – The Council is asked to consider and approve a new General Order related to the policies, procedures and practices around use of fingerprint-based record checks for allowed non-criminal purposes such as employment-related background investigations. The proposed General Order is described in Chief Woessner's memo and is based on the model provided by the State's Criminal Justice Business Applications Unit.

Recommendation: Approve the new Policy.

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, February 13, 2024
Town Hall Council Chambers and Zoom**

MINUTES

Present: Chairman Dean Markham, Vice Chairperson Karen Wanat, Council Members Deborah Cunningham (via Zoom), Richard Knotek, Jack Solomon, and Jordan Werme and Town Manager David Cox.

Call to Order & Pledge of Allegiance

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

Adoption of Agenda

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

Approval of Minutes

Regular Meeting of January 23, 2024

A motion was made by Mr. Werme, seconded by Mr. Knotek, to approve the minutes of the Town Council Regular Meeting of January 23, 2024 as submitted. Voted (6-0).

Public Remarks

None

Actions Regarding Town Council Vacancy

Motion to Accept the Resignation of Council Member Brandon Goff

A motion was made by Ms. Wanat, seconded by Mr. Solomon, to accept the resignation of Brandon Goff from the Town Council as of January 31, 2024. Voted (6-0)

Motion to Appoint Timothy Feegel to Fill the Town Council Vacancy

A motion was made by Ms. Cunningham, seconded by Mr. Solomon, to nominate Timothy Feegel for the Town Council to fill the vacancy created by Mr. Goff's resignation. Voted (6-0)

Swearing In and Seating of New Council Member

Town Clerk Patricia Burnham administered the oath of office for Timothy Feegel.

Mr. Feegel was seated on the Town Council.

Presentations

None

Bids & Contacts

None

Resolutions/ Ordinances/ Policies/ Proclamations

Review and Set Public Hearing for an Ordinance Amending Chapter 273 of the Code of the Town of East Hampton Regarding Streets and Sidewalks Concerning Excavation of Streets and Activities Impairing Traffic Flow

Mr. Cox provided an overview of the proposed ordinance changes regarding streets and sidewalks concerning excavation of streets and activities impairing traffic flow. The ordinance provides requirements for permits and bonds from those undertaking work and will identify certain standards for protection of workers, motorists and pedestrians in and around those work sites. The draft ordinance will be included with the minutes filed in the Town Clerk's Office.

A motion was made by Mr. Solomon, seconded by Ms. Wanat, to set a Public Hearing for Tuesday, February 27, 2024 during the regular Town Council meeting for the Ordinance Amending Chapter 273 of the Code of the Town of East Hampton Regarding Streets and Sidewalks Concerning Excavation of Streets and Activities Impairing Traffic Flow. Voted (7-0)

Review and Possible Action on a Resolution Establishing a Water Committee

Mr. Cox provided an overview of a resolution establishing a Water Committee as an advisory body to the Town Council with responsibility for overseeing, publicizing, receiving community input on and advising the Town Council on efforts to establish a new water source, interconnect existing Town water systems and expand municipal water in the Town. The draft resolution will be included in the minutes filed in the Town Clerk's Office. The members of the committee will be nominated later in the meeting under Appointments.

A motion was made by Mr. Solomon, seconded by Mr. Werme, to adopt the resolution establishing a Water Committee as presented. Voted (7-0)

Continued Business

Sub-Committee Reports & Updates

Mr. Knotek noted appointments and reappointments will be done later in the meeting.

Mr. Solomon reported the Capital Committee has sent their portion of the budget to the Board of Finance.

Ms. Cunningham attended the Library Advisory Board Meeting and the Fire Commission and introduced herself as the liaison.

Mr. Werme attended the Board of Education meeting. There was public discussion on their budget. All information is on the Board of Education website.

New Business

Review and Possible Action on Revisions to the Job Description for the Recreation Program Coordinator

Mr. Cox provided an overview of the revised job description for the Recreation Program Coordinator.

A motion was made by Mr. Solomon, seconded by Mr. Knotek, to approve the revised job description for the Recreation Program Coordinator as presented. Voted (7-0)

Review and Possible Action on Revisions to the Firefighters Awards Program

- **Reaffirm Trustees**
- **Change Investment Advisor**

Finance Director Jeff Jylkka provided an overview of two memos for the Firefighters Awards Program. The first reaffirms the trustees by position and name and the second changes the investment advisor to Fiducient Advisors, which is the same company used for other town accounts.

A motion was made by Mr. Solomon, seconded by Ms. Wanat, to reaffirm the trustees of the Fire Department Awards Program as follows: Chairman of the Board of Fire Commissioners – Darin Hurne; Volunteer Fire Chief – Robert Rainville; Firefighter at large – John Kovach; Town Finance Director – Jeff Jylkka. Voted (7-0)

A motion was made by Mr. Knotek, seconded by Ms. Cunningham, to change the investment advisors for the Firemen’s Pension Plan to Fiducient Advisors. Voted (7-0)

Discussion and Possible Action Regarding Police Department Policies/General Orders - General Order 5.5 – Family Violence

Police Chief Dennis Woessner provided an overview of the General Order 5.5 – Family Violence.

