

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Agenda Item # 8a

Item to be presented by: Scott Clayton

DATE: June 11, 2019

SUBJECT: Second Reading- 2019/20 Public Water System Operating Budget & Water Use Rate

DEPARTMENT: WPCA

RECOMMENDED ACTION – To adopt the 2019/20 Operating Budget and approve water use rates effective July 15, 2019 for the two Community Water Systems owned by the Town and operated by the WPCA.

BACKGROUND – Pursuant to direction provided by TC at the meeting of May 28, 2019, a public hearing was held on June 4, 2019. At the Public Hearing, no one attended.

The recommended expense budget for both systems, \$237,408.00 represents an increase of 19.68% or \$39,040.00 over last year. Increases in repairs and maintenance and capital equals \$27,000.00 for both systems.

WATER RATE RECOMMENDATION:

The 2019/20 budget of \$237,408.00, will require an increase in water rates.

Recommended Resolution: The Town Council does hereby approve the 2019/20 Public Water System Operating Budget substantially in the form presented and furthermore adopts the following rate structure effective July 15, 2019.

Effective July 15, 2019 water billing rates are as follows:

- Equivalent Meter Units: \$40.00/EMU
- Commodity Charge: \$11.50/1000 gallons

ALTERNATIVE ACTIONS – at the discretion of the Town Council

FISCAL IMPACT – variable depending upon the ultimate action of the Town Council.

Town of East Hampton
Water Pollution Control Authority
P.O. Box 218, 20 Gildersleeve Drive
East Hampton, Connecticut 06424-0218
Telephone (860) 267-2536, Fax (860) 267-9913

TO: Members of the WPCA

XC: Michael Maniscalco, Town Manager
Jeff, Jylkka, Finance Director

DATE: April 2, 2019, Revised May 7, 2019

SUBJECT: 2019/20 Public Water System Operating Budget & Water Rate Recommendation

Management has reviewed the operations of the two (2) public water systems as well as the projected operations costs of the new Hampton Woods system and has developed the following 2019/20 Public Water System Operating Budget. Based upon current operating conditions and known operational changes necessary to operate the systems as efficiently as possible the recommended budget for all systems totals \$237,408.00 and represents an \$39,040.00 or 19.68 % increase over last year.

Village Center Water System

The VCWS continues to perform within parameters. The treatment plant, built in 2009, has begun to experience an increase in call-outs as a result of mechanical failures. To date these issues have been minor, within budget and has not affected water quality. The media in the carbon filters is at the end of its useful life and we have changed out 2 filters during FY 18/19. This is an expensive process \$12K for two filters and the storage tank needs to be inspected and cleaned at an expense of \$15k been budgeted for in FY 19-20.

We did not experienced any violations under the Safe Water Drinking Act for FY 18-19. VCWS revenues are tracking as projected, future revenues are discussed separately.

Royal Oaks Water System

Rebuilding of the piping and valves and one green sand filter was a total cost of \$17,000.00. While the slip lining improved the water quality, the wells still have 7 – 10 mg/l of iron, which will require additional filters to improve water quality.

We continue to increase the iron and manganese filter capacity at the plant with every change-out of the media. Currently our treatment capacity is 12.0 cubic feet. The pursuit of additional filters needs to be the focus for FY 19-20 FY 21-22 the anticipated costs for this project will be \$200,000.00 - \$230,000.00. We will need to replace both pumps for well #3 & #4 again this year, which are continuing fail due to high iron content.

We experienced no violations for water quality parameters in FY 18/19.

ROWS revenues are tracking as expected; management expects revenues to support the operation of the system for this fiscal year.

Hampton Woods Water System

The HWWS is new to the East Hampton WPCA for FY 2019/20; Phase I A of the development has 34 individual homes of which 6 are connected to the water system that is still being constructed. This facility will be expandable to serve 255 homes. The Town will not be responsible for a financial deficit associated with the operation prior to the full build out of the development, as per Developers agreement.

