


MEMORANDUM

TO: Town Council

FROM: David E. Cox, Town Manager 

DATE: September 3, 2020

SUBJECT: Agenda Information – 9/22/2020

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

5 Presentations

5a Blight Ordinance – Pursuant to a Council request, the Building Official and the Planning and Zoning Official will present information on the Town’s Blight and Nuisance Ordinance including a review of the current ordinance, the process related to investigating and enforcing the ordinance, recent activity as well as potential areas for improvement in the ordinance.

7 Resolutions/Ordinances/Policies/Proclamations

7a Police Department General Orders – The Council is asked to consider updates to two existing General Orders in the Police Department. Both Orders, including 3.3 (Use of Chemical Agents) and 3.4 (Impact Weapons), are being updated to require annual training rather than every two years as well as housekeeping amendments that eliminate duplicate language or references to material that is not used.

Recommended Action: Approve the Policy updates.

8 Continued Business

8a Consideration of various revised or new Job Descriptions – The Council is asked to consider three job descriptions to facilitate hiring of positions included in the current budget.

1. The Adult/Young Adult Librarian position description is being updated to reflect the current position and its expectations. This position is also being discussed with the NAGE union who would represent a person in this position. Specifically, we are considering options related to the pay, which lags behind the Children’s Librarian position, one that has similar work and educational requirements. Staff has discussed a Memorandum of Agreement with the union that will bring the new position in line with the existing Children’s Librarian position. Once the MOA is ready, it will be presented to Council for consideration. It should be noted that the position was budgeted at the higher, anticipated salary level so there would be no change necessary to the current budget.

2. The Facilities Director position is being updated to reflect a position that is clearly operating in both the Educational and General Government spheres. The position will report to the Town Manager and the Superintendent and will coordinate with the Principals and Town Manager as to the maintenance and operation of individual buildings. The position would be expected to plan and manage the overall maintenance and operation of all Town-owned buildings, including long range planning and budgeting. The position is currently overseeing only Education facilities but would be taking on the Town facilities. Town facilities are currently overseen by the Public Works Director, but the position calls for specific training and experience in facilities maintenance, which is typically not seen in Public Works Directors. The Town budget includes \$20,000 for part time salary related to the position which would be coordinated with the Board of Education to simplify payment to the current employee who is expected to occupy the position.
3. The Administrative Assistant for the Fire Marshal's Office is a new, part time (10+/- hours per week) position that was funded in the current budget. The description includes discussion of the various requirements related to reporting and confidentiality associated with the Fire Marshal's work but also provides that the position will assist the Building and Land Use Department's as assigned.

Recommended Action: Approve the job Descriptions.

9 New Business

9a Library Strategic Plan – The Library Director and a representative of the Library Advisory Board will present the final, recommended three-year Strategic Plan for the Library. The Plan was developed through extensive community input, facilitated conversations with focus groups, Library staff review and, finally, Library Advisory Board review and approval. As a major policy statement for the Library's future, the Town Council is asked to affirm and approve the document and its vision.

Recommended Action: Affirm and approve the East Hampton Public Library Strategic Plan: September 2020 – August 2023.

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

DC

Town of East Hampton
Town Council Public Hearing
Tuesday, September 8, 2020
Town Hall Meeting Room & Zoom

MINUTES

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

Not Present: Derek Johnson

Call to Order

Chairman Brown called the meeting to order at 5:45 p.m.

Public Hearing for an Ordinance Amending Various Provisions of the Code of the Town of East Hampton Regarding Appointment of Members to Various Commissions and Agencies

Town Manager David Cox provided an overview of the draft ordinance, which will be included with the minutes filed in the Town Clerk's Office.

There were no public comments on the draft ordinance.

Adjournment

A motion was made by Mr. Philhower, seconded by Mr. Feegel, to close and adjourn the Public Hearing at 5:51pm. Voted (6-0)

Respectfully Submitted,

Cathy Sirois
Recording Clerk

Town of East Hampton
Town Council Regular Meeting
Tuesday, September 8, 2020
Town Council Meeting Room and Zoom

MINUTES

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

Presentation of a Gift from Staff

A new gavel was presented to the Town Council from staff. The inscription reads:
Town of East Hampton Town Hall - Dedicated 2020 - In service to the community

Call to Order

Chairman Brown called the meeting to order at 6:30 p.m.

Adoption of Agenda:

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

Approval of Minutes

A motion was made by Ms. Moore, seconded by Mr. Philhower, to approve the minutes of the Town Council Special Meeting of July 30, 2020 as written. Voted (6-0-1) Mr. Brown abstained as he was not present at the meeting.

A motion was made by Mr. Reich, seconded by Mr. Johnson, to approve the minutes of the Town Council Regular Meeting of August 11, 2020 as written. Voted (5-0-2) Ms. Moore and Mr. Philhower abstained as they were not present at the meeting.

Public Remarks

None

Presentations

WPCA/Joint Facilities Presentation

Scott Clayton, Public Utilities Administrator, Mark Barmasse, Chairman of the Water Pollution Control Authority and Anthony Desimone, Member of the Water Pollution Control Authority were in attendance to provide an overview of the Water Pollution Control Authority. They discussed the upcoming rate increase and that the next round of sewer use bills will be payable in two installments instead of one. The bill will now be payable in full in October or half in October and half in April. Council members would like to see more notification to residents regarding the rate increase with information in the newspaper and on the website. The handouts provided will be included with the minutes filed in the Town Clerk's Office.

Bids & Contracts

None

Resolution/ Ordinances/ Policies/ Proclamation

Police Department General Orders regarding Code of Conduct

Police Chief Dennis Woessner provided an overview of the recommended changes to the Code of Conduct policy. A copy of the policy will be included with the minutes filed in the Town Clerk's Office.

A motion was made by Mr. Philhower, seconded by Mr. Reich, to approve the Code of Conduct Policy as presented. Voted (7-0)

Discussion and Action Related to an Ordinance Amending Various Provisions of the Code of the Town of East Hampton Regarding Appointment of Members to Various Commissions and Agencies

A Public Hearing was held prior to the regular meeting. No comments were received regarding the ordinance. It was noted this is the first step in reviewing the ordinances for boards and commissions. The next step will be to look at the charge and mission of the groups.

A motion was made by Mr. Reich, seconded by Mr. Philhower, to adopt Ordinance No. 2020.02 – An Ordinance Amending Various Provisions of the Code of the Town of East Hampton Regarding Appointment of Members to Various Commissions and Agencies. Voted (7-0)

The approval will be noticed in the newspaper on Friday, September 11, 2020 and the ordinance will be effective as of October 1, 2020.

Continued Business

None

New Business

Review of Job Descriptions

1) Adult/Young Adult Librarian

Library Director Ellen Paul was available to provide an overview of the proposed job description for the Adult/Young Adult Librarian position. The Council will further review the job description and it will be included on the next meeting agenda.

2) Facilities Director

Mr. Cox provided an overview of the Facilities Director job description. The goal is to have one person to cover all buildings – Board of Education and Town. The position is different than what is currently in the Supervisor's union. This would be a department manager position. This item will be included on the next meeting agenda.

3) Administrative Assistant for Fire Marshal

This is a 10 hour per week part time position for the Fire Marshal's office. This item will be included on the next meeting agenda.

Town Manager Report

Mr. Cox provided an overview of the Town Manager's Report and Supplement Report, which will be included with the minutes filed in the Town Clerk's Office.

Appointments

The Appointments Sub-Committee will meet prior to the next Council meeting.

Tax Refunds

A motion was made by Mr. Philhower, seconded by Mr. Johnson, to approve tax refunds in the amount of \$5,261.91. Voted (7-0)

Public Remarks

None

Communications, Correspondence & Announcement

July Board and Commission Summary

Council members received the July Board and Commission Summary

Adjournment

A motion was made by Mr. Reich, seconded by Ms. Moore, to adjourn the meeting at 8:15pm. Voted (7-0)

Respectfully Submitted,

Cathy Sirois
Recording Clerk

Chapter 171

BLIGHT AND NUISANCES

GENERAL REFERENCES

Building code — See Ch. 177.

Housing code — See Ch. 219.

§ 171-1. Purpose.

The purpose of this chapter is to define, prohibit, and abate blight and nuisances and to protect, preserve, and promote public health, safety, and welfare, and to preserve and protect property values.

§ 171-2. Applicability.

This chapter shall apply uniformly to the maintenance of all residential, nonresidential, and undeveloped premises now in existence or hereafter constructed, maintained, or modified but shall exclude agricultural lands as defined in § 22-3(b) of the Connecticut General Statutes, land dedicated as public or semipublic open space or preserved in its natural state through conservation easements, or areas designated as inland wetlands and watercourses.

§ 171-3. Definitions.

The following definitions shall apply in the interpretation and enforcement of this chapter.

BLIGHTED PREMISES — Any building, structure, or parcel of land, except exempt property as defined below, in which at least one of the following conditions exists:

- A. It is dilapidated as documented by the Building Official;
- B. It is a fire hazard as determined by the Fire Marshal or as documented by the Fire Department;
- C. It is determined by the Building Official or the Health Department that the condition of the building, structure, or parcel of land poses a serious or immediate danger to the safety, health, or general welfare of the community;
- D. It is not being maintained in accordance to the State of Connecticut Building Code (2005);
- E. It is a factor creating a substantial interference with the reasonable and lawful use and enjoyment of abutting premises or which blocks or interferes with the use of any public sidewalk and/or private street or right-of-way or any road sign.

DEBRIS — Material which is incapable of immediately performing the function for which it was designed, including, but not limited to abandoned, discarded, or unused objects; junk comprised of machinery equipment or vehicles, automobiles, boats and recreational vehicles which are unregistered, missing parts, not complete in appearance and/or in an obvious state of disrepair; parts of vehicles; furniture, appliances, and tires which are in the public view.

DILAPIDATED — No longer adequate for the purpose or use for which it was intended or having fallen into partial or total ruin or decay.

EXEMPT PROPERTY — Any building or structure undergoing legal demolition, construction, remodeling, restoration, repair, or renovation permitted by the Town, provided that the blighted condition will be corrected within the time established by the appropriate Town official and further provided that the building or structure remains in compliance with required permits as issued by the Town of East Hampton.

§ 171-4. Nuisances prohibited.