A motion was made by Ms. Wanat, seconded by Mr. Werme, to approve the Police Department General Order 5.5 – Family Violence, as presented. Voted (7-0)

Discussion of Budget Public Input Process

Mr. Cox provided an overview of opportunities for the public to participate in the budget process:

- Tri-Board Meeting – Thursday, February 22nd at 5:30pm – the public can comment
- March Board of Finance Meeting – Town Manager and Superintendent will give a presentation on their budgets
- The week of March 18 the Board of Finance will hold workshops with each department
- The Board of Finance will then deliberate
- Board of Finance will give budget to Town Council in mid-April
- Public can speak at Town Council meetings in person or by Zoom
- Emails can be sent to budget@easthamptonct.gov
- Recorded messages can be sent through a link on the Town website
- Council members Jordan Werme and Deb Cunningham have scheduled Listening Sessions on the following dates:
 - February 27 – 4pm to 6pm - Town Hall
 - February 28 – 2pm to 3pm - Senior Center
 - March 5 – 6pm to 8pm - Library/Community Room
 - March 16 – 9am to 11am - Air Line Trail
- One to two members of each elected body will be present to listen
- There will be a brief overview of the budgets by the Town Manager with a brief statement from a Democrat and a Republican
- Public can provide comments, concerns and opinions with a time limit of up to 6 minutes
- It will not be a question and answer session
- The sessions will be recorded and transcribed

A motion was made by Mr. Werme, seconded by Mr. Solomon, to approve the four dates and locations noted above for the Listening Sessions. Voted (7-0)

Town Manager's Report

Mr. Cox provided his written report for the Council members which will be included with the minutes filed in the Town Clerk's Office. Mr. Cox highlighted the Library's Strategic Plan Process, the process for repairing the Wopowog Road culvert, the RFP for mowing town properties and the new K9 Hero has been picked up and will graduate in May from the Police Academy with handler Officer Steven Wawruck.

Ms. Wanat thanked the Rotary Club for the fundraising for the new police dog.

Mr. Knotek asked why the Army Corps of Engineers is involved in the Wopowog culvert repair. Mr. Cox noted it is because it is a waterway.

Appointments

A motion was made by Mr. Knotek, seconded by Mr. Solomon, to appoint Jack Solomon, Tim Feegel, Dean Markham, David Terry, Anthony DeSimone and Robert Drewry to the newly created Water Committee. Voted (7-0). The seventh member of the committee will be named at the next meeting.

A motion was made by Mr. Knotek, seconded by Mr. Werme, to appoint Paul Wisniewski and Diane Achenbach-Zatorski to the Board of Assessment Appeals with terms through November 2025. Voted (7-0)

A motion was made by Mr. Knotek, seconded by Mr. Solomon, to reappoint David Price to the Clean Energy Task Force with a term through December 31, 2025. Voted (7-0).

A motion was made by Mr. Knotek, seconded by Ms. Wanat, to reappoint Deb McKinney to the Parks & Recreation Advisory Board with a term through December 31, 2026. Voted (7-0).

A motion was made by Mr. Knotek, seconded by Mr. Solomon, to reappoint Ray Zatorski to the Planning & Zoning Commission with a term through December 31, 2028. Voted (7-0).

A motion was made by Mr. Knotek, seconded by Mr. Solomon, to reappoint Matthew Walton as an alternate member of the Planning & Zoning Commission with a term through December 31, 2025. Voted (7-0).

A motion was made by Mr. Knotek, seconded by Ms. Wanat, to reappoint Kevin Kuhr to the Planning & Zoning Commission with a term through December 31, 2028. Voted (7-0).

A motion was made by Mr. Knotek, seconded by Ms. Wanat, to reappoint Shelley Grendzinski to the Housing Authority (tenant commissioner) with a term through December 31, 2028 and to the Commission on Aging with a term through December 31, 2026. Voted (7-0).

A motion was made by Mr. Knotek, seconded by Mr. Solomon, to reappoint Eric Germaine to the Board of Fire Commissioners with a term through November 30, 2026. Voted (7-0).

A motion was made by Mr. Knotek, seconded by Ms. Wanat, to reappoint William Abbott to the Board of Fire Commissioners with a term through November 30, 2026. Voted (7-0).

A motion was made by Ms. Cunningham, seconded by Mr. Feegel, to appoint Alison Walck as a Republican moderator. Voted (4-1-2) Mr. Solomon abstained and Mr. Werme and Ms. Wanat against.

Tax Refunds

A motion was made by Ms. Wanat, seconded by Mr. Worme, to approve tax refunds in the amount of \$7,522.83. Voted (7-0).

Public Remarks

Daniel Finn, 85 Champion Hill Road, congratulated Tim Feegel on his appointment to the Town Council, thought the Listening session program brought about by Mr. Werme and Ms. Cunningham was a great idea and he also spoke about the value of special education in the schools. He commented on his own daughter and the value of her special education program and the dignity and equality it provides to the student.

