


MEMORANDUM

TO: Town Council

FROM: David E. Cox, Town Manager 

DATE: November 21, 2023

SUBJECT: Agenda Information – 11/28/2023

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 Continued Business

8b Discussion and possible action on the Budget Policy Statement – The Council is asked to consider an updated Budget Policy Statement for use during the upcoming budget preparation cycle. The revisions were reviewed by members of the Budget Policy subcommittee and will be presented for full Council review.

Recommendation: Approve the final Policy Statement as appropriate.

9 New Business

9a Consideration of a Police Lieutenant Job Description – The Council is asked to review and approve a Job Description for the Police Lieutenant position, which was authorized in the current budget. The description is essentially a new description developed using similar descriptions from other agencies and one on file at the Town. The position is intended to be identified as the second in command to serve as the Acting Chief when the Chief is not available and to have broad oversight responsibilities for the Police Department. The Lieutenant will also oversee the accreditation program for the Town.

Recommendation: Approve the Job Description.

9b Action to fill a vacancy on the Board of Finance – The Council is asked to take action to appoint a new member to the Board of Finance to fill the vacancy left by the mid-term resignation of Russell Bonaccorso, whose term ends in November 2025. In accordance with State Law and the Town Charter, the Town Council is empowered to fill the vacancy and must choose a person of the same political party as the person who is vacating the position. As such, the Republican Town Committee and the current Board of Finance Chair have recommended Jim Radavich, who was on the most recent ballot for a position on the Board of Finance. Mr. Radavich would serve the remainder of the term vacated by Mr. Bonaccorso.

Recommendation: Appoint Jim Radavich to the Board of Finance for a term ending November 2025.

9c Action to establish the 2024 meeting dates – The Council is asked to approve the official meeting calendar for its regular meetings in calendar year 2024. These dates follow the long established and recently confirmed practice of meeting on the second and fourth Tuesdays at 6:30 pm. The calendar also includes two breaks where no meeting is scheduled; the end of August and the end of December.

Recommendation: Approve the meeting dates for 2024.

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 Organizational Meeting
Wednesday, November 8, 2023
Town Hall Council Chambers & Via Zoom

Minutes

Present: Council Members Deborah Cunningham, Brandon Goff, Richard Knotek, Dean Markham, Jack Solomon, Karen Wanat and Jordan Werme. Also present were Town Manager David Cox and Assistant Town Clerk Patty Burnham.

Call to Order and Pledge of Allegiance

Assistant Town Clerk Patty Burnham called the organizational meeting to order at 6:00 p.m. in the Town Hall Council Chambers and via Zoom. All stood to recite the Pledge of Allegiance.

Administer the Oath of Office to All Newly Elected Town Officials

Ms. Burnham administered the oath of office to the following newly elected town officials:

Town Council: Deborah Cunningham, Brandon Goff, Richard Knotek, Dean Markham, Jack Solomon, Karen Wanat and Jordan Werme

Board of Finance: Kurt Comisky and Anthony Spagnoletti

Board of Education: Edie DeSimone and Matt Engelhardt

Zoning Board of Appeals: Evan Giza

Election of Chairperson

A motion was made by Mr. Knotek, seconded by Ms. Wanat, to nominate Dean Markham as Chairman. Voted (7-0).

Election of Vice Chairperson

A motion was made by Mr. Solomon, seconded by Mr. Werme, to nominate Karen Wanat as Vice Chairperson. Voted (6-1). Mr. Goff against.

A motion was made by Ms. Wanat, seconded by Mr. Knotek to close nominations. Voted (6-1) Mr. Goff against.

Adoption of Rules & Procedures (Robert's Rules)

A motion was made by Mr. Solomon, seconded by Mr. Goff, to adopt Robert's Rules of Order Newly Revised 11th Edition, to govern its operations and Parliamentary Procedure. Voted (7-0).

Adoption of Regular Meeting Dates

A motion was made by Mr. Solomon, seconded by Ms. Wanat, to adopt the 2nd and 4th Tuesday for Town Council meetings. Voted (7-0).

Adoption of Bylaws

A motion was made by Mr. Knotek, seconded by Mr. Werme, to adopt the bylaws as written. Voted (7-0). There was an amendment proposed to allow written remarks or video chat as public remarks. This amendment was tabled to a future date.

Appointment of Two (2) Town Meeting Moderators

This item will be tabled to a future meeting.

Town Manager Comments

Mr. Cox congratulated the newly elected officials and thanked them on behalf of the staff and the community for their willingness to serve.

Adjournment:

A motion was made by Mr. Solomon, seconded by Mr. Knotek, to adjourn the meeting at 6:30 p.m. Voted (7-0).