No person, firm, corporation, or other legal entity shall cause, allow or maintain any blighted premises, as defined in the preceding section, to be created or continued on any real property located within the Town of East Hampton. Any exempt property, as defined in the preceding section, shall not be considered a blighted premises, and therefore not subject to the provision hereof.

§ 171-5. Effect on other standards.

- A. The provisions in this chapter shall not be construed to prevent the enforcement of other statutes, codes, ordinances, or regulations which prescribe standards other than those provided in this chapter.
- B. In any case where a provision of this chapter is found to be in conflict with a provision of any zoning, building, fire, safety, or health ordinance, regulation, or other code of the Town or state, the provision which establishes the higher standard for the promotion and protection of the public health and safety, and property values, shall prevail.
- C. This chapter shall not affect violations of any other ordinances, codes, or regulations existing prior to the effective date of this code, and any such violations may be governed and continue to be punishable under the provisions of those ordinances, codes, or regulations in effect at the time the violation was committed.

§ 171-6. Compliance required.

Any owner, lessee, or occupant of premises subject to this chapter may be jointly and severally obligated to comply with the provisions of this chapter.

§ 171-7. Notice of violation.

- A. Complaints may be submitted to the Building Official by members of the public. Such complaints must be in writing and signed.
- B. Whenever the Building Official determines that there have been violations of any provision of this chapter, such official shall give notice of such violation to the person responsible therefor, as hereinafter provided. Such notice shall:
 - (1) Be in writing, with a copy of such notice sent to such owner, lessee or occupant, as the case may require, by U.S. Certified Mail (or its equivalent) at each such party's last known address as evidenced in the Town's records;
 - (2) Set forth the violations of this chapter;
 - (3) Specify a final date for the correction of any violation;
 - (4) Be served upon the owner, lessee, or the occupant as the case may require, provided such notice shall be deemed to be properly served upon such owner, lessee, or upon such occupant if a copy thereof is posted in a conspicuous place in or about the dwelling affected by this notice, or if such person is served with such notice by any other method authorized or required under the laws of this state;
 - (5) Contain an outline of remedial action which, if taken, will effect permanent compliance with the provisions of this chapter; and
 - (6) State that the penalties and enforcement provisions of this chapter will become effective on the final date set for the correction of any violation.

§ 171-8. Penalties for offenses; enforcement.

- A. Penalties.
 - (1) Each violation of this chapter shall be considered a separate municipal offense.
 - (2) Each day any violation continues shall constitute a separate offense.
 - (3) Each separate offense under this chapter may be punishable by a fine of \$100, payable to the Town of East Hampton.
- B. Enforcement.
 - (1) The Building Official in the Town of East Hampton is authorized to issue a citation or summons for a violation of this chapter.
 - (2) If a citation is issued, further proceedings shall be in accord with the provisions of the Town's Citation Hearing Procedure Ordinance,¹ as may be revised from time to time.

- (3) In addition thereto, the Town of East Hampton is authorized to initiate legal proceedings in the Superior Court for the immediate correction of the violation(s), collection of any penalties, and the recovery of all costs, including costs of remedial action(s) authorized by the court and reasonable attorneys' fees incurred by the Town of East Hampton to enforce this chapter and should not preclude the Town's ability to recover or save from immediate damage.
- C. All fines, court costs, costs of remedial action, and attorneys' fees, as ordered by the court, shall constitute a lien on the subject premises, as provided by C.G.S. § 7-148aa.



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



Dennis Woessner
Chief of Police

September 1, 2020

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

Attached to this memorandum are two General Orders, 3.3 Use of Chemical Agents and 3.4 Impact Weapons, which I am submitting for your approval. These are existing General Orders in which I have changed the training requirements from once every two years to annually. Additionally, I have made some minor housekeeping changes in both General Orders.

Hopefully this can be added to the September 22nd Town Council agenda.



EAST HAMPTON POLICE DEPARTMENT

GENERAL ORDER 3.3 RULES OF CONDUCT

SUBJECT: USE OF CHEMICAL AGENTS		
Issue Date: TBD	Effective Date: TBD	Distribution: All Personnel
Amends/Rescinds GO: 3.3 dated 4/8/2014		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 General Order is to establish guidelines and procedures governing East Hampton Police Department officers' use of a chemical agent while performing their duties.

II. POLICY

The policy of the East Hampton Police Department ("Department" or "EHPD") is to use only that amount of force reasonably necessary to effect an arrest, control a situation, or defend themselves or others from harm. The EHPD recognizes that combative, non-compliant, armed and/or violent subjects cause handling and control problems that require specialized training and equipment. Thus, the EHPD has adopted the use of a non-lethal force philosophy to assist with the de-escalation of potentially violent confrontations. Any use of chemical agents must comply with the EHPD Use of Force Policy.

Any police officer who makes an unlawful, excessive, or unauthorized use of pepper spray will be subject to disciplinary actions and may be subject to civil and criminal liability

III. DEFINITIONS

Actively Resisting: When a subject makes evasive physical movements to interfere with an officer's attempt to control that subject. Evasive physical movements include, but are not limited to, bracing, tensing, pulling away, or pushing.

De-escalation: A decrease in the severity of force used in an incident in direct response to a decrease in the level of resistance.

Force: Any physical strike or instrument contact with a person, any intentional attempted physical strike or instrument contact that does not take effect or any significant physical contact that restricts the movement of a person. The term includes the discharge of a firearm, pointing a firearm in the direction of a human being, use of pepper spray, chokeholds or hard hands, taking of a subject to the ground, or the deployment of a canine. The term does not include escorting or handcuffing a person with no resistance. Use of force is lawful if it is objectively reasonable under the circumstances, and the minimum amount of force that is necessary to effect an arrest, or protect the officer or other person, is used.

Pepper Spray: A pepper compound that irritates the eyes and causes tears, pain, and even temporary blindness. Pepper spray is an intermediate weapon that is classified as non-lethal. It should only be used, however, when an officer is met with active resistance.

Passive Resistance: When a subject does not cooperate with an officer's commands, but does not take action to prevent being taken into custody. For example, a protestor who lies down in front of a doorway and must be carried away upon arrest.

IV. PROCEDURES

A. Use of Force Standard

The following are applicable use of force standards directly related to the deployment of pepper spray:

1. The use of pepper spray involves the application of force.
2. Each application of pepper spray involves a separate, additional use of force.
3. Multiple applications of a pepper spray cannot be justified solely on the grounds that a subject fails to comply with a command, absent other indications that the subject is about to flee, or poses an immediate threat to an officer .

4. Any decision to apply multiple applications of a pepper spray must take into consideration whether a subject is capable of complying with the officer's commands.
5. The pepper spray is not intended to replace the use of firearms when lethal physical force is necessary, but rather to provide a non-lethal alternative.

B. Authorization to carry and use Pepper Spray

1. Only pepper spray meeting East Hampton Police Department specifications and issued by the EHPD may be used by police officers in the course of law enforcement responsibilities, both on and off duty.
2. The use and carry of pepper spray is restricted to officers who are trained and demonstrate proficiency of use.
3. All officers assigned to uniformed patrol shall carry pepper spray once they have been issued the pepper spray and have been trained in its proper use.

C. Permitted Use of Pepper Spray

Officers are only permitted to use pepper spray in accordance with training in the following instances:

1. Against subjects who are actively resisting in a manner that, in the officer's judgment, is likely to result in injuries to themselves or others.
2. To incapacitate a subject who poses a threat of imminent physical injury to himself/herself.
3. During a physical confrontation with a combative individual and attempts to control the subject by lower levels of force or tactics are ineffective.
4. Against aggressive animals that pose a threat of physical injury to officers or others.
5. During Department authorized training programs and/or demonstrations.

D. Restrictions on Use of Pepper Spray

Department issued pepper spray may **not** be used in the following circumstances:

1. To effect the arrest of a person that is only passively resisting (e.g., going limp, offering no physical resistance);

2. On individuals with frail health, young children, the elderly, women believed to be pregnant, or persons with known respiratory conditions. Pepper sprays may only be used under exceptional circumstances involving an imminent danger of suffering serious bodily harm, and the use of the pepper spray is the **only reasonable method** to control the child or elderly in order to avoid such harm;
3. Once a suspect succumbs, becomes incapacitated, or is restrained;
4. In crowded areas, except with supervisor approval after taking into account all of the circumstances, including possible exposure to involved bystanders;
5. Near an open flame or flammable material;
6. In closed or poor ventilated spaces;
7. To wake up an intoxicated individual; and
8. To threaten or elicit information from a person.

Members are required to remove a subject exposed to pepper spray from a face-down position as soon as it is safe to do so.

E. Verbal Commands

1. A verbal warning, and time to allow the subject to comply, must be given prior to the use of pepper spray, unless a warning would present a danger to the officer or others;
2. Verbal commands before, during, and after the application of the pepper spray are important in order to de-escalate any situation and gain compliance and control of an actively resisting or aggressive subject;
3. After resistance has ceased, the subject must be reassured that nothing further will happen to him or her, and that decontamination for the spray application is forthcoming. Without this reassurance, the subject may again become violent from frustration, or in an effort to escape discomfort. Statements such as "No one is going to hurt you" and "Stay calm and we will help you" provide incentive for cooperation and demonstrate the de-escalation of force as the subject's resistance is reduced.

F. Application Techniques

1. A one or two-second bursts of the department issued pepper spray should be directed to the facial area.
2. Except in an emergency situation, do not discharge an EHPD issued pepper spray when closer than three feet from the subject due to the increased risk for self-contamination or contamination of other officers at the scene.
3. An additional burst may be used if the initial burst proves ineffective. Allow a brief time for the pepper to take effect before a second application. Be prepared to take other appropriate action should the spray fail to be effective.
4. Officers shall not discharge department issued pepper spray into or near an open flame.

G. Post- Use Decontamination and Treatment

1. Once the spray has been applied, and/or empty-hand techniques are being used, commands must be given to direct the now confused and distracted subject: e.g., "Kneel down on the ground" or "Put your hands behind your back" and "Stop resisting arrest" tell the subject what is required and how to stop the pain of a compliance technique.
2. Subjects should be assured that the effects of the pepper spray are temporary.
3. After the pepper spray has been used and the subject has been restrained and moved to an uncontaminated area, the affected areas of the subject should be flushed with water within 20 minutes, absent exceptional circumstances.
4. Subjects should be asked if they suffer from any respiratory diseases or problems, such as asthma, bronchitis or emphysema. If a subject displays respiratory problems, the subject should be exposed to fresh air if possible and medical attention should be sought immediately.
5. While transporting a subject to a police or medical facility, the subject's condition should be monitored for signs of breathing difficulty, nausea, or other physical discomfort. A subject should never be left unattended until the effects of the pepper spray have completely diminished or the individual indicates that they have fully recovered from the effects of the spray.