Russ Kaplan, Chairman of the Clean Energy Task Force, provided information on a presentation at the Senior Center on February 20th about the Shared Clean Energy program. He thanked Jo Ann Ewing and Eric Rosenberg for their support of the program.

Communications, Correspondence & Announcements

January 2024 Board and Commission Summary

Council members received the January 2024 Board and Commission Summary.

Adjournment

A motion was made by Mr. Solomon, seconded by Mr. Feegel, to adjourn the meeting at 7:54pm. Voted (7-0).

Respectfully Submitted,

Cathy Sirois
Recording Clerk

Town of East Hampton
Middlesex County, Connecticut

DRAFT – February 8, 2024

Ordinance No. 2024.01

An Ordinance Amending Chapter 273 of the Code of the Town of East Hampton Regarding Streets and Sidewalks Concerning Excavation of Streets; Traffic and Site Safety

WHEREAS, in the interest of protecting the safety of the workers performing work in or adjacent to public roadways, of protecting the safety of pedestrians and the motoring public in the Town of East Hampton, and of protecting the Town’s infrastructure, the Town Council hereby adopts the following ordinance for performing work and protecting safety on and within streets, highways and sidewalks.

NOW THEREFORE, pursuant to Chapter II of the East Hampton Town Charter, and Conn. Gen. Statute Section 7-148(c)(6), the East Hampton Town Council hereby adopts the following Ordinance Concerning Excavation of Streets; Traffic and Site Safety.

Section 1: Chapter 273 of the Code of the Town of East Hampton is hereby amended by the creation and addition of Article VII regarding Excavation of Streets; Traffic and Site Safety as follows:

ARTICLE VII Excavation of Streets; Traffic and Site Safety

273-21 Permit Required.

No person, firm or corporation who is not the Town of East Hampton or its agencies or contractors shall make any excavation, ditch, digging or otherwise alter, open or remove the surface of or any material or improvements from any street, highway or sidewalk in the Town of East Hampton, except those under the jurisdiction of the State of Connecticut, until a permit has been obtained from the Director of Public Works or the Director’s designee. Application for a permit shall be made on forms provided by the Director of Public Works and shall be accompanied by a sketch or drawing describing the work to be done. The sketch or drawing shall be in sufficient detail to facilitate an inspection of the excavation by Town personnel. The Director of Public Works may require details, plans and specifications and other engineering data to be submitted with the application as deemed necessary by the Director. The permit shall be obtained at least 72 hours prior to commencement of excavation activities except in bona fide emergency situations. In such case, the Public Works Director shall be notified prior to the excavation through the emergency services dispatcher and permits shall be obtained after the event.

273-22 Fees and Bond.

- A. Permits issued pursuant to this Article shall pay a required fee to the Town of East Hampton in an amount as determined from time to time by the Town Council.

- B. Applications for work as outlined in this Article shall include a required cash or surety bond issued by a Connecticut licensed surety company in an amount and in a form as determined by the Public Works Director, which bond shall be intended to ensure that work is undertaken properly and which may be used by the Town to repair, replace or undertake work that is required of the permittee in the event the permittee does not properly perform the work.

273-23 Special Notice Required When Travel or Traffic Impacted.

- A. No person, firm or corporation who is not the State of Connecticut or the Town of East Hampton or their respective agencies shall perform any work in any street, highway or sidewalk in the Town of East Hampton that involves any impairment or deviation from the normal flow of traffic including use or blockage of any portion of the roadway or any area adjacent to the traveled roadway without notifying the Chief of Police as described herein and in accordance with procedures established by the Chief of Police.
- B. Any work performed as described in this Article shall be protected at all times in accordance with the Manual on Uniform Traffic Control Devices. The Chief of Police may require such additional protection as is deemed necessary in the sole discretion of the Chief of Police to allow for protection of the site and workers and the safe passage of vehicular and pedestrian traffic, including requiring police officers and/or flaggers, whenever there are road closings, lane closings or other restrictions to traffic. Only one half of the traveled portion of a street or highway should be excavated or blocked at a given time, permitting safe passage of vehicular traffic on the remaining half and no excavation, opening or blockage shall be made across the width of the entire street or highway in such a manner as to prohibit safe passage of vehicular traffic without the written permission of the Chief of Police. Notification shall be made to the Chief of Police in accordance with procedure at least 72 hours prior to commencement of excavation activities except in bona fide emergency situations. In such case, the Police Chief shall be notified prior to the excavation through the emergency services dispatcher.

274-24 Continued Validity of Street Standards.

Nothing in this article shall be construed to modify or change any of the requirements set forth by the Town Planning And Zoning Commission, or the Town of East Hampton Street Standards, for the maintenance and repair of existing Town roads.

Section 2: Subject to the applicable provisions of the Town Charter, this ordinance is effective immediately upon its adoption and publication.

Approved this ____ day of _____, 2024.