WATER RATE RECOMMENDATION: WATER RATE RECOMMENDATION:

The 2019/20 budget of \$237,408.00 will require an increase in water rates for FY 19-20 from \$9.25/1000 gallons to \$11.50/1000 gallons. Fiscal impact on customers will be a rate increase of \$6.34/month for Village center and \$10.17/month for Royal Oaks based on average use.



2019–20 Public Water Systems Operation Budget

63-59-0000-XXXX VCWS

63-59-0590-XXXX ROWS

63-59-0593-XXXX HWWS

Presented to WPCA: April 2, 2019

Recommended by WPCA: May 7, 2019

First Reading Date: May 14, 2019

Public Hearing Date: June 4, 2019

Town Council Adoption: June 11, 2019

Drop in Location:
20 Gildersleeve Drive
East Hampton, CT 06424

Board recommendation

**East Hampton Water Pollution Control Authority
Community Water Systems Fiscal Year Budget - 2019-20**

REVENUES

Residential Consumption Estimated

	VCWS	ROWS	HWWS	
daily consumption (gals.)	8,000	12,500	4,080	
Est. daily cons./unit (gals.)	94	151	120	
Mthly. commodity cost (\$/1000gals.)	\$11.50	\$11.50	\$11.50	
Monthly commodity charge (\$)	\$32.43	\$51.96	\$41.40	
Monthly meter cost (1EMU = X.XX)	\$40.00	\$40.00	\$40.00	
<u>Per unit monthly cost (\$)</u>	<u>\$72.43</u>	<u>\$91.96</u>	<u>\$81.40</u>	
EMU's	94	83	34	
Estimated monthly revenue	\$6,808	\$7,633	\$2,768	
 Est. Residential yearly revenue	 <u>\$81,701.04</u>	 <u>\$91,590.00</u>	 <u>\$33,211.20</u>	 <u>\$206,502</u>

	Ctr. Sch.	Mem. Sch.	
Monthly meter cost (15 EMU = \$X.XX)	\$600.00		
daily consumption (gals/day)	989		
Monthly commodity charge (\$)	\$341.21		
Monthly meter cost (20 EMU = \$X.XX)		\$800.00	
daily consumption (gals/day)		1,700	
Monthly commodity charge (\$)		\$586.50	
<u>Estimated monthly revenue</u>	<u>\$941.21</u>	<u>\$1,386.50</u>	

Est. Institutional yearly revenue	<u>\$11,294.46</u>	<u>\$16,638.00</u>	<u>\$27,932</u>
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Estimated total revenue 19/20	\$92,995.50	\$108,228.00	\$33,211.20	<u>\$234,435</u>
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Transfer from capitol fund balance				<u>-\$2,974</u>
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Proposed fiscal year Operating Budget \$237,408

Annual Cost based upon 72,000 gals. \$1,308.00

Water system Fund balance 6/30/17 \$ 108,732.00

Water system Fund balance 6/30/18 \$ 151,967.00

Acct 5980 funded reserve/Capital 6/30/19 \$ 30,420.00

Transfer /Water Ops budget / Capital 6/30/19 \$ 124,387.00 If need transfer for budget take from here