6. Under normal circumstances, all symptoms should disappear within thirty to forty-five minutes. If the symptoms persist beyond forty-five minutes, medical attention should be sought immediately.
7. Forty-five minutes after use of the pepper spray, subjects shall be inspected to determine whether or not additional decontamination or first aid measures are required.
8. Detention facility personnel shall be informed when a subject has been sprayed with pepper spray.

H. Training and Certification in the Use and Operation of Pepper Spray.

1. Each East Hampton Police Department officer who has been assigned pepper spray as part of the official equipment must be duly trained and certified as a user by Department certified instructors prior to carrying or using the weapon.
2. In order to meet the quality standards, all trained police officers shall be recertified every two years.

I. Reporting Required

1. After deploying pepper spray or tear gas, an EHPD officer shall notify a supervisor as soon as it is practical to do so.
2. After deployment of pepper spray, the EHPD officer who discharged the spray shall comply with all reporting and investigation requirements outlined in the EHPD Investigating Use of Force Policy, and shall include:
 - a. The facts and circumstances which dictated the officer's use of force;
 - b. Commands given to the subject, including any appropriate warning;
 - c. Manner in which the subject refused to comply;
 - d. Target (face, upper torso or other)
 - e. Witnesses to the discharge of the pepper spray;
 - f. Number of discharges, and length of each;
 - g. Estimated distance at which the pepper spray discharge(s) occurred;
 - h. Extent, if any, of the subject's injuries;
 - i. Description of first aid provided;
 - j. The name of the supervisor notified, and
 - k. Time of such notification.


J. Supervisory Responsibility

1. EHPD supervisors shall comply with all reporting and investigation requirements outlined in the EHPD Reportable Use of Force Policy.
2. Any misapplication or misuse of the pepper spray is subject to disciplinary action, along with criminal and civil liability.



EAST HAMPTON POLICE DEPARTMENT

GENERAL ORDER 3.4 RULES OF CONDUCT

SUBJECT: IMPACT WEAPONS		
Issue Date: TBD	Effective Date: TBD	Distribution: All Personnel
Amends/Rescinds GO: 09/24/2019		Review Date:
Per Order of:		
 Dennis Woessner, Chief of Police		
<small><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></small>		

I. PURPOSE

The purpose of this General Order is to establish rules and procedures for the training, carrying, and use of impact weapons. The batons are authorized and issued impact weapons to be used for an officer's personal defense, and for controlling a subject who is actively resisting an officer's attempts to lawfully control him. The East Hampton Police Department's ("Department" or "EHPD") use of force is governed by Federal and Connecticut law, including, but not limited to, the Constitution of the United States.

II. POLICY

The policy of the East Hampton Police Department ("Department" or "EHPD") is to use only that amount of force reasonably necessary to effect an arrest, control a situation, or defend themselves or others from harm. The EHPD recognizes that combative, non-compliant, armed and/or violent subjects cause handling and control problems that require specialized training and equipment. Thus, the EHPD has adopted the use of a non-lethal force philosophy to assist with the de-escalation of potentially violent confrontations. Any use of an impact weapon must comply with the EHPD Use of Force Policy.

Any police officer who makes an unlawful, excessive, or unauthorized use of an impact weapon will be subject to disciplinary actions and may be subject to civil and criminal liability.

III. DEFINITIONS

Active resistance: The actions of a subject who makes physically evasive movements to interfere with an officer's attempt to control that subject. These movements may include bracing, tensing, pulling away, or pushing.

Authorized weapons: The weapons that EHPD officers are permitted to carry, that meet Department specifications, and for which officers demonstrate proficiency and successfully complete training.

De-escalation: A decrease in the severity of force used in an incident in direct response to a decrease in the level of resistance encountered.

Force: Any physical strike or instrumental contact with a person, any intentional attempted physical strike or instrumental contact that does not take effect, or any significant physical contact that restricts the movement of a person. The term includes: the aiming a firearm, the discharge of a firearm, the use of chemical agent, use of impact weapons, use of an Electronic Control Weapon, the taking of a subject to the ground, and any physical contact that includes control techniques. The term does not include escorting or handcuffing a person with minimal or no resistance. Use of force is lawful if it is objectively reasonable under the circumstances, and if the minimum amount of force is used that is necessary to effect an arrest, or protect the officer or other person.

Harm: Injury inflicted upon a person, whether visible or not.

Imminent threat: An officer's reasonable perception of impending danger, death, or serious injury from any action or outcome that may occur during an encounter. A subject may pose an imminent or impending danger even if s/he is not pointing a weapon at an officer but, for example, has a weapon within reach, is running for cover carrying a weapon, or is running to a place where an officer has reason to believe that a weapon is available.

Impact weapons: Department-approved tools that provide methods for gaining control of a subject when lethal force is not justified, but when empty-hand control techniques are not sufficient to effect control. These weapons should only be used when an officer is met with active resistance. The various batons authorized and issued by the EHPD are impact weapons.

Lethal Force: Any physical force that can reasonably be expected to cause death or serious physical injury. Officers must understand that lethal physical force is an extreme measure and shall only be used in accordance with the law and as stated in this policy and other policies governing the use of force.

Member of the Police: The sworn personnel, including cadets, who directly perform duties including: conducting criminal investigations; maintaining law and order; protecting the life and property of the citizens; and any other similar duties vested upon the East Hampton Police at present or in the future.

Non-lethal force: Any use of force not intended to, nor likely to, cause death or serious bodily harm.

Passive resistance: The actions of a subject who does not cooperate with an officer's commands, but who does not take action to prevent being taken into custody.

Serious bodily Injury: Injury that causes death or creates a substantial risk of death; permanent harm to health, disfigurement, or permanent loss of functions of any organ in the body; or injury that results in treatment at a medical facility. Note: minor treatment such as eye-washing, cleansing, and bandaging; evaluation with no injury discovered; etc., will be evaluated on a case-by-case basis by a supervisor, and absent extenuating circumstances, may not be designated as serious bodily harm.

IV. RULES AND PROCEDURES

A. Equipment and Training

1. Officers may carry and use only EHPD issued and approved impact weapons. Any impact weapon purchased by a member of the department must be of a type EHPD has authorized and approved.

a. The EHPD authorizes an expandable impact weapon

~~2. Authorized personnel shall officers in the use and handling of the issued impact weapons.~~

~~3. Officers shall not carry or use impact weapons until properly trained and certified.~~

4. Officers shall carry an impact weapon when wearing their uniform in public. Impact weapons shall be carried in a holster or carrying device specifically issued for such purpose.

B. Use of the Impact Weapons

1. Officers may deploy impact weapons in response to active resistance. Officers may also use impact weapons to assist with restraining subjects or applying escort holds, consistent with EHPD training.

2. Officers must adhere to the progressive use of force theory to determine the degree of force that may be used. It is important to consider:
 - a. the severity of the crime involved;
 - b. the threat level encountered; and
 - c. the level of resistance by the subject.
3. Officers shall use only the minimum degree of objectively reasonable force necessary to gain control of the situation, in light of the circumstances present. Any use of impact weapons must comply with the East Hampton Police Department's Use of Force policies. Officers are reminded that use of force is only authorized when it is objectively reasonable and for lawful purposes. (See General Order 3.1 and the Use of Force Continuum contained therein).
4. A member is obligated to de-escalate his use of force as the subject's resistance decreases.
5. Officers should avoid raising an impact weapon above the level of the head of the subject.
6. Officers must avoid extreme levels of force which may cause serious bodily harm when striking a subject with an impact weapon, except when the circumstances justify using such force because of imminent danger of serious bodily harm and the member is acting in self-defense.

C. Body Areas Vulnerable to Impact Weapon Strikes with Less Likelihood Of Causing Serious Bodily Harm

1. Impact weapons should be used in a manner consistent with training in order to cause the minimum possible harm, by contacting pressure points, nervous centers, and any other area where the bones are close to the skin, especially the limbs. (See Diagram 1)

D. Body Areas to be Avoided by Impact Weapon Strikes

1. The following are considered potentially fatal impact spots and should not be struck with an impact weapon unless lethal force is justified, consistent with Department policy and the law (See Diagram 1):
 - a. Above the shoulders (any area of the head)
 - b. Genital area
 - c. Spinal area
 - d. Solar plexus or celiac plexus (sternum, abdominal and cardiac trauma)

E. Verbal Commands

1. A verbal warning and time to allow the subject to comply must be given, prior to the use of an impact weapon, unless such warning would present a danger to the member or others.
2. Verbal commands before, during, and after the use of an impact weapon are important in order to de-escalate any situation and gain compliance and control of an actively resisting subject.

F. Training

1. Only those officers specifically trained, assigned, and authorized by the Chief of Police shall carry or utilize impact weapons. Officers must be trained and certified every two-years by a certified instructor or trainer.
2. Based on the training requirements of the POST Training Academy, officers will be required to demonstrate proficiency with impact weapons as well as knowledge of the laws and this department's policies concerning the use of force.

G. Reporting Responsibilities

1. Any member using an impact weapon to apprehend, control, or restrain a subject shall:
 - a. Notify his shift supervisor, and
 - b. Complete a Use of Force Report Form as required by the Reporting and Investigation Force General, Order 3.5.