TOWN COUNCIL

ATTEST

Dean Markham, Chairperson

Patricia Burnham, Town Clerk



Office of **THE PUBLIC LIBRARY**
Christine Cachuela, Library Director
ccachuela@easthamptonct.gov

TO: David Cox, Town Manager

FROM: Christine Cachuela, Library Director

DATE: February 21, 2024

SUBJECT: Strategic Planning Process and Community Survey

The East Hampton Public Library is in the process of developing a new Strategic Plan and is looking for input from the community to help guide services in the coming years. To collect that information, the Library will be holding several Community Conversation sessions throughout the month of March. These sessions are structured roundtable discussions where residents will have an opportunity to express their own aspirations for the Library.

The Library would also like to distribute an online and paper survey to the East Hampton community to gather input on library services. The Council is asked to approve that survey at its February 27, 2024 meeting. The survey, which is attached, will run throughout the entire month of March and asks respondents to answer questions about how they currently use the Library and how the Library might better meet their personal needs and the needs of the community. Many of the questions were taken from a similar survey conducted in 2019, which was used to create the Library's 2020-2023 Strategic Plan. New questions focus on how residents currently hear about Library services and how they might most like to hear about them in the future, which will allow the Library to better target our marketing efforts.

While it is unlikely that the Library will collect enough survey responses to be considered statistically significant, it is important for the Library to collect and employ this information so that we can develop a plan that is meaningful to the community and aligned with residents' vision for East Hampton. With that goal in mind, the Library will not be collecting identifying information in the survey to prevent duplicate responses, and will instead use the information gathered in the survey as guidelines in the development of future initiatives. We appreciate the Council's willingness to assist in and contribute to this planning process.

The Library Advisory Board has reviewed the survey and recommends its approval.

East Hampton Public Library Community Survey

The East Hampton Public Library invites you to share your thoughts as we look ahead to serve the community. Anyone over the age of 12 is welcome to complete the survey, including multiple people from the same household. Please encourage your friends and neighbors to share their input as well. All individual responses will be kept confidential and only reported as combined information. The deadline for completing the survey is Sunday, March 31, 2024.

Your input matters! Key results from the 2020 survey:

- The Library has been able to host more teen and adult programs, including establishing a Teen Advisory Board, through the addition of a full-time Adult and Young Adult Librarian to our staff.
- The Library has dedicated more resources toward providing eBooks and audiobooks to our users.
- The Library improved our physical space by adding more seating and workspaces and doing maintenance work on the parking lot.
- The Library provides daily social media content to help increase awareness about our services.
- The Library has significantly increased outreach to local schools and daycares and has grown partnerships with local organizations and town departments including Boy Scouts of America, Chatham Historical Society, East Hampton Village Center Merchants, and the local Parks and Recreation and Senior Center.
- The Library has added more evening and weekend children's programming, including Saturday storytimes.
- The Library has added 3D printing services.

1. In what town, or section of town, do you live?

- East Hampton
- Middle Haddam
- Cobalt
- Marlborough
- Portland
- Other: _____

2. Do you have an East Hampton Public Library card?

- Yes
- No
- I don't know

3. If you answered no, why not?

4. How often do you use the services of the East Hampton Public Library?

- More than once per week
- Weekly
- Monthly
- Quarterly
- 1 to 3 times per year
- Rarely or never use

5. What Library services do you use? Please check all that apply.

- Check out books/DVDs/CDs/Video Games/Audiobooks/Periodicals
- e-Books or e-media (Overdrive, Libby, Hoopla)
- Children's programs
- Teen programs
- Adult programs
- Community events
- Reference/Research services
- Local History
- Museum passes
- Computers/WiFi/Printers/Copying/Faxing/Mobile Printing
- Community Room bookings
- Library of Things
- Other: _____

6. How do you hear about Library services?

- Library website/Events calendar
- Social media (Facebook and Instagram)
- Rivereast newspaper
- Paper flyers (in the Library or from partner organizations)
- Word of mouth

Other: _____

7. How do you most prefer to hear about Library services?

Library website/Events calendar

Social media (Facebook and Instagram)

Rivereast newspaper

Paper flyers (in the Library or from partner organizations)

Other: _____

8. How much do you agree with the following statement:

“The Library is a great venue for serving my needs as an **individual**.”

Strongly disagree Disagree Neutral Agree Strongly agree

9. What does the Library do best for you as an **individual**?

10. What can the Library do to improve services for you as an **individual**?

11. How much do you agree with the following statement:

“The Library is a great venue for serving the needs of the **community**.”

Strongly disagree Disagree Neutral Agree Strongly Agree

12. What does the Library do best for the **community**?

13. What can the Library do to improve services for the **community**?

14. What do you think could be done to enhance the value of the Library **facility** to the community?

15. What is the one thing the Library could accomplish that would have the greatest impact on the community it serves?

16. Any additional comments you would like to share?

17. Please select your age range.

Under 18

18-24

25-34

35-44

45-54

55-64

65+

18. How many people currently live in your household? _____

19. Of those, how many are under 18? _____

Thank you for completing our survey! Your opinions are important as we plan for the future.