Respectfully submitted,

Cathy Sirois
Recording Secretary

**Town of East Hampton
Town Council Regular Meeting
Tuesday, November 14, 2023
Town Hall Council Chambers and Zoom**

MINUTES

Present: Chairman Dean Markham, Vice Chairperson Karen Wanat, Council Members Deborah Cunningham, Brandon Goff, 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 Ms. Wanat, seconded by Mr. Solomon to amend the agenda to add Item 11C Appointment of Moderator. Voted (7-0).

A motion was made by Mr. Werme, seconded by Mr. Solomon, to adopt the agenda as amended. Voted (7-0).

Approval of Minutes

A motion was made by Mr. Solomon, seconded by Ms. Cunningham, to approve the minutes of the Town Council Regular Meeting of October 24, 2023 as written. Voted (7-0)

Public Remarks

None

Presentations

None

Bids & Contracts

None

Resolutions/Ordinances/Policies/Proclamations

Discussion and Possible Action on the Resolution for the DECD Office of Brownfield Remediation and Development Grant

The Town Council is asked to adopt a resolution to confirm that the Town will accept a grant from the State Department of Economic and Community Development Office of Brownfield Remediation and Development in the amount of \$200,000. The grant will supplement an EPA grant to perform the final environmental analyses necessary to remediate both 13 Summit Street, 1 Watrous Street, 13 Watrous Street and 3 Walnut Avenue.

A motion was made by Mr. Solomon, seconded by Mr. Goff, to adopt the resolution Authorizing State DECD – OBRD Assessment Only Grant Application to Brownfield Properties in the Village Center as presented. Voted (7-0)

Continued Business

Sub-Committee Reports & Updates

Mr. Cox reported that the engineering firm Environmental Partners is working on a scope of services including surveys, wetlands and geology. A meeting is being scheduled for November 30 with DPH and DEEP regarding the grants.

New Business

Discussion and Possible Action on Revisions to the Job Description for the Public Utilities Administrator

The Public Utilities Administrator position with the Town will be vacant at the end of the year due to retirement. The proposed changes to the job description clarify the position and corrects minor wording changes.

A motion was made by Mr. Goff, seconded by Mr. Knotek, to approve the job description for the Public Utilities Administrator as presented. Voted (7-0)

Discussion and Possible Action on Purchasing a Police Hybrid Vehicle

Police Chief Dennis Woessner provided an overview of a memo outlining the request to purchase a hybrid vehicle for the Police Department instead of a standard Police SUV. There are some hybrid vehicles left from a State Police order that could be obtained soon. A standard Police SUV would not be able to be obtained until 2025.

A motion was made by Ms. Wanat, seconded by Mr. Goff, to approve the purchase of a police hybrid vehicle. Voted (7-0)

Discussion and Possible Action on Reauthorization for Town Manager to Continue Acquisition of 11 Skinner Street Property

Mr. Cox reviewed a memo that outlined the status of the potential purchase of 11 Skinner Street for use as a fire station. The former Town Council authorized the Town Manager to pursue the property. The current Council is now asked whether they would like to continue the process. If so, a letter of intent will be prepared. Later in the process the matter would go to Town Meeting to approve the purchase.

A motion was made by Mr. Goff, seconded by Ms. Wanat, to direct the Town Manager to continue pursuing the purchase of the 11 Skinner Street property. Voted (7-0)

Discussion of Water Committee

The original Water Committee consisted of three Town Council members, the Town Manager, the Public Utilities Administrator and the engineering firm. Former Council members have expressed interest in continuing on the committee. Chairman Markham indicated that two Council members will be named tonight and the intent is to expand the Water Committee by the beginning of January.

Discussion and Possible Action on Amendment to Town Council Bylaws Regarding Public Remarks

The Council discussed a possible amendment to the bylaws regarding the methods of receiving public remarks. Suggested changes to the wording of the bylaws were reviewed which includes video messages. Staff identified one third party software program that could be used for this purpose.

A motion was made by Ms. Wanat, seconded by Mr. Solomon, to amend the Town Council bylaws with the language presented. Voted (7-0)

A motion was made by Mr. Knotek, seconded by Ms. Cunningham, to amend the motion to provide a trial period through May 31, 2024. Voted (7-0)

Discussion of Tri-Board Meeting and Possible Set Date

A motion was made by Mr. Solomon, seconded by Mr. Goff, to schedule a Tri-Board Meeting on Monday, December 4, 2023 at 6:30pm at the Town Hall. Voted (7-0).

Discussion and Possible Action Regarding Budget Policy Statement

This item will be discussed at the November 28, 2023 Town Council meeting.