H. Responsibility Of Supervisors

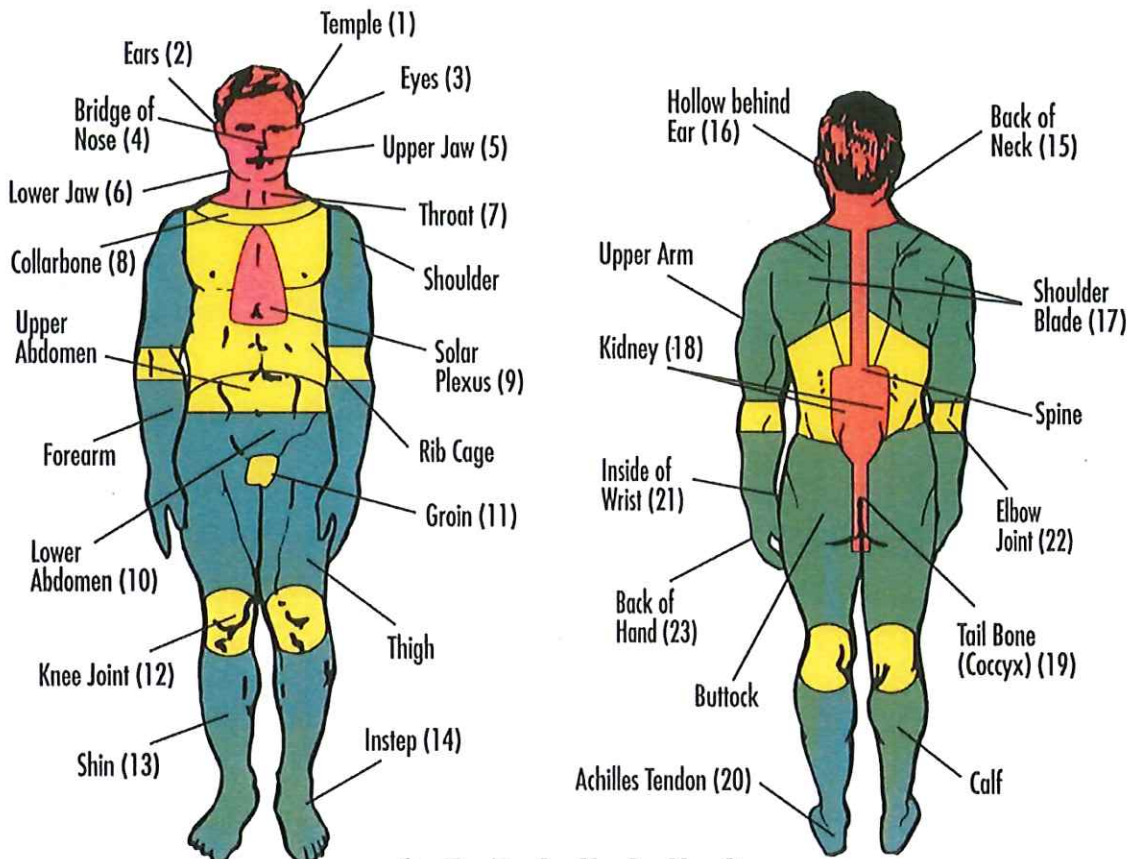
1. As outlined in the Reporting and Investigation Force General Order 3.5, a supervisor must respond to the scene of the incident and conduct an investigation when an impact weapon has been used on a subject.

Diagram 1



BATON CHART

Escalation Of Trauma By Vital And Vulnerable Striking Areas



S T R I K I N G

GREEN TARGET AREAS	YELLOW TARGET AREAS	RED TARGET AREAS
<p>REASONING: Minimal level of resultant trauma. Injury tends to be temporary rather than long-lasting, however exceptions can occur.</p> <p>Except for the HEAD, NECK, and SPINE, the whole body is a Green Target Area for the application of baton blocking and restraint skills.</p>	<p>REASONING: Moderate to serious level of resultant trauma. Injury tends to be more long-lasting, but may also be temporary.</p>	<p>REASONING: Highest level of resultant trauma. Injury tends to range from serious to long-lasting rather than temporary and may include unconsciousness, serious bodily injury, shock or death.</p>

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TOWN OF EAST HAMPTON AGENDA REPORT

AGENDA ITEM: 8a(1)

DATE: September 8, 2020
SUBJECT: **Reference/Young Adult Librarian Position**
DEPARTMENT: Library

BACKGROUND

The East Hampton Public Library recommends revising the Reference/Young Adult Librarian job description and retitling the position as: Adult and Young Adult Librarian. The Library further recommends the Council consider a Memorandum of Understanding between the Town of East Hampton and the NAGE Union to align compensation for the Adult and Young Adult Librarian with that of the Children's Librarian position.

Job Description:

The Reference/Young Adult Librarian job description has not been updated in 15 years. Proposed job description changes mainly function to modernize language (e.g. swapping the term 'Reference' for 'Adult') and duties. The Council is asked to approve recommended changes to the Reference/Young Adult Librarian job description.

Memorandum of Agreement:

The job descriptions, duties and educational requirements of the Reference/Young Adult and Children's Librarian positions have always been substantially similar yet, inexplicably, the starting salary of the Reference/Young Adult Librarian position is approximately \$10,000 less than that of the Children's Librarian position. The Council will be asked to consider a Memorandum of Agreement to achieve parity in the compensation of these two positions when one has been developed with the union.

FISCAL IMPACT Changes to compensation were budgeted in the FY 20/21 budget. No additional fiscal impact.

DRAFT

East Hampton Public Library
Reference/Young-Adult Services- Adult and Young Adult Librarian
Job Description

Position Title:	<u>Reference/Young-Adult Services-Adult and Young Adult</u> Librarian
Minimum Qualifications:	A Master's degree in Library Science from an ALA accredited college or university plus two years in a supervisory or lead role in delivering <u>adult and/or young adult children's</u> library services, OR, an equivalent combination of education and experience substituting on the basis of one year of experience for each year of education.
Reports to:	Library Services Director

Works under the general supervision of the Library ~~Services~~ Director. The position requires professional level initiative and judgement and a demonstrated ability to plan, develop and deliver adult ~~reference~~ services and services that directly promote information literacy among young adults in grades 6 -12.

Primary Duties

- Regularly examines and evaluates adult ~~reference~~ and YA collections; works within an assigned budget to plan and develop collections of print and media materials using professional publications, independent selection and community knowledge.
- Oversees the implementation of authorized acquisition activities related to the addition or replacement of adult ~~reference~~ and YA library materials.
- Coordinates adult and young adult YA service operations with other library services and functions; develops programs and services to meet specific needs of adults pre-adolescents and teens.
- Maintains awareness of trends in adult and young adult YA library services and of issues affecting youth and families, with specific emphasis on youth development and information literacy.
- Participates in near and long-range planning for adult and young adult YA library services, including budget forecasting and public service demand reviews.
- Provides reference service to adults, young people and teachers and provides reader's advisory service to each group; may consult with school personnel on YA topics.
- Serves as the authority on adult and young adult reference and YA library services and represents the library on both adult and young adult reference and YA services committees, as assigned.
- Serves as the main support for users of day-to-day public service technology.
- Assists in drafting library service policies and procedures, as assigned.
- Prepares reading lists, bibliographic aides, and pathfinders for public distribution.
- Prepares statistics, reports and publicity.
- Supervises part-time staff and volunteers.
- Has strong knowledge of and performs Public Service Associate duties as needed.
- Performs other related work as required.

Required Knowledge, Skills and Abilities

- Considerable knowledge of the general principles and practices of public libraries.
- Considerable knowledge of the structure and content of print and online references, Internet searching methods and adult and young adult YA literature.

- Considerable knowledge of computer applications used to support or deliver public library services and ability to train the public and the staff in their effective use.
- Considerable knowledge of the needs and abilities of adult and young adult YA-patrons and the content and scope of library collections used by adults and young adults, YAs, parents or caregivers, and teachers.
- Considerable ability to develop short and long-range strategic and operating plans and programs that address the changing abilities and needs of adults, pre-adolescents and teens.
- Considerable ability to administer adult ~~reference~~ and YA service activities.
- Good interpersonal skills and ability to communicate with a variety of age groups.
- Good ability to make decisions in an environment of fixed resources and competing claims.
- Good ability to deliver brief, concise and attractive reports on assigned services, both orally and in writing.

Certificates, Licenses, Registrations

The position requires a valid driver's license.

Physical Demands

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee will occasionally be required to attend off-site meetings.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is generally quiet. May be exposed to dust and fluctuation in inside temperature. The employee will be required to operate typical business office equipment, including computer hardware and related operational and public service software. Schedule includes a combination of day, evening and weekend hours.

Accommodations

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

This job description is not, nor is it intended to be a complete statement of all duties, functions and responsibilities that comprise the position.

Adopted: ~~2005~~2020

Wage Schedule

APPENDIX A

Pay Grade	Beginning	Hire 1 Year	2nd Year	3rd-5th Year	6th-10th Year	After 10 Years
Foreman	7/1/2018	\$27.51	\$29.85	\$32.69	\$33.07	\$33.22
	2.00%	\$57,220.80	\$62,088.00	\$67,995.20	\$68,785.60	\$69,097.60
	7/1/2019	\$28.13	\$30.52	\$33.43	\$33.81	\$33.97
	2.25%	\$58,510.40	\$63,481.60	\$69,534.40	\$70,324.80	\$70,657.60
	7/1/2020	\$28.76	\$31.21	\$34.18	\$34.57	\$34.73
	2.25%	\$59,820.80	\$64,916.80	\$71,094.40	\$71,905.60	\$72,238.40
Mechanic	7/1/2018	\$27.23	\$29.22	\$32.59	\$32.91	\$33.07
	2.00%	\$56,638.40	\$60,777.60	\$67,787.20	\$68,452.80	\$68,785.60
	7/1/2019	\$27.84	\$29.88	\$33.32	\$33.65	\$33.81
	2.25%	\$57,907.20	\$62,150.40	\$69,305.60	\$69,992.00	\$70,324.80
	7/1/2020	\$28.47	\$30.55	\$34.07	\$34.41	\$34.57
	2.25%	\$59,217.60	\$63,544.00	\$70,865.60	\$71,572.80	\$71,905.60
Crew Leader	7/1/2018	\$24.36	\$26.34	\$27.57	\$28.42	\$28.92
	2.00%	\$50,668.80	\$54,787.20	\$57,345.60	\$59,113.60	\$60,153.60
	7/1/2019	\$24.91	\$26.93	\$28.19	\$29.06	\$29.57
	2.25%	\$51,812.80	\$56,014.40	\$58,635.20	\$60,444.80	\$61,505.60
	7/1/2020	\$25.47	\$27.54	\$28.82	\$29.71	\$30.24
	2.25%	\$52,977.60	\$57,283.20	\$59,945.60	\$61,796.80	\$62,899.20
Park Maint/Maint. I	7/1/2018	\$18.06	\$19.64	\$20.90	\$21.77	\$22.55
	2.00%	\$37,564.80	\$40,851.20	\$43,472.00	\$45,281.60	\$46,904.00
	7/1/2019	\$18.47	\$20.08	\$21.37	\$22.26	\$23.06
	2.25%	\$38,417.60	\$41,766.40	\$44,449.60	\$46,300.80	\$47,964.80
	7/1/2020	\$18.89	\$20.53	\$21.85	\$22.76	\$23.58
	2.25%	\$39,291.20	\$42,702.40	\$45,448.00	\$47,340.80	\$49,046.40