Consulting
Engineers and
Scientists

February 15, 2024

David Cox
Town Manager
Town of East Hampton, Connecticut
1 Community Drive
East Hampton, CT 06424

**Re: Change Order #1 – Monthly Well Sampling
Notification of salt impacts to drinking water
40 Daly Road & 26 Hills Avenue, East Hampton, Connecticut**

Dear Mr. Cox:

GEI Consultants, Inc. (GEI) has prepared this change order (Change Order #1) to our original proposal dated September 13, 2023, to provide additional services to the Town of East Hampton (the Town; Client) related to salt impacts detected in residential drinking water wells located at 40 Daly Road and 26 Hills Avenue in East Hampton, Connecticut. This Change Order #1 includes monthly sampling of the drinking water wells located at the Daly Road Site and Hills Avenue Site listed above to assess seasonal variation of previously detected sodium and chloride concentrations in excess of the Department of Public Health (DPH) drinking water guidance level for sodium (100 mg/L) and maximum contaminant level for chloride (250 mg/L).

Background

The Town originally requested a proposal for GEI to assist in evaluating the potential source(s) of sodium and chloride in each of the residential wells referenced above following receipt of a notification from the Connecticut Department of Energy & Environmental Protection (CTDEEP) dated August 18, 2023, indicating CTDEEP received complaints from the owners of the Daly Road and Hills Avenue properties regarding salt contamination to their drinking water.

GEI completed an evaluation of the two wells in October 2023 and summarized the findings in a draft report sent to the Town on December 22, 2023. GEI reviewed the findings with the Town and agreed that additional sampling of the subject wells is warranted and would further assist in determining the source of the salt contamination by potentially identifying seasonal variation of contaminate concentrations.

The following scope of work includes a description of our intended evaluation efforts followed by an anticipated schedule and estimated budget.

Scope of Work

As discussed, the following tasks will be completed for the continued assessment of the potential source(s) of the elevated sodium and chloride concentrations at the Daly Road and Hills Avenue properties.

Task 3. Monthly Well Sampling

Under this task, GEI will visit each of the residential properties on behalf of the Town on a monthly basis for the collection of raw well water samples. Similar to our originally contract, we request that the Town secure confirmation from the property owners that they are amenable to GEI conducting the monthly sampling visits. Once access permission has been granted by the property owners, GEI will coordinate the sampling event dates and times with the property owners.

Following scheduling with the property owners, GEI will collect raw water samples (before the softener systems) from each groundwater well system on a monthly basis. The samples will be submitted to a CT-licensed laboratory for sodium, chloride, and potassium analysis under standard turnaround time (analytical report delivered approximately 7-10 business days after sample submission). Our budget assumes two (2) samples per month (one from each property) will be collected and analyzed. We have included budget to complete the sampling at both properties in one day each month for a one-year time period (12 total sampling events). We note that travel expenses will not be billed as GEI staff are local to the Town.

Task 4. Monitoring Report Findings and Communications with Town

Following receipt of the final monthly sampling data, GEI will compile the data into a summary report and generate a visual representation (i.e. line plot) of the data for trend analysis and to determine the presence or absence of seasonal variation. The report will also include conclusions as to whether the data indicates a relation to road salt use along with recommendations on remediating the impacts and whether a well treatment system for salt is warranted. The data may be included in a stand-alone report as an addendum to the December 2023 Findings Report. In addition to the monitoring report, GEI will provide quarterly email updates to the Town with laboratory analytical reports and on-going trend plots.

Schedule

GEI will complete the above services in a manner to support the Town of East Hampton. We anticipate the ability to initiate the work in approximately 2 weeks. We anticipate submitting a draft report (Task 4) to the Town of East Hampton within 2 weeks following receipt of final laboratory analytical reports.

Compensation

GEI will provide the services on a time and materials basis for the estimated fees outlined in the attached 2023 Fee Schedule included in the original September 2023 Contract. We anticipated our total budget to be **\$20,700** for the above scope of work. We note that we have not included travel expenses given that we have staff local to the Town of East Hampton.

| Task | GEI Labor | Subcontractor Fees | Task Total |
|--|-----------|------------------------------|-----------------|
| 3. Monthly Well Sampling | \$14,500 | Laboratory Analysis: \$1,200 | \$15,700 |
| 4. Monitoring Report of Findings and Communication with the Town | \$5,000 | \$0 | \$5,000 |
| Total: | | | \$20,700 |

Terms and Conditions

We will perform our services in accordance with the attached Standard Professional Services Agreement included in the September 2023 Contract. If this Change Order #1 is acceptable to you, please return a signed copy of the agreement, which will serve as our contract and notice to proceed. A scanned and e-mailed version of the signed Agreement is sufficient for this purpose.