Town Manager 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 also reported on a grant that was received through the River Valley Transit that would provide micro transit in town. This would be a service where a small van/bus would be available in the main areas of town and rides could be arranged with an approximate 15 minute waiting time. This could possibly start in 2024. Mr. Cox also reported that the Town has received an \$800,000 community connectivity grant that will provide additional funds to the Village Center project being funded by STEAP grant funds.

It was asked what the next step for the Hawks Football and additional fields are. Mr. Cox indicated the Hawks board members walked the Memorial School and Middle School adjacent properties with the Director of Public Works to see what could be done. Any options would go to the Town Council for discussion.

Mr. Knotek would like more details from the Town Manager's Report to be talked about at meetings such as the accomplishments of staff on various grants and projects.

Appointments

Sub-Committee Appointments

A motion was made by Mr. Knotek, seconded by Mr. Solomon, to approve the Town Council Sub-Committee Appointments as listed below: Voted (7-0).

Appointments Sub-Committee: Richard Knotek (Chair), Karen Wanat and Brandon Goff

Personnel Committee: Karen Wanat (Chair), Dean Markham and Deborah Cunningham

Budget Policy Committee: Dean Markham (Chair), Richard Knotek and Deborah Cunningham

Bylaws Committee: Jordan Werme (Chair), Karen Wanat and Brandon Goff

Water Committee: Jack Solomon (Chair) and Brandon Goff

Capital Committee: Jack Solomon (Chair) and Jordan Werme

Firehouse Committee: Dean Markham (Chair), Karen Wanat and Deborah Cunningham

Liaison Appointments

Chairman Markham named the following Liaison Appointments:

Board of Finance – Richard Knotek

Board of Education – Jordan Werme

Economic Development Commission – Richard Knotek

Conservation Lake Commission – Jack Solomon
Fire Commission – Deborah Cunningham
Brownfields Redevelopment Agency – Brandon Goff
Planning & Zoning Commission and IWWA – Karen Wanat
Commission on Aging & Housing Authority – Jack Solomon
Library Advisory Board – Deborah Cunningham
Arts & Culture Commission – Jordan Werme
Clean Energy Task Force – Jack Solomon
Ambulance Board – Brandon Goff

Moderator Appointments

A motion was made by Mr. Knotek, seconded by Ms. Cunningham, to appoint the following moderators:

Alan Hurst – Democrat
Karen Olson – Democrat
Steve Greco – Republican

Voted (7-0)

Tax Refunds

A motion was made by Mr. Goff, seconded by Mr. Werme, to approve tax refunds in the amount of \$7,080.34. Voted (7-0)

Public Remarks

Dave Johnson, 159 Bear Swamp Road and President of the Hawks Football, commented that he is working with the Director of Public Works and the Town Manager on the possibilities for a new field. He appreciates the assistance from the town on this project.

Communications, Correspondence & Announcements

October 2023 Board and Commission Summary

The members received the October 2023 Board and Commission Summary. The document will be included with the minutes filed in the Town Clerk's Office. The document is also posted on the Town Council page on the town website.

Adjournment

A motion was made by Mr. Goff, seconded by Ms. Cunningham, to adjourn the meeting at 7:53pm. Voted (7-0).

Respectfully Submitted,

Cathy Sirois
Recording Clerk



POLICE LIEUTENANT

GENERAL STATEMENT OF DUTIES

The Police Lieutenant is a ranking officer who has leadership responsibilities in the Police Department. The Lieutenant is second in command of the agency and serves as the Acting Chief of Police in their absence.

DISTINGUISHING FEATURES OF THE CLASS

Work involves responsibility for planning, supervising, and reviewing the activities of the department. Work is performed in accordance with established policies and procedures of the Police Department, but the employee has considerable latitude and responsibility for making decisions regarding actions to be taken and for independent judgment in the interpretation of rules and regulations, as well as the application of laws and ordinances. General supervision is received from the Police Chief who reviews reports of activities, and through general appraisal of the effectiveness of the unit's work. Supervision is exercised over subordinate officers who serve either in uniform or plain clothes and assigned civilian personnel. The Lieutenant's position is an administrative position; however, may join forces with subordinates and supervisors to prevent crime and enforce laws and work in the field when necessary.