Pay Grade	Beginning	Hire 1 Year	2nd Year	3rd-5th Year	6th-10th Year	After 10 Years
Maint. II	7/1/2018	\$20.42	\$22.39	\$24.92	\$25.05	\$25.23
Building Maint.	2.00%	\$42,473.60	\$46,571.20	\$51,833.60	\$52,104.00	\$52,478.40
	7/1/2019	\$20.88	\$22.89	\$25.48	\$25.61	\$25.80
	2.25%	\$43,430.40	\$47,611.20	\$52,998.40	\$53,268.80	\$53,664.00
	7/1/2020	\$21.35	\$23.41	\$26.05	\$26.19	\$26.38
	2.25%	\$44,408.00	\$48,692.80	\$54,184.00	\$54,475.20	\$54,870.40
Maint. III	7/1/2018	\$21.99	\$24.64	\$27.43	\$27.72	\$27.78
	2.00%	\$45,739.20	\$51,251.20	\$57,054.40	\$57,657.60	\$57,782.40
	7/1/2019	\$22.48	\$25.19	\$28.05	\$28.34	\$28.41
	2.25%	\$46,758.40	\$52,395.20	\$58,344.00	\$58,947.20	\$59,092.80
	7/1/2020	\$22.99	\$25.76	\$28.68	\$28.98	\$29.05
	2.25%	\$47,819.20	\$53,580.80	\$59,654.40	\$60,278.40	\$60,424.00
Assistant Town Clerk	7/1/2018	\$24.00	\$24.88	\$26.90	\$27.08	\$27.44
	2.00%	\$43,680.00	\$45,281.60	\$48,958.00	\$49,285.60	\$49,940.80
	7/1/2019	\$24.54	\$25.44	\$27.51	\$27.69	\$28.06
	2.25%	\$44,662.80	\$46,300.80	\$50,068.20	\$50,395.80	\$51,069.20
	7/1/2020	\$25.09	\$26.01	\$28.13	\$28.31	\$28.69
	2.25%	\$45,663.80	\$47,338.20	\$51,196.60	\$51,524.20	\$52,215.80
Asst. Bldg. Official	7/1/2018	\$29.18	\$30.21	\$31.31	\$32.16	\$33.42
	2.00%	\$53,107.60	\$54,982.20	\$56,984.20	\$58,531.20	\$60,824.40
	7/1/2019	\$29.84	\$30.89	\$32.01	\$32.88	\$34.17
	2.25%	\$54,308.80	\$56,219.80	\$58,258.20	\$59,841.60	\$62,189.40
	7/1/2020	\$30.51	\$31.59	\$32.73	\$33.62	\$34.94
	2.25%	\$55,528.20	\$57,493.80	\$59,568.60	\$61,188.40	\$63,590.80

Pay Grade	Beginning	Hire 1 Year	2nd Year	3rd-5th Year	6th-10th Year	After 10 Years
Children's Library	7/1/2018	\$27.68	\$28.77	\$29.95	\$30.53	\$30.99
To be renamed Librarian (Children's, Adult/ Young Adult)	2.00%	\$50,377.60	\$52,361.40	\$54,509.00	\$55,564.60	\$56,401.80
	7/1/2019	\$28.30	\$29.42	\$30.62	\$31.22	\$31.69
	2.25%	\$51,506.00	\$53,544.40	\$55,728.40	\$56,820.40	\$57,675.80
	7/1/2020	\$28.94	\$30.08	\$31.31	\$31.92	\$32.40
	2.25%	\$52,670.80	\$54,745.60	\$56,984.20	\$58,094.40	\$58,968.00
Admin. Assistant	7/1/2018	\$23.75	\$24.69	\$26.89	\$27.07	\$27.43
WPCA Secretary	2.00%	\$43,225.00	\$44,935.80	\$48,939.80	\$49,267.40	\$49,922.60
Public Works Secretary						
Police Disp/Secretary	7/1/2019	\$24.28	\$25.25	\$27.50	\$27.68	\$28.05
	2.25%	\$44,189.60	\$45,955.00	\$50,050.00	\$50,377.60	\$51,051.00
	7/1/2020	\$24.83	\$25.82	\$28.12	\$28.30	\$28.68
	2.25%	\$45,190.60	\$46,992.40	\$51,178.40	\$51,506.00	\$52,197.60
Office Technicians	7/1/2018	\$23.57	\$24.62	\$26.88	\$27.06	\$27.20
Building Department	2.00%	\$42,897.40	\$44,808.40	\$48,921.60	\$49,249.20	\$49,504.00
Health Department						
	7/1/2019	\$24.10	\$25.17	\$27.48	\$27.67	\$27.81
	2.25%	\$43,862.00	\$45,809.40	\$50,013.60	\$50,359.40	\$50,614.20
	7/1/2020	\$24.64	\$25.74	\$28.10	\$28.29	\$28.44
	2.25%	\$44,844.80	\$46,846.80	\$51,142.00	\$51,487.80	\$51,760.80
Office Assistants	7/1/2018	\$23.27	\$24.58	\$26.87	\$27.04	\$27.12
Assessor's Clerk	2.00%	\$42,351.40	\$44,735.60	\$48,903.40	\$49,212.80	\$49,358.40
Tax Clerk's						
Accounting Clerks	7/1/2019	\$23.79	\$25.13	\$27.47	\$27.65	\$27.73
Police Clerk	2.25%	\$43,297.80	\$45,736.60	\$49,995.40	\$50,323.00	\$50,468.60
	7/1/2020	\$24.33	\$25.70	\$28.09	\$28.27	\$28.35
	2.25%	\$44,280.60	\$46,774.00	\$51,123.80	\$51,451.40	\$51,597.00

Pay Grade	Beginning	Hire 1 Year	2nd Year	3rd-5th Year	6th-10th Year	After 10 Years
Ref./Young Adult Library	7/1/2018	\$22.92	\$23.84	\$24.81	\$25.32	\$25.64
	2.00%	\$41,714.40	\$43,388.80	\$45,154.20	\$46,082.40	\$46,664.80
To be deleted						
	7/1/2019	\$23.44	\$24.38	\$25.37	\$25.89	\$26.22
	2.25%	\$42,660.80	\$44,371.60	\$46,173.40	\$47,119.80	\$47,720.40
	7/1/2020	\$23.97	\$24.93	\$25.94	\$26.47	\$26.81
	2.25%	\$43,625.40	\$45,372.60	\$47,210.80	\$48,175.40	\$48,794.20
Library Acquisition Mgr.	7/1/2018	\$21.26	\$22.09	\$22.98	\$23.44	\$23.77
	2.00%	\$38,693.20	\$40,203.80	\$41,823.60	\$42,660.80	\$43,261.40
	7/1/2019	\$21.74	\$22.59	\$23.50	\$23.97	\$24.30
	2.25%	\$39,566.80	\$41,113.80	\$42,770.00	\$43,625.40	\$44,226.00
	7/1/2020	\$22.23	\$23.10	\$24.03	\$24.51	\$24.85
	2.25%	\$40,458.60	\$42,042.00	\$43,734.60	\$44,608.20	\$45,227.00
Clerk Typist	7/1/2018	\$18.76	\$19.54	\$20.63	\$21.88	\$23.16
	2.00%	\$34,143.20	\$35,562.80	\$37,546.60	\$39,821.60	\$42,151.20
	7/1/2019	\$19.18	\$19.98	\$21.09	\$22.37	\$23.68
	2.25%	\$34,907.60	\$36,363.60	\$38,383.80	\$40,713.40	\$43,097.60
	7/1/2020	\$19.61	\$20.43	\$21.56	\$22.87	\$24.21
	2.25%	\$35,690.20	\$37,182.60	\$39,239.20	\$41,623.40	\$44,062.20

DRAFT

FACILITIES DIRECTOR

Nature of work:

Directs, controls and coordinates all town-wide (both general government and education) public buildings, physical plant maintenance and improvement programs, and construction/renovation projects, including ongoing supervision of all related projects and activities associated with same. Exercises authority and responsibility under the direction of the Town Manager and the Superintendent to ensure proper physical plant maintenance and improvements of assigned structures. Work involves maintenance scheduling, coordination, oversight and management as well as carrying out applicable town policies along with state and federal regulations pertaining to areas of jurisdiction and ensuring compliance with same.

Works under the general direction of the Town Manager and Superintendent and in coordination with all town department heads including the Parks and Recreation Department, through its Director, which department is responsible for grounds maintenance and all park facilities, and the Department of Public Works, through its Director, which department is responsible for parking lot snow removal and assistance related to parking lot maintenance.

Examples of work:

Communication and Coordination

1. Serve the Town of East Hampton in the dual capacity as the Facilities Director for the East Hampton Public School District and for General Government.
2. Provide maintenance and project direction while acting as the liaison for all building projects.
3. Maintain active communication with the Town Manager, Superintendent of Schools, Principals and Department Directors on general facilities and maintenance needs. Guide facilities personnel in carrying out both scheduled work and day-to-day assignments.
4. Cooperate with each Principal in the operation and maintenance of individual school buildings.
5. Confer with the School's Director of Technology to monitor installation of equipment, operation and/or repair of IT infrastructure, security equipment and devices. Coordinate as needed with the General Government IT staff.
6. Confer, support and work in conjunction with the Parks & Recreation Director and the Public Works Director on a regular basis in coordination of grounds keeping, snow removal and special events/projects.
7. Work with Town officials, such as the Fire Marshal, Building Official, Health Official to make sure the District and Town complies with Ordinances, regulations or directives.

8. Maintain a liaison with appropriate regulatory officials.
9. Actively conduct periodic inspections of the buildings and grounds to properly manage operations and maintenance.