Unaudited Water system fund balance 6/30/19 \$ 58,000.00

PWS capital balance 6/30/18 \$ 54,725.00

Projected PWS capital balance 6/30/19 \$ 179,112.00

2019-20 Individual Water System Expense Breakdown

EXPENDITURES	25%				Total
	VCWS	ROWS	Mem Sch	HWWS	
5110 - Full Time Salaries	700	500	100	100	1,400
5120 - P/T Seasonal P/R	2,623	1,967	328	328	5,245
5220 - Social Security (.062)	163	122	20	20	325
5122 - Medicare (.0145)	38	29	5	5	77
5319 - Meetings/Conf.	500	453	85	85	1,123
Certification Training	125	125	38	38	
Conf./Seminars	375	328	47	47	
5330 - Prof/Tech Services	3,210	3,290	672	1,899	9,071
DOHS Water Quality Testing	3,000	3,000	647	1,874	
Misc. Engr. Bldg	n/a	n/a	n/a	n/a	
B102 Tank Insp/engr	n/a	n/a	n/a	n/a	
Annual Auditing Reports	210	290	25	25	
5430 - Bldg & Equip. M & Rep.	31,900	21,550	1,350	250	55,050
JF Labor	250	500		250	
well pump replacement	1,000	1,000	1,000	0	
Dist/WTP system maint.	2,500	1,000	150	0	
plumbing parts & repairs	400	800	200	0	
Greensand Valves		500		0	
Greensand media changeout	12,000	3,000		0	
Emrg. Gen. Maint. & An. Insp.	750	750		0	
Storage tank cleaning	15,000	n/a	n/a	n/a	
Well Driller	0	14,000		0	
5436 - UTT/Oper. Labor	18,519	18,519		4,506	41,544
5490 - Other Purch. Property Scrvs					600
Locate leaks/R & R meter & radio	150	300		150	
5520 - Prop/Liab Ins (Inc 10%)	1,197	1,931	270	1,931	5,329
5530 - Communications	650	1,100	150	650	2,550
5540 - Newspaper Advertising	100	100		100	300
5580 - Travel	1,500	1,500		1,500	4,500
5590 - Other Purch. Services	3,596	9,528	192	3,846	17,161
Billing Administration (112 cust.)	2,846	7,528	92	3,121	
Shut offs/Final bills	100	600		100	
Flushing water mains 2X/yr	450	1,300		450	
Annual Cross Connection Report	200	100	100	175	
5611 - Office Supplies	100	74	13	13	200
5615 - Uniform Allowance	75	75	75	75	300
5622 - Electricity	9,750	9,750		9,750	29,250
5627 - Motor Fuel (Veh & Gen)	600	600	50	50	1,300
Veh. \$200/200/50 - Gen. \$400/400					
5680 - Chemicals	1,750	7,500	2,250	1,750	13,250
5690 - Other Supp/Materials	550	250	100	550	1,450
5744 - Computer Equip	25	25	25	25	100
5810 - Dues & Fees	1,155	1,144	195	570	3,064
AWWA	45	34	11	45	
CWWA	735	735	184	150	
DEEP Annual Diversion permit	250	250		250	
DEEP Generator Permit	125	125		125	
5923 - Oper. Transfer to S.F.	1,000	1,000	500	1,000	3,500
5980 - Res for Cap & NR	15,210	15,210	0	6,700	37,120
5990 - Contingency	1,200	900	300	1,200	3,600
TOTAL	96,260	97,416	6,679	37,054	237,408
Approved Operating Budget 18-19	63,557	91,479	6,455	36,952	198,368
"+/-	32,703	5,937	224	102	39,040
"+/-	51.45%	6.49%	3.47%	0.27%	19.68%

ROWS F/Y 2019-20 Operating Budget - Expenditures only

Adopted:

	Actual		APPROVED		Spent 03/21/19	Available %	PROPOSED		\$ +/-	% +/-
	2017-18 EXPENSES	2018-19 BUDGET	2018-19 BUDGET	2019-20 BUDGET						
5110 Full Time P/R	0	600	600	0	0	100.00%	600	0	0.0%	
5120 P/T P/R (19.5 hrs/wk)	0	2,295	2,295	0	0	100.00%	2,295	(0)	0.0%	
5220 Social Security	0	142	142	0	0	100.00%	142	(0)	0.0%	
5221 Medicare	0	34	34	0	0	100.00%	34	(0)	-1.4%	
5319 Meetings/Conf.	268	538	538	152	152	71.75%	538	0	0.0%	
5330 Prof/Tech Services	8,363	3,962	3,962	1,278	1,278	67.74%	3,962	(0)	0.0%	
5430 Bldg. & Equip. M&R	48,291	22,900	22,900	19,576	19,576	14.52%	22,900	0	0.0%	
5436 UTT/Oper. Labor	4,528	13,519	13,519	4,057	4,057	69.99%	18,519	5,000	37.0%	
5490 oth purchasedproprsrv	486	300	300	0	0	100.00%	300	0	0.0%	
5520 Prop/Liab Insurance	0	2,201	2,201	0	0	100.00%	2,201	(1)	0.0%	
5530 Communications	145	1,250	1,250	624	624	50.08%	1,250	0	0.0%	
5540 Newspaper Adv.	170	100	100	0	0	100.00%	100	0	0.0%	
5580 Staff Travel	1,505	1,500	1,500	1,023	1,023	31.80%	1,500	0	0.0%	
5590 Other Purch. Serv.	7,624	9,327	9,327	5,173	5,173	44.54%	9,719	392	4.2%	
5611 Supplies/ materials	0	87	87	73	73	16.09%	87	0	0.0%	
5615 UNIFORMS	0	150	150	0	0	100.00%	150	0	0.0%	
5622 Electricity	8,778	9,750	9,750	4,840	4,840	50.36%	9,750	0	0.0%	
5627 Motor Fuel	0	650	650	0	0	100.00%	650	0	0.0%	
5680 Chemicals	5,649	9,750	9,750	2,920	2,920	70.05%	9,750	0	0.0%	
5690 Other Supp./Material	10	350	350	58	58	83.43%	350	0	0.0%	
5744 Computer Equip.	0	50	50	0	0	100.00%	50	0	0.0%	
5810 Dues & Fees	771	570	570	895	895	-57.02%	1,339	769	134.9%	
5893 Claims & settlements	0	0	0	0	0	0.00%	0	0	######	
5923op TRANS TO wpca cap	0	1,500	1,500	0	0	100.00%	1,500	0	0.0%	
5980 Res. For Cap & NR	0	15,210	15,210	0	0	100.00%	15,210	0	0.0%	
5990 Contingency	0	1,200	1,200	0	0	100.00%	1,200	0	0.0%	
	\$86,588	\$97,935	\$97,935	\$40,669	\$40,669		\$104,095	\$6,160	6%	

APPENDIX G
WPCA
 Fiscal Year 2019/20
Capital Budget 2017-2022
Fund 82

<u>Est. Cost</u>	<u>Purchase Year</u>	<u>Projects</u>
\$145,000	2019/20	Building expansion / mold removal / Design for bldg(ROWS)
\$30,000	2020/21	9 ft3 greensand addition (ROWS)
\$30,000	2020/21	9 ft3 greensand addition (ROWS)
\$30,000	2021/22	9 ft3 greensand addition (ROWS)
\$30,000	2022/23	9 ft3 greensand addition (ROWS)
\$30,000	2023/24	Drill New well and outfit (ROWS)
\$295,000		Current Projected Total Capital Budget
\$ 295,000.00		Current Fiscal Year 100% Funding Level

Basic business practice as defined by Moody's & DEP requires a contingency of 5-10% of the annual operating budget be kept within the Capital Budget . \$ 19,013

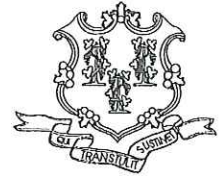
Recommended F/Y 19/20 funding level for Capital Budget