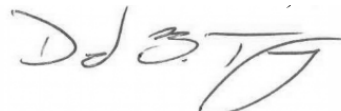
Thank you for the opportunity to submit this proposal. We look forward to working with you on this project. Please contact either of the undersigned if you have any questions.

Sincerely,

GEI CONSULTANTS, INC.



Sean Connolly
Project Manager



David B. Terry, P.G., LEP
Vice President



East Hampton Police Department
1 Community Drive
East Hampton, CT 06424



Dennis Woessner
Chief of Police

February 22, 2024

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

Attached to this memorandum is one General Orders which I am submitting for approval:


General Order 10.7, Fingerprint-Based Criminal History Record Information (CHRI) Checks Made for Non-Criminal Justice Purposes, is a new General Order which is required to be in compliance with the Federal Bureau of Investigation's (FBI) Criminal Justice Information Services Security Policy. The State of Connecticut Criminal Justice Business Applications Unit has provided police departments with a model policy to achieve compliance with the FBI's Security Policy, which has been modified and adopted for our use.



EAST HAMPTON POLICE DEPARTMENT

GENERAL ORDER 10.7

SUPPORT AND TECHNICAL SERVICES

| | | |
|---|----------------------------|---------------------------------------|
| SUBJECT: Fingerprint-Based Criminal History Record Information (CHRI) Checks Made for Non-Criminal Justice Purposes | | |
| Issue Date: TBD | Effective Date: TBD | Distribution: All Personnel |
| Amends/Rescinds GO: | | Review Date: / / |
| Per Order of:  Dennis Woessner, Chief of Police | | |
| <i>This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting</i> | | |

I. PURPOSE

The purpose of this policy is applicable to any fingerprint-based state and national criminal history record check made for non-criminal justice purposes and requested under applicable federal authority and/or state statute authorizing such checks for licensing and employment. Where such checks are allowable by law, the following practices and procedures will be followed.

The following policies were developed using the FBI's Criminal Justice Information Services (CJIS) Security Policy. The East Hampton Police Department may complement this policy with a local policy; however, the CJIS Security Policy shall always be of the minimum standard. The local policy may augment, or increase the standards, but shall not detract from the CJIS Security Policy standards.

II. Criminal Justice Information (CJI) and Criminal History Record Information (CHRI)

CJI is the term used to refer to all of the FBI CJIS provided data necessary for law enforcement and civil agencies to perform their missions including, but not limited to biometric, identity history, biographic, property, and case/incident history data.

CHRI, is a subset of CJI and for the purposes of this document is considered interchangeable. Due to its comparatively sensitive nature, additional controls are required for the access, use and dissemination of CHRI. In addition to the dissemination restrictions outlined below, Title 28, Part 20, Code of Federal Regulations (CFR), defines CHRI and provides the regulatory guidance for dissemination of CHRI.

III. Requesting CHRI checks

Fingerprint-based CHRI checks will only be conducted as authorized by the FBI and the Connecticut Department of Emergency Services and Public Protection - COLLECT Criminal Justice Business Applications Unit (CJBAU), in accordance with all applicable state and federal rules and regulations. If an applicant or employee is required to submit to a fingerprint-based state and national criminal history record check, they shall be informed of this requirement and instructed on how to comply with the law. Such instruction will include information on the procedure for submitting fingerprints. In addition, the applicant or employee will be provided with all information needed to successfully register for a fingerprinting appointment.

IV. Acceptable Use

All CHRI is subject to strict state and federal rules and regulations. CHRI is used only for the official purpose for which it was requested, and CHRI cannot be shared with other entities for any purpose, including subsequent hiring determinations. All receiving entities are subject to audit by the COLLECT CJBAU and the FBI, and failure to comply with such rules and regulations could lead to sanctions. Furthermore, an entity can be charged with federal and state crimes for the willful, unauthorized disclosure of CHRI.

V. Personnel Training

An informed review of a criminal record requires training. Accordingly, all personnel authorized to receive and/or review CHRI at the East Hampton Police Department will review and become familiar with the educational and relevant training materials regarding CHRI laws and regulations made available by the appropriate agencies.

In addition to the above, all personnel authorized to receive and/or review CHRI must undergo Security Awareness Training on a biennial basis. This training will be accomplished using the training provided by CJIS Online.

VI. Personnel Security

A. All Personnel

All personnel requiring access to CHRI must first be deemed "Authorized Personnel." The COLLECT CJBAU will review and determine if access is appropriate. Access is denied if the individual has ever had a felony conviction, of any kind, no matter when it occurred. Access may be denied if the individual has one or more recent misdemeanor convictions.

In addition to the above, an individual believed to be a fugitive from justice, or having an arrest history without convictions, will be reviewed to determine if access to CHRI is appropriate. The COLLECT CJBAU will take into consideration extenuating circumstances where the severity of the offense and the time that has passed would support a possible variance.

Persons already having access to CHRI and who are subsequently arrested and/or convicted of a crime will:

- Have their access to CHRI suspended until the outcome of an arrest is determined and reviewed by the COLLECT CJBAU, to determine if continued access is appropriate.
- Have their access suspended indefinitely if a conviction results in a felony of any kind.
- Have their access denied by the COLLECT CJBAU where it is determined that access to CHRI by the person would not be in the public's best interest.