Budgeting and Finance

1. Prepare and recommend to the Town Manager and the Superintendent the Facilities budget for the East Hampton Public Schools and General Government.
2. Maintain accountability of both facilities operating budgets.
3. Develop and update a Five-Year Capital Improvement Plan for all facilities and present same to Town Manager, Superintendent and Capital Improvement Committee for approval. Coordinate with the Parks and Recreation Director for the long-term planning for grounds and fields.
4. Prepare bid specifications for maintenance contracts and coordinate purchases in line with Town and BOE purchasing policies and generally accepted accounting procedures
5. Provide recommendations on products, supplies and materials for use within the District and General Government.

Planning & Supervision

1. Develop operational schedules for project and maintenance.
2. Share management responsibilities over Facilities/Custodial staff with respective Principals and Town Manager.
3. Be responsible for mechanical and operational tradespersons.
4. Maintain maintenance schedules.
5. Oversee the planning, development and implementation of maintenance systems, procedures, standards, forms and controls for buildings and grounds. As necessary and appropriate, coordinate with the Parks and Recreation Director as to grounds.
6. Develop and implement a comprehensive District and General Government wide preventive maintenance program.
7. Be responsible for the proper operation, maintenance and repair of buildings and building equipment systems.
8. Ensure training programs are implemented and refreshers are provided to facilities staff personnel.

Safety

1. Serves as the School District's Safety Committee coordinator.

Other Related Responsibilities

1. Perform other reasonably related duties as assigned by immediate supervisor.

Required knowledge, skills & abilities

1. Thorough knowledge of methods of building construction, plumbing, electrical and mechanical systems and troubleshooting malfunctions or causing same to be analyzed.
2. Considerable ability to interpret state and local codes, regulations and ordinances including, but not limited, building-related regulations, A.D.A and Zoning.
3. Ability to interpret blueprints, drawings and specifications and to prepare or cause to be prepared bids and specifications for structural and mechanical systems upgrades, repairs and/or new installations.
4. Ability to inspect projects and installation in various states of progress and to evaluate material and workmanship for compliance with codes, laws and regulations and quality in workmanship.
5. Ability to communicate effectively and respectfully with associates, subordinates, the general public and others contacts in work, as well as supervision.
6. Ability to work independently with minimal supervision.
7. Ability to manage complex projects, timelines and to solve challenging issues.
8. Capable of working within a flexible schedule.
9. Maintain a responsible attitude regarding performance and attendance.
10. Provide vision, oversight and leadership.
11. Ability to communicate with stakeholders, decision makers, subordinates and others effectively in written and oral expression.
12. Ability to maintain records.
13. Ability to review and prepare contracts and proposals.

Experience & training

A bachelor's degree in business administration, facility management or related fields, or 10 years' experience commensurate with the areas of responsibilities is required as is three years of supervisory or demonstrated experience in the planning of work and supervision of employees. Employee must have experience in the operation, planning, organizing, managing and directing of educational and commercial real estate. Significant knowledge of and/or certification in building/fire code administration, ADA, asbestos management, project management, capital planning and regulatory procedures. Knowledge and skills regarding mechanical systems, building operations, budgeting, and personnel management are critical. Experience in managing a real estate portfolio consisting of school and public buildings, renovations, value engineering, construction, public bidding, supervision and contract management. Have working familiarity with the State of Connecticut, School Facilities requirements and possess the ability to read and interpret blueprints and technical specifications. Thorough knowledge of custodial operations and grounds management. Experience in building construction, including site preparations, mechanical systems, project management, specifications writing, supervision and inspection of design, college level training in architecture or civil engineering and employment as supervisor, project manager, inspector or designer of building and construction; or an equivalent combination of above experience and training including the specialized experience mentioned above. Must hold a valid Connecticut drivers' license.

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.

Work is performed in both indoor and outdoor settings. Inspection of various land use developments, construction sites, and town owned facilities. Hand eye coordination is necessary to operate computers and various pieces of office equipment.

While performing duties of this job, the employee is periodically required to stand, walk, use hands to fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl, talk or hear; and smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Town's previous description

FACILITIES MANAGER

Nature of work:

Directs controls and coordinates the town-wide public buildings physical plant maintenance and improvement program, and construction/renovation projects, including ongoing supervision of all related projects and activities associated with same. Exercises authority and responsibility delegated by the Town Manager to ensure proper physical plant maintenance and improvements of assigned structures. Work involves maintenance scheduling, coordination, oversight and management as well as carrying out applicable town policies along with state and federal regulations pertaining to areas of jurisdiction and ensuring compliance with same.

Works under the general direction of the Town Manager and in coordination with all town department heads including the Superintendent of Schools concerning the school district's buildings, structures and physical construction projects.

Examples of work: Physical Plant Administration

- Develops and/or outlines maintenance schedules for all assigned physical structures and related HVAC equipment and oversees as required
- Analyzes physical plants needs, repairs and alterations and makes recommendations on same
- Advises Town Manager and Capital Improvement Committee with regard to proposed physical plant projects, building projects and necessary capital repairs/improvements to same.
- Prepares and reviews or causes to be prepared bids and specifications for Town Building Projects, repairs or maintenance contracts.
- Upon the request, and with the cooperation of the School Department, provides technical services for physical plant maintenance and improvements of the school systems physical plants.
- Anticipates need for future long term physical plant maintenance and makes recommendations for action
- Supervises and controls all public building projects, and consultants, engineers, contractors and other retained professionals for same
- Works with and ex-officio member of any and all town committees, boards and or commissions created to oversee Public Building Projects.

General

- Makes test of building materials and equipment as required
- Makes recommendations for corrective action to abate violations relating to the responsibility of the office.
- Maintains records and reports of activities
- Answers inquiries, gives guidance and investigates all topics and issues regarding areas of expertise

Town's previous description

- Prepares various reports pertaining to areas of responsibility and expertise

Desirable knowledge's, skills & abilities:

- Thorough knowledge of methods of building construction, plumbing, electrical and mechanical systems and troubleshooting malfunctions or causing same to be analyzed.
- Considerable ability to interpret state and local codes, regulations and ordinances including, but not limited to B.O.C.A, A.D.A, Zoning, etc.
- Ability to interpret blueprints, drawings and specifications and to prepare or cause to be prepared bids and specifications for structural and mechanical systems upgrades, repairs and/or new installations.
- Ability to inspect projects and installation in various states of progress and to evaluate material and workmanship for compliance with codes, laws and regulations and quality in workmanship.
- Ability to deal effectively with associates, subordinates, the general public and others contacts in work, as well as supervise.
- Ability in written and oral expression.
- Ability to maintain records.
- Ability to review and prepare contracts and proposals.

Desirable experience & training:

Extensive experience in building construction, including site preparations, mechanical systems, project management, specifications writing, supervision and inspection of design, college level training in architecture or civil engineering and employment as supervisor, project manager, inspector or designer of building and construction; or an equivalent combination of above experience and training including the specialized experience mentioned above. Must hold a valid Connecticut drivers' license.

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.

Work is performed in both indoor and outdoor settings. Inspection of various land use developments, construction sites, and town owned facilities. Hand eye coordination is necessary to operate computers and various pieces of office equipment.

While performing duties of this job, the employee is occasionally required to stand, walk, use hands to fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl, talk or hear; and smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Description received from BOE.

- **Director of Facilities**
- **Salary Range:**
- **Start Date:**
- **Requirements: A bachelor degree in business administration, facility management or related fields, or 10 years' experience commensurate with the areas of responsibilities.**

Qualifications & Requirements:

Experience in the operation, planning, organizing, managing and directing of educational and commercial real estate. Significant knowledge of and/or certification in building/fire code administration, ADA, asbestos management, project management, capital planning and regulatory procedures. Knowledge and skills regarding mechanical systems, building operations, budgeting, and personnel management are critical. Experience in managing a real estate portfolio consisting of school and public buildings, renovations, value engineering, construction, public bidding, supervision and contract management. Have working familiarity with the State of Connecticut, School Facilities requirements and possess the ability to read and interpret blueprints and technical specifications. Thorough knowledge of custodial operations and grounds management.

Responsibilities:

Communication and Coordination

- a. Serves as the Facilities Director for the East Hampton Public School District and serves in a dual capacity supporting General Government as Facilities Director.
- b. As the District's Facility Director, provide maintenance and project direction while acting as the liaison for all building projects.
- c. Maintains active communication with the Superintendent of Schools, Town Manager, Principals and Department Directors on general facilities and maintenance needs. Guide facilities personnel in carrying out both scheduled work and day-to-day assignments.
- d. Cooperate with each Principal in the operation and maintenance of his/her building.
- e. Confers with the Director of Technology to monitor installation of equipment, operation and/or repair of IT infrastructure, security equipment and devices.
- f. Confers, supports and works in conjunction with the Parks & Recreation Director and the Public Works Director on a regular basis in coordination of grounds keeping, snow removal and special events/projects.
- g. Works with town officials, such as the Fire Marshal, Building Official, Health Official to make sure the District and Town complies with Ordinances, regulations or directives.
- h. Maintains a liaison with appropriate regulatory officials.
- i. Actively conducts periodic inspections of the buildings and grounds to properly manage operations and maintenance.

Budgeting and Finance

- a. Assists with the preparation of the Facilities budget for the East Hampton Public Schools and General Government.
- b. Maintains accountability of the facilities operating budget.
- c. Develops and updates a Five Year Capital Improvement Plan for facilities and grounds.
- d. Prepares bid specifications for maintenance contracts and coordinates purchases in line with generally accepted accounting procedures
- e. Provides recommendations on products, supplies and materials for use within the District and General Government.

Description received from BOE.

Planning & Supervision

- a. Develops operational schedules for project and maintenance.
- b. Shares management responsibilities over Facilities/Custodial staff with respective Principals and management personnel.
- c. Responsible for mechanical and operational tradespersons.
- d. Maintains maintenance schedules.
- e. Oversees the planning, development and implementation of maintenance systems, procedures, standards, forms and controls for buildings and grounds.
- f. Develops and implements a comprehensive District and General Government wide preventive maintenance program.
- g. Responsible for the proper operation, maintenance and repair of buildings and building equipment systems.
- h. Ensures training programs are implemented and refreshers are provided to facilities staff personnel.

Safety

- a. Serves as the District's Safety Committee coordinator.

Special Requirements

- a. Have the ability to communicate effectively and respectfully.
- b. Ability to work independently with minimal supervision.
- c. Effectively work with administration, students, staff and the public.
- d. Manage complex projects, time lines and have the ability to solve challenging issues.
- e. Capable of working within a flexible schedule.
- a. Maintain a responsible attitude regarding performance and attendance.
- b. Provide vision, oversight and leadership.
- c. Ability to communicate with stakeholders and decision makers.