\$ 37,120 see line item 5980 Oper. Transfer to Cap. Budget

WPCA CAPITAL BUDGET

	Year 0 16/17	Year 1 17/18	Year 2 18/19	Year 3 19/20	Year 4 20/21	Year 5 21/22
Budget Line Item 5980 (Res for Capital)	\$ 23,400	\$ 23,400	\$ 30,420	\$ 39,546	\$ 51,410	\$ 66,833
WATER sytem fund transfer / Capital	\$ -	\$ 56,651	\$ -	\$ -	\$ -	\$ -
Cumulative Reserve for Capital	\$ 23,400	\$ 103,451	\$ 133,871	\$ 173,417	\$ 224,827	\$ 291,660
Anticipated Capital Fund Expenditures	\$ -	\$ (12,000)	\$ (145,000)	\$ (30,000)	\$ (30,000)	\$ (30,000)
Cumulative Capital Expenditures	\$ -	\$ (12,000)	\$ (157,000)	\$ (187,000)	\$ (217,000)	\$ (247,000)
Anticipated Capital Fund Balance	\$ 23,400	\$ 91,451	\$ (23,129)	\$ (13,583)	\$ 7,827	\$ 44,660
Budget Line Item 5980 Percent Increase over previous year		0%	30%	30%	30%	30%
Total Budget Percent Increase over 2016/2017 Budget		0%	30%	39%	51%	66%
Water sytem Fund balance 6/30/17	\$	\$ 108,732.00				
Water system Fund balance 6/30/18	\$	\$ 151,967.00				
Acct 5980 funded reserve/Capital 6/30/19	\$	\$ 30,420.00				
Transfer /Water Ops budget / Capital 6/30/19	\$	\$ 124,387.00				
Unaudited Water system fund balance 6/30/19	\$	\$ 58,000.00				
PWS capital balance 6/30/18	\$	\$ 54,725.00				
Projected PWS capital balance 6/30/19	\$	\$ 179,112.00				

Department of Revenue Services
State of Connecticut
(Rev. 02/19)



Municipality: East Hampton

Form NAA-01
2019 Connecticut Neighborhood Assistance Act (NAA)
Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____
Epoch Arts, Inc.

Address: 27 Skinner Street, East Hampton, CT 06424

Federal Employer Identification Number: 11-3760142

Program title: Epoch Arts Energy Conservation Project

Name of contact person: Elizabeth Namen

Telephone number: (860) 267-2597

Email address: elizabeth@epocharts.org

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 100,000.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

Yes No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

- Energy conservation; or
 Comprehensive college access loan forgiveness (see Conn. Gen Stat. § 12-635(3)).

60% credit percentage

- Job training/education for unemployed persons aged 50 or over;
 Job training/education for persons with physical disabilities;
 Program serving low-income persons;
 Child care services;
 Establishment of a child day care facility;
 Open space acquisition fund; or
 Other (specify): _____

Description of program: _____

Epoch Arts runs community Arts and Education programs out of a redeveloped Brownsfield building. Our programs run year round and the building is used by many people in the community seven days per week. This project will fit out the space using several energy conservation strategies, including sealing drafty windows, envelope insulation of the concrete walls, HVAC efficiency upgrades, and LED lighting. The resulting upgrades will improve our ability to run our programs in which youth address complex issues and social tensions by creating original art.

Need for program: _____

We welcome over 2000 members of the local region each year into our historic brick building. While the building is a significant historic feature of the town, it lacks the energy standards of modern construction. This grant will allow us renovate outdated features, drastically reducing our operating costs and environmental impact. The existing windows are leaky, the exterior wall lacks any form of insulation, and parts of the building use inefficient lighting and electrical heat.

Neighborhood area to be served: _____

East Hampton, CT and Middlesex County

Plan to implement the program: _____

The Epoch Arts Energy Conservation Project has been planned through consultation with local architects, engineers and contractors. The Neighborhood Assistance Act will allow us to secure funding through our business partnerships. Other build out costs will be covered by private donations, matching and private grants, and in kind donations. Community support and input will insure we meet our project goals. We continue to form relationships with town agencies and civic organizations to offer positive, productive opportunities for our community. Volunteers, artists, and staff are in place to begin this project.

Timetable:

Program start date: October 15th 2019

Program completion date: September 15th 2021

The program completion date must not be more than two years from the program start date. A certified post-project review is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving \$25,000 or more in NAA funding.