All access to CHRI by support personnel, contractors, and custodial workers will be denied. If a need arises for such persons to be in an area(s) where CHRI is maintained or processed (at rest or in transit); they will be escorted by, or be under the supervision of, authorized personnel at all times while in these area(s).

B. Personnel Termination

The LASO shall terminate access to CHRI immediately upon notification of an individual's termination of employment.

The East Hampton Police Department's CHRI access termination process:

- Notification will be sent via email to the COLLECT CJBAU
- This is to be done within 24 hours of receiving notification of termination.
- All keys, email accounts, etc. will be obtained/disabled from the user within 24 hours.

VII. Adverse Decisions Based on CHRI

If inclined to make an adverse decision based on an individual's CHRI, the East Hampton Police Department will take the following steps prior to making a final adverse determination:

- Provide the individual the opportunity to complete or challenge the accuracy of his/her CHRI; and
- Provide the individual with information on the process for updating, changing, or correcting CHRI.

A final adverse decision based on an individual's CHRI will not be made until the individual has been afforded a reasonable amount of time, 30 days, to correct or complete the CHRI.

VIII. Non-Criminal Agency Coordinator (TAC)

The East Hampton Police Department's TAC is the Chief of Police or his designee. The TAC is responsible for the following:

- Maintaining an updated Authorized Personnel List on file with the COLLECT CJBAU.
 - Ensuring everyone included on this list must undergo the appropriate level of CJIS Security Awareness Training.
 - Ensuring everyone included on the list has appropriate access based on job functions and a need-to-know basis.
- Inform the COLLECT CJBAU of changes in the agency head or any relevant business information (agency name changes, mailing/physical address changes, etc.).
 - Contact the COLLECT CJBAU immediately to update the User Agreement and, if necessary, submit the new authorization to the COLLECT CJBAU
 - Submit a TAC change form to the COLLECT CJBAU in the event of a change in roles.

IX. Local Agency Security Officer (LASO)

The East Hampton Police Department's LASO is the Chief of Police or his designee. The LASO is responsible for the following:

- Identifying who is using or accessing CHRI and/or systems with access to CHRI.
- Ensuring that personnel security screening procedures are being followed as stated in this policy.
- Ensuring the approved and appropriate security measures are in place and working as expected.

When changes in the LASO appointment occur, the East Hampton Police Department shall notify the COLLECT CJBAU of the change.

X. Storage of CHRI

CHRI shall only be stored for extended periods of time when needed for the integrity and/or utility of an individual's personnel file. Administrative, technical, and physical safeguards, which comply with the most recent COLLECT CJBAU and FBI Security Policy, have been implemented to ensure the security and confidentiality of CHRI. Each individual involved in the handling of CHRI

is to familiarize himself/herself with these safeguards.

In addition to the above, each individual involved in the handling of CHRI will strictly adhere to the policy on the storage and destruction of CHRI.

XI. Media/Physical Protection

All media containing CHRI is to be protected and secured at all times. The following is established and to be implemented to ensure the appropriate security, handling, transporting, and storing of CHRI media in all its forms.

Controls shall be in place to protect electronic and physical media containing CHRI while at rest, stored, or actively being accessed. "Electronic media" includes memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card. "Physical media" includes printed documents and imagery that contain CHRI.

The agency shall securely store electronic and physical media within physically secure locations or controlled areas. The agency shall restrict access to electronic and physical media to authorized individuals. If physical and personnel restrictions are not feasible then the data shall be encrypted per Section 5.10.1.2.

XII. Physical Storage and Access

Physical CHRI media shall be securely stored within physically secured locations or controlled areas. A physically secure location is a facility or an area, a room, or a group of rooms within a facility with both the physical and personnel security controls sufficient to protect the FBI CJI and associated information systems. The perimeter of the physically secure location shall be prominently posted and separated from non-secure locations by physical controls. Access to such media is restricted to authorized personnel only and shall be secured at all times when not in use or under the supervision of an authorized individual.

Only authorized personnel will have access to physically secure non-public locations. The East Hampton Police Department will maintain and keep a list of authorized personnel. All physical access points into the agency's secure areas will be authorized before granting access. The agency will implement access controls and monitoring of physically secure areas for protecting all transmission and display mediums of CJI.

Authorized personnel will take necessary steps to prevent and protect the agency from physical, logical and electronic breaches.

Physical CHRI media:

- Is to be stored within employee records when feasible or by itself when necessary.
- Is to be maintained within a lockable filing cabinet, drawer, closet, office, safe, vault, or other secure container.

Electronic CHRI media:

- Is to be stored on secure servers within a physically secure location when feasible.
- Server room doors are controlled by an access control system and monitored by surveillance cameras
- Connection to the server is encrypted and controlled by Microsoft Active Directory
- The East Hampton Police Department utilizes NexGen as our records management system, which is approved by the State of Connecticut Department of Emergency Services and Public Protection.