Other Related Responsibilities

- a. Perform other reasonably related duties as assigned by immediate supervisor.

DRAFT

Town of East Hampton

Administrative Assistant - Fire Marshal

Job Description

Summary

The Fire Marshal Administrative Assistant performs confidential and specialized administrative duties of the Fire Marshal Division as directed by the fire marshal and/or deputy fire marshal and provides assistance to the Building and Land Use Departments as may be assigned. Primary responsibilities include preparation of staff reports, agendas, briefing materials and presentations, providing support and attending meetings (may also include boards and commission meetings), supporting and assisting fire marshal staff with administrative activities, responding to public and citizen inquiries, and office management. The individual must be able to work independently and maintain confidentiality of specific operational matters.

Essential Job Functions

1. Coordinate office activities to ensure maximum efficiency. Respond to telephone inquiries, maintain appointments, calendars, schedules and follow-up systems as assigned.
2. Create and maintain forms, handouts, internal procedure and policy manuals, etc. Analyze and monitor internal processes.
3. Participate in public education outreach related to Fire Prevention topics as needed.
4. Establish and maintain filing systems, including electronic filing systems. Establish and maintain back-up files for data recovery in event of computer equipment failure.
5. Track and trend recurring violations, ineffective practices and delinquent systems. Ensure accurate business contact information, identify new ownership and property management contacts.
6. Attend meetings as required; distribute agendas, take, transcribe and distribute minutes as directed. Coordinate needed support for meetings.
7. Ensure the security, integrity and confidentiality of department data due to possible criminal prosecution
8. Develop and complete administrative projects as required by the fire marshal and/or deputy fire marshal.
9. Prepare and submit monthly, quarterly and annual department activity reports.

10. Verify changes to occupancy or systems as noted by inspectors, update necessary databases. Review violations and assign to fire marshal for follow up as needed.
11. Provide service and information pertaining to the Fire Marshal's Office to the public by telephone, and by written correspondence.
12. Maintain records management systems for prevention, research and provide documentation for requests for public records.
13. Performs scanning, copying, filing, and functions that may require interpretation, judgment and determining appropriate processes to be used. Transcribes investigation statements, orders supplies, maintains inventories, and prepares a variety of reports.
14. Provide assistance to customers and others in support of the Building and Land Use Departments as may be assigned by the Fire Marshal.

Required Knowledge, Skills and Abilities

1. Ability to learn and proficiently use new software systems.
2. Ability to maneuver through specific websites to extract information needed for processing.
3. Ability to cooperate with others and communicate in a diplomatic manner regarding fire prevention services and requirements.
4. Ability to assist and cooperate with the public and other departments of diverse backgrounds.
5. Knowledge of detailed filing and record management procedures and systems.
6. Ability to perform detailed and exacting work in a busy and noisy/distracting environment.
7. Ability to operate a computer with associated software and peripherals including Microsoft Office, and Adobe Acrobat.
8. Ability to prioritize tasks, elicit cooperation and coordinate efforts to accomplish assigned tasks.
9. Ability to communicate effectively both orally and in writing.

Preferred Abilities

1. Knowledge of basic International Fire Code, Code Enforcement, and understanding of legal terminology.

2. Knowledge of basic information needed on plans and documents to be submitted.
3. Knowledge of Firehouse Software

Physical Demands

1. Ability to sit, viewing a computer monitor for extended periods of time.
2. Manual dexterity of hands and fingers to operate a computer keyboard.
3. Ability to reach above shoulders and bend at the waist to file.
4. Visual acuity to read and compose various correspondences and other documentation.
5. Hearing and speaking ability to communicate and provide information with others in person or on the telephone.

Background Check

The chosen applicant would be required to submit to fingerprinting for the purpose of background check. The individual's suitability for employment would depend on the results of the background check.

STRATEGIC PLAN

September 2020 - August 2023

Approved by the Library Advisory Board August 3, 2020



EAST HAMPTON
PUBLIC LIBRARY

Library Advisory Board

Amy Ordonez, Chairperson
Cyndi Shirshac, Vice Chairperson
Jesse Alford
Melinda Jones
Melissa Jones
Jack Solomon

Friends of the Library Executive Board

Victoria Fielding, President
Christine Fielding, Vice President
Alan Hurst, Treasurer
Eliza LoPresti, Secretary



EAST HAMPTON PUBLIC LIBRARY

Our Mission

The East Hampton Public Library connects people, information and ideas to enrich lives and our shared community.

Our Vision

To be the welcoming center of our community where East Hampton gathers to connect, learn and grow.

Our Values

We prioritize people.

We build community.

We promote learning.

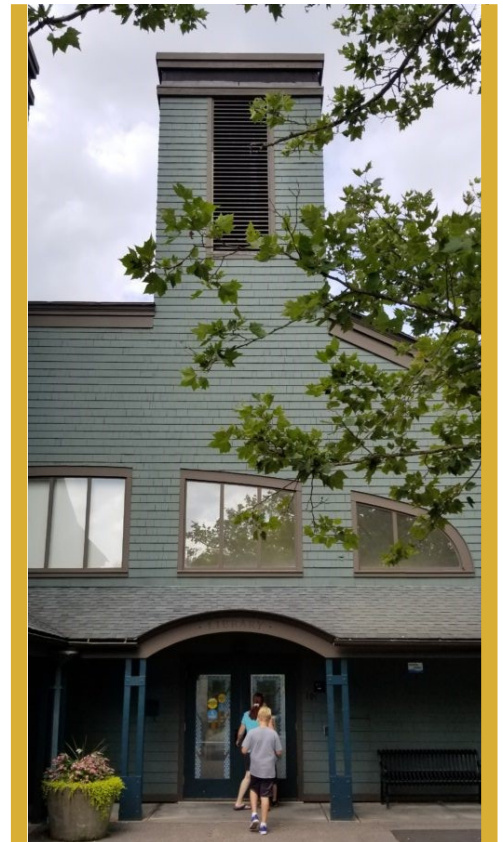
Our library is

Ready for the Future

The East Hampton Public Library has been an essential fixture of our community since opening our doors in 1898. Guided by our mission to connect people, ideas and information, we have grown from a one room library with 800 books to serving thousands of East Hampton residents each year with our collections, programs and services.

As we look forward to our 125th anniversary in 2023, we are committed to providing East Hampton with the tools needed to succeed as individuals and as a community. Since our community conversations in the summer of 2017, borrowing has increased 28%, children's program attendance has nearly doubled and Summer Reading participation has surged 242%. We are proud of our successes but we know there is more work to be done.

Our new strategic plan builds on the Library's tremendous growth and is a blueprint for operating in rapidly changing times. Based on the input and feedback from East Hampton residents, library patrons and town leaders, our plan positions the Library to be the center of our community now and into the future. It is intended to be a living document, providing a continuing touchstone for our staff yet flexible enough to change as community needs evolve. We believe this plan will set a successful course for the Library for years to come.



We invite you to grow with us.

Our library is

Welcoming & Vibrant

Library patrons will discover exceptional experiences within our physical and digital spaces.

Actions:

- Incorporate service excellence standards into daily work to encourage our community to visit and stay.
- Evaluate and address library building and facility needs to provide accessible, attractive, and functional spaces for all members of our community.
- Establish engaging digital, print and virtual content and spaces to promote, deliver and showcase library programs, services and collections.
- Deliver high-interest, current-event based programming for all ages.



Mr. Frost's third graders' annual visit to the Library.

Indicators of Success:

- The Library is known throughout East Hampton for exceptional customer experience.
- Building visits and circulation statistics increase.
- Visits to and engagements with the Library's website and social media platforms increase.

Our library is

Accessible & Inclusive

Library patrons, regardless of economic status or digital literacy, will experience services and programs that are flexible, timely and interconnected across locations and platforms.

Actions:

- Eliminate barriers that impede library access: review policies, procedures, fines and fees.
- Develop methods of efficient, convenient delivery of library materials and services.
- Explore and establish alternative methods of program delivery.
- Assess current library hours and programming schedule for patron satisfaction and service.
- Promote digital inclusion by increasing availability of devices, tools and software to enable access and facilitate digital fluency.



Children's Librarian April Hannon celebrating with Ms. Gibson's preschoolers who completed 1000 Books Before Kindergarten, a Library reading incentive program.

Indicators of Success:

- Number of borrowers and library card holders increases.
- Number of library program attendees increases.

Our library is

Informative & Collaborative

Library patrons will recognize the Library as a leader in collaborative approaches to understanding community concerns, identifying information gaps, addressing shared problems and achieving common community goals.

Actions:

- Build strong relationships with community partners to collaborate on programs, services and large-scale events.
- Design and promote virtual tools and programs for civic and community engagement.
- Engage all ages with hands-on, interest-based learning, integrated with technology and connected with evolving skills for success.
- Develop highly curated collections that are attractive and relevant to East Hampton patrons.
- Cultivate a culture of reading and a community of learners.
- Establish an ongoing process to listen and respond to community needs and ideas.



Patrons at an author talk with National Book Award Finalist and best-selling author Amy Bloom.

Indicators of Success:

- Library patrons report a high level of satisfaction with library services when surveyed.
- Partner organizations report a high level of satisfaction with Library partnerships when surveyed.
- Circulation of library materials increases.

Our library is

Responsible & Sustainable

The Library will develop and sustain the necessary finances and organizational structure to support and enhance library services.

Actions:

- Evaluate current funding sources for sustainability, explore alternative funding methods, and implement operational efficiencies.
- Support the Friends of the Library organization's growth and fundraising efforts.
- Advocate for funds to address needed facilities upkeep and improvement and funds to maintain appropriate staffing and staff development.
- Consult and collaborate with the Library Advisory Board to establish future financial and organizational priorities.



Accepting a donation from the East Hampton Lions Club to fund Children's Summer Reading.

Indicators of Success:

- Taxpayers recognize a greater return on their investment.
- Funding from all sources including donations from individuals, community groups and the Friends of the Library increases.