Part III — Financial Information

Program Budget:

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

NAA funds requested	<u>100,000.00</u>
Other funding sources - itemized sources:	
a) <u>Corporate Initiative Giving</u>	<u>\$10,000.00</u>
b) <u>Private Donations</u>	<u>\$5,000.00</u>
c) _____	_____
d) _____	_____

Total Funding:

Proposed Program Expenditures:

Direct operating expenses - itemized description:

a) <u>HVAC</u>	<u>\$30,000.00</u>
b) <u>Sealing Windows</u>	<u>\$10,000.00</u>
c) <u>Envelope Insulation</u>	<u>\$40,000.00</u>
d) <u>LED Lighting</u>	<u>\$20,000.00</u>

Administrative expenses - itemized description:

a) _____	<u>\$0.00</u>
b) _____	<u>\$0.00</u>
c) _____	<u>\$0.00</u>
d) _____	<u>\$0.00</u>

Total Proposed Expenditures:

\$115,000.00

Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program: _____ Town of East Hampton _____
Mailing address: _____ 20 East High Street, East Hampton, CT 06424 _____
Name of municipal liaison: Michael Maniscalco, Town Manager _____
Telephone number: 860-267-4468 _____
Fax number: 860-267-1027 _____
Email address: mmaniscalco@easthamptonct.gov _____

<p style="text-align: center;">Post-Project Review</p> <p style="text-align: center;">Is a post-project review required for this proposal?</p> <p style="text-align: center;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">If Yes, date post-project review due:</p> <p style="text-align: center;">November, 2021 _____</p> <p style="text-align: center;">Date</p>

Department of the Treasury
Internal Revenue Service

▶ Do not enter social security numbers on this form as it may be made public.

▶ Go to www.irs.gov/Form990EZ for instructions and the latest information.

A For the 2018 calendar year, or tax year beginning , 2018, and ending , 20

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization Epoch Arts, Inc.		D Employer identification number 11-3760142
	Number and street (or P.O. box, if mail is not delivered to street address)	Room/suite	E Telephone number (860) 365-0337
	City or town, state or province, country, and ZIP or foreign postal code East Hampton, CT 06424		F Group Exemption Number ▶

G Accounting Method: Cash Accrual Other (specify) ▶ **H** Check if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

I Website: ▶ www.epocharts.org

J Tax-exempt status (check only one) – 501(c)(3) 501(c) () ◀ (insert no.) 4947(a)(1) or 527

K Form of organization: Corporation Trust Association Other

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ ▶ \$ 166,751.

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)
 Check if the organization used Schedule O to respond to any question in this Part I

Revenue	1	Contributions, gifts, grants, and similar amounts received	1	85,629.
	2	Program service revenue including government fees and contracts	2	50,974.
	3	Membership dues and assessments	3	
	4	Investment income	4	124.
	5a	Gross amount from sale of assets other than inventory	5a	
	5b	Less: cost or other basis and sales expenses	5b	
	5c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	
	6	Gaming and fundraising events:		
	a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
b	Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b	25,969.	
c	Less: direct expenses from gaming and fundraising events	6c		
d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d	25,969.	
7a	Gross sales of inventory, less returns and allowances	7a		
b	Less: cost of goods sold	7b		
c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c		
8	Other revenue (describe in Schedule O) See Line 8 Stmt.	8	4,055.	
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 ▶	9	166,751.	
Expenses	10	Grants and similar amounts paid (list in Schedule O)	10	
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	
	13	Professional fees and other payments to independent contractors	13	18,210.
	14	Occupancy, rent, utilities, and maintenance	14	27,798.
	15	Printing, publications, postage, and shipping	15	90.
	16	Other expenses (describe in Schedule O) See Line 16 Stmt.	16	45,672.
17	Total expenses. Add lines 10 through 16 ▶	17	91,770.	
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	74,981.
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	195,879.
	20	Other changes in net assets or fund balances (explain in Schedule O)	20	
	21	Net assets or fund balances