XIII. Destruction of CHRI

A. Disposal of Physical Media

Once physical CHRI media (paper/hard copies) is determined to be no longer needed by the Department, it shall be destroyed and disposed of appropriately. Physical CHRI media shall be destroyed by shredding, cross-cut shredding, or incineration. The East Hampton Police Department will ensure such destruction is witnessed or carried out by authorized personnel:

- The LASO or his designee shall witness or conduct disposal.
- Infoshred LLC, which performs cross-cut shredding, is the method of destruction used by the East Hampton Police Department.

B. Media Sanitization and Disposal (Disposal of Electronic Media)

Once electronic CHRI media (data stored on computers) is determined to be no longer needed by the East Hampton Police Department, it shall be destroyed and disposed of appropriately.

XIV. Destruction of Physical Media

If the computer/device that the CHRI data is stored on is no longer operational, the NCJA must physically destroy the device. Destruction of the device containing electronic CHRI must be Physical media (printouts and other physical media) and shall be disposed of by one of the following methods:

- Drilling multiple holes in the hard drives
- Cross-cut Shredding by an approved vendor

XV. Remote Access

The East Hampton Police Department shall authorize, monitor, and control all methods of remote access to the information systems that can access, process, transmit, and/or store FBI CJI. Remote access is any temporary access to an agency's information system by a user (or an information system) communicating temporarily through an external, non-agency-controlled network (e.g., the Internet).

The East Hampton Police Department shall employ automated mechanisms to facilitate the monitoring and control of remote access methods. The East Hampton Police Department shall control all remote access through managed access control points. The East Hampton Police Department may permit remote access for privileged functions only for compelling operational needs but shall document the rationale for such access in the security plan for the information system.

Utilizing publicly accessible computers to access, process, store or transmit CJI is prohibited. Publicly accessible computers include but are not limited to hotel business center computers, convention center computers, public library computers, public kiosk computers, etc.

XVI. Personally Owned Information Systems

A personally owned information system shall not be authorized to access, process, store or transmit CJI unless the agency has established and documented the specific terms and conditions for personally owned information system usage. A personal device includes any portable technology like camera, USB flash drives, USB thumb drives, DVDs, CDs, air cards and mobile wireless devices such as Androids, Blackberry OS, Apple iOS, Windows Mobile, Symbian, tablets, laptops or any personal desktop computer. When bringing your own devices (BYOD) are authorized, they shall be controlled using the requirements in Section 5.13 of the CJIS Security Policy. The Department does not allow personally owned devices to access CJI information.

XVII. Disciplinary

If an individual at the East Hampton Police Department has misused or is currently misusing CHRI, the following requirements will be adhered to.

- Using CHRI for any purpose other than what is allowed by state statute or Federal code is considered misuse.
- The East Hampton Police Department, upon the discovery of any misuse of CHRI information, shall initiate an Internal Affairs Investigation. The investigation will be

conducted in accordance with the East Hampton Police Department General Order 4.9, Complaints that Allege Misconduct by Law Enforcement Personnel.

- Misuse of CHRI can result in loss of access to CHRI, loss of employment and/or criminal prosecution.
- Misuse of CHRI shall be reported to the state.

XVIII. Incident Response

The security of information and systems in general, and of CHRI in particular, is a top priority for the East Hampton Police Department. Therefore, we have established appropriate operational incident handling procedures for instances of an information security breach. It is each individual's responsibility to adhere to established security guidelines and policies and to be attentive to situations and incidents which pose risks to security. Furthermore, it is each individual's responsibility to immediately report potential or actual security incidents to minimize any breach of security or loss of information. The following security incident handling procedures must be followed by each individual:

- All incidents will be reported directly to the LASO.
- If any records were stolen, the incident will also be reported to appropriate authorities.
- Once the cause of the breach has been determined, disciplinary measures will be taken, if appropriate, in accordance with the disciplinary policy.

In addition to the above, the LASO shall report all security-related incidents to the COLLECT CJBAU within 24 hours. For additional information please see the Department's General Order 10.8, Cyber Security Incident Response, for additional information.

All agency personnel with access to FBI and/or COLLECT CJBAU CHRI have a duty to protect the system and related systems from physical and environmental damage and are responsible for correct use, operation, care and maintenance of the information. All existing laws and East Hampton Police Department regulations and policies apply, including those that may apply to personal conduct. Misuse or failure to secure any information resources may result in temporary or permanent restriction of all privileges up to employment termination.



February 27, 2024

To: The East Hampton Town Council,

The documentation for the tax refunds listed below is available in the Office of the Collector of Revenue for your review. There are three (3) refunds totaling \$734.01.

Respectfully Submitted,

Kristy L. Merrifield, CCMC
Collector of Revenue

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|-----|--------|---|
| | 378.48 | ⊕ |
| | 349.63 | ⊕ |
| | 5.90 | ⊕ |
| 003 | 734.01 | ⊕ |