Strategic Planning Process

Planning to Plan: July 2019 – December 2019

In the summer of 2019, the East Hampton Public Library's Library Advisory Board voted to engage the East Hampton community in a strategic planning process. The Library's last strategic planning efforts were in the summer of 2017. Since then, the Library has enjoyed enormous growth. New strategic planning efforts, however, were needed to keep upward momentum. In the fall of 2019, the Library Advisory Board reviewed and agreed upon a proposed timeline and plan to engage the East Hampton community in a strategic planning process.

Community Engagement: January 2020 – March 2020

In January of 2020, the Library launched a community perspectives survey to the general public. The survey was advertised and distributed in the Library, Senior Center and Town Hall, on the Library's Facebook page, in the Rivereast Newspaper and through various email lists. It asked people what the Library was doing well, how it could do better and how it could best help the East Hampton Community. 273 residents took the Library's survey.

The Library also engaged staff members and members of the East Hampton Town Council through facilitated conversations. Conversations attempted to identify trends in the Library and in the East Hampton community that should inform the plan and evaluate how these might impact the work of the Library in the next three years.

In late February and early March, a series of meetings were held with members of the Library Advisory Board, the Friends of the Library, Town Officials, community members and key stakeholders to share highlights from the community feedback, discuss emerging ideas and review identified priorities for the Library over the next three years.

Internal Review and Refinement: March – August 2020

After community feedback was completed, the Library Advisory Board and Library staff reviewed the cultivated ideas and opinions. We asked ourselves: what would do the most good for the most people, what was realistic within our current resources, and what can we accomplish in three years. This document is a result of that work. The Library Advisory Board approved this document on August 3, 2020.

The Library thanks all of the individuals who took our survey, sat down with us in focus groups and gave us their opinions and insight. Most especially, we would like to thank Library Advisory Board Vice Chairman Cyndi Shirshac for spearheading and shepherding our strategic planning efforts.





EAST HAMPTON
PUBLIC LIBRARY

105 Main Street, East Hampton, CT 06424

860-267-6621

www.easthamptonpubliclibrary.org

**BOARD AND COMMISSION SUMMARY
AUGUST 2020**

Arts & Culture Commission

The Arts & Culture Commission met on August 20. The commission discussed the possibility of upcoming programming. They will attempt to do some grants next year. They are hopeful to get some High School seniors interested in the Capstone grant.

Board of Finance

No meeting

Brownfields Redevelopment Agency

No meeting

Clean Energy Task Force

No meeting

Commission on Aging

The Commission on Aging met on August 13. Ms. Ewing provided an overview of the Zoom programming that was offered. They started a pen pal program. There was a brief discussion of the town's emergency alert system. The Emergency Management Director Rich Klotzbier will be invited to the next meeting to discuss the alert system. There was a discussion of whether the Commission on Aging could assist older adults with the election process this year.

Conservation-Lake Commission

The Conservation-Lake Commission met on August 13. The members discussed the plan review for 21 Emerson Road about the setback variance. The plan was approved as submitted by the commission members. The members received updates for the topics of the budget review, the lake aeration project, the watershed projects and federal funding, and the lake test monitoring. There was discussion on the Chatham Health testing at Sears Park, sub-committee report on education, and the lake level sub-committee.

Design Review Board

The Design Review Board met on August 20. The plan review for 106 Main Street for a site improvement was reviewed and discussed by the members of the board. A two-family house will be built on a plot of land across the street from the library. The house will try to match the style and theme of the neighborhood and village center. The members approved the plan review. The members also briefly discussed the construction projects going up around town that have not come before the board. The concerns and issues will be brought up with the Town Manager and Jeremy DeCarli.

Economic Development Commission

The Economic Development Commission met on August 18. The members welcomed a new member, Jase Doane, to the commission. Mr. Doane introduced himself and gave a summary of his background. Each member gave a brief introduction and summary of their

background as well. The members discussed the business package promotion and tourism pamphlet, the new business banner location, the Belltown spotlight on business, town beautification, and the campaign East Hampton Eats. The members received updates from the Town Manager. Judd Melon, from the public, introduced himself to the commission members. He wants to help the commission in the future. He is also running for office for the district.

Ethics Commission

No meeting

Fire Commission

The Fire Commission met on August 10. Brett Salafia was re-elected as the Chairman of the Commission and Eric Germain was re-elected as the Vice Chairman. The Fire Marshal and Fire Chief provided their reports. A quote for air conditioning at Company 1 and 2 was presented. Other quotes are outstanding. Another quote for wiring changes will be obtained from Higgins Electric. There was discussion about Firehouse software alternatives. This will be discussed further at a future meeting.

Inland Wetland Watercourses Agency

The Inland Wetland Watercourses Agency met on August 26

Agent Approvals:

- A. IW-20-022: Paul Catalano, 33 Spellman Point, to place a 16' x 12' shed within the Upland Review Area. Map 09A/Block 70A/Lot 25

Continued Applications:

- A. IW-20-020: James Marino, 106 Main Street, to construct a duplex, driveway and parking area in the Upland Review Area Map 02A/Block 49/Lot 3-1. Approved.

New Applications:

- A. IW-20-023: Christopher and Laura Nash, 43 East High Street, to install a boat dock, a paver walkway and add landscaping within the Upland Review Area. Map 05A/Block 83/Lot 21. Continued.
- B. IW-20-024: Rocco Nozzolini, 59-61 Waterhole Rd., to construct a 17.1' x 25' 1 story addition within the Upland Review Area. Map 35/Block 95/Lot L-3. Continued

Joint Facilities

No meeting

Library Advisory Board

The Library Advisory Board met on August 3. The Board reviewed the final draft of the Library's strategic plan. The Board also discussed the Library's Covid-19 service plan and discussed adding or modifying operating hours to offer evening or weekend service.

Middle Haddam Historic District Commission

The Middle Haddam Historic District Commission met on August 27. The members reviewed a proposal to replace the entering and leaving signs for the Middle Haddam Historic District. The existing wooden signs are deteriorating, cracking, and splitting due

to weather and old age. The proposed signs would be made of plastic with a wood grain texture that is black and white and will have the ship digitally added with the established date on the bottom of the ship. A grant was applied for through the Middle Haddam Historic Association to fund the project and was approved by PSC. The old signs will be removed, and the new signs will be installed by the Association. The commission members approved of the proposed signs with Chairman Roberts recusing himself from voting and temporarily handing the meeting over to Commissioner Walsh.

Parks & Recreation Advisory Board

No meeting

Planning & Zoning Commission

The Planning & Zoning Commission met on August 19.

Public Hearings:

- A. Application PZC-20-001: Sports on 66, LLC., 265 West High St., for a Special Permit to sell Alcohol as an accessory use. (Sec. 8.4.B). Map 6/Block 12/Lot 20. Continued
- B. Application PZC-20-004: Lisa Sherman, 50 Main St., for a Zone Change: R-1 to PO/R. Map 02A/Block 47/Lot 25. Continued
- C. Application PZC-20-013: Peter & Sheila Engel, 11 Markham Rd., for a 3-lot Re-subdivision for 3 lots. Map 35/Block 91/Lot 2-3A . Approved with conditions.
- D. Updates to Sec. 3.1 Lake Pocotopaug Protection Zone - Continued

New Business:

- A. Application PZC-20-016: James Marino, 106 Main St., for a zone change: VC to VHO (4.5) Map 02A/Block 48/Lot 3-1. Public hearing set for September 2, 2020
- B. Application PZC-20-015: James Marino, 106 Main St., for a Site Plan Review for a duplex Map 02A/Block 48/Lot 3-1 Public hearing set for September 2, 2020
- C. Application PZC-20-017: Atlantis Marketing, for an Amendment to the Zoning Regulations: to amend Section 5.2 and add Sec. 5.2.C.6. Gasoline or motor fuel filling stations in conjunction with a retail store in the Commercial Zone. Public hearing set for September 2, 2020
- D. Application PZC-20-018: Atlantis Marketing, 157 Main St. for a zone change from R-2 to Commercial for future merge with 1 Colchester Avenue. Map 07A/Block 56/Lot 24 Public hearing set for September 2, 2020
- E. Application PZC-20-019: East Hampton Rotary Club Foundation, 45 Daly Rd. for a Special Permit for Commercial Recreation, Map 33/ Block 87/ Lot 3 Public hearing set for September 2, 2020
- F. PZC20-020: Jacqueline Montanez-Colon, 46 Skinner St. for a Special Permit to operate a car repair and used car sales business in the Industrial Zone (Sec 5.3.C), Map 20/ Block 48C/ Lot 17A Public hearing set for September 2, 2020
- G. 8-24 Review: Acceptance of Salmon Run Phase III Road – Deer Meadow - Continued

Old Business:

- A. Application PZC-20-003: Lisa Sherman, for an Amendment to Zoning Regulation 5.4.A PO/R Zone. Continued
- B. Discussion: Update Sign Regulation to Include PO/R Zone Sign Standards.

Continued

- C. Discussion: Home Based Occupations - Continued
- D. Updates to the Official East Hampton Zoning Map - Continued

Town Facility Building Committee

No meeting

Water Pollution Control Authority

The Water Pollution Control Authority Board held a virtual special meeting on August 11th. Work has begun at both Pine Trail and Barbara Avenue pump stations installing the stationary generators, both projects hope to be completed by October. Power was lost at all (E Hampton, Colchester, Marlborough and Hebron) pump stations from Storm Isaias. Crew worked on 12-hour shifts using towable generators. Mr. Clayton and Mr. Gilmore noted that having stationary generators at the (currently 7) pump stations made a tremendous difference during the storm.

The Board approved to go to twice per year billing (October and April) for the annual sewer use fees. Vote: 6-0; Motion Passed

The Board approved to increase sewer user fees from \$455.00 to \$495.00/EDU over 2 payments and the additional grinder pump rate for applicable properties from \$150.00 to \$175.00/EDU Vote: 5-1 Motion Passed.

The Board approved the date for a Public Hearing to present the 2020/21 Sewer Use Rates for September 1st, 2020 at 6:30 pm. Vote: 6-0. Motion Passed.

Zoning Board of Appeals

The Zoning Board of Appeals met on August 24.

Public Hearings:

- A. Application ZBA-20-007, Lynne Dakers, 21 Emerson Road, to reduce the front setback from 25' to 11', reduce the rear from 25' to 11' and reduce the side from 15' to 2.29' to construct a 672 sq. ft. second story over existing structure/footprint on a non-conforming lot. Map 10A/Block 81/Lot 115. Approved 4-0