EXAMPLES OF WORK

- Supervises the activities of the entire department under the direction of the Chief of Police; prepares and checks assignments of police officers and sergeants and supervises the preparation of reports and the maintenance of records; through subordinates, supervises patrol activities in the field; maintains discipline and reports infractions of rules and regulations of department personnel.
- Relieves the Police Chief of a wide variety of administrative details, confidential and otherwise, by supervising and participating in specialized tasks in personnel administration, public and personnel relations, reviewing reports, budget preparation, directing internal investigations, and conducting studies to secure facts upon which important procedural and police determinations are based.
- Plans and directs all activities of the various divisions including record keeping, training, fleet, building and equipment maintenance and repair, procurement and storage of supplies and property, and communications; maintains a variety of control records, supervises, and participates in the planning and execution of recruit and in-service training programs; conducts studies of procedures, methods, personnel, and equipment needs and related matters.
- Confers with and makes addresses to the public groups and organizations. Responsible for media and press releases and dissemination of information as directed.
- Prepares complete and comprehensive reports of divisional activities, needs, achievements, and programs; prepares memoranda and conducts correspondence.
- Serves as the Accreditation Manager for the Department
- Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

- Thorough knowledge of rules, regulations, and procedures of the Police Department and pertinent federal and state laws and Town ordinances.

- Thorough knowledge of the principles and practices of modern police administration and of recent developments and current literature in the field.
- Thorough knowledge of principal buildings, streets, and physical layout of the Town and adjoining areas.
- Thorough knowledge of the principles, practices, and techniques of traffic control, juvenile and criminal investigation, and uniformed patrol and records procedures, practices, and use.
- Ability to plan, assign, supervise, and review the work of subordinate personnel in a manner conducive to full performance and high morale.
- Ability to analyze complex police problems and situations and to propose quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances.
- Ability to enforce laws, ordinances, and regulations with firmness, tact and impartiality.
- Ability to express, prepare and present clearly and concisely, reports of assigned division and activities of the Police Department, orally and in writing.
- Ability to deal with the staff, management, and the public courteously and firmly and to establish and maintain satisfactory public relations.
- Skill in the use and care of firearms.

MINIMUM QUALIFICATIONS

Considerable supervisory police experience with a minimum of two (2) years at the level of Sergeant including broad knowledge in all aspects policing; and graduation from a standard high school, preferable supplemented by the completion of approved course work in police administration, police science or similar subjects. A degree in Police Administration would be desirable.

SPECIAL REQUIREMENTS

Must possess and maintain certification as a law enforcement officer in the State of Connecticut pursuant to Section 7-294-a-e of the Connecticut General Statutes and the regulation promulgated by the Connecticut Police Officer standard and Training Council. (P.O.S.T). Must possess and maintain a valid motor vehicle operator's license with clean driving record. Must be eligible and qualified to bear arms.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Officers need to be in excellent shape as the work involved is often strenuous. They need to be able to rely on strength, stamina, and quick reflexes.

While performing the duties of this job, the employee must be able to run, stoop, crawl, climb stairs, carry another human being, and stand for long periods of time without any physical limitations and during all kinds of weather conditions. Must be familiar with and possess the ability (manual dexterity) to operate a police vehicle, emergency lights, police radios, radio scanners, radar guns, telephones, Nation Crime Information Center (NCIC) computer, apply handcuffs, operate computerized citations writers, etc. Must possess the ability to drive a police vehicle and speak on the radio at the same time.

The employee is required to walk, hear, use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While the office setting is typically quiet, in the field, this position may incur injuries while attempting to arrest suspected criminals. They could also be exposed to diseases, viruses, etc., when responding to accidents and medical emergencies, working long hours in stressful conditions and hazardous conditions. The employee may be exposed to hot, wet and/or humid conditions, or airborne particles. The noise level in the work environment can range from quiet to loud.

GENERAL GUIDELINES

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

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

November 15, 2023

To: Town Council Chair Markham,

BOF Appointment:

Due to the resignation of a BOF member I am requesting that this vacancy be filled by appointing Jim Radavich.

Mr. Radavich ran as a candidate for the BOF and received over 1600 votes in the November 7, 2023 election.

Respectfully

Deb Cunningham

East Hampton Republican Town Committee, Chair

Bridget McLennan

Board of Finance, Chair

Town of East Hampton

Town Council
2024 Meeting Dates
Location: Town Hall Council Chambers
2nd and 4th Tuesday of Each Month
6:30pm

January 9
January 23
February 13
February 27
March 12
March 26
April 9
April 23
May 14
May 28
June 11
June 25
July 9
July 23
August 13
Summer Recess (no meeting August 27)
September 10
September 24
October 8
October 22
November 12
November 26
December 10
Winter Recess (no meeting December 24)

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



November 28, 2023

To: The East Hampton Town Council,

The documentation for the tax refunds listed below is available in the Office of the Collector of Revenue for your review. There are seven (7) refunds totaling \$7,500.99.

Respectfully Submitted,

Joshua Gambeski
Assistant Collector of Revenue
On Behalf Of:
Kristy L. Merrifield, CCMC
Collector of Revenue

	5,321.08+
	310.81+
	679.49+
	475.57+
	230.63+
	324.93+
	158.48+
007	
	7,500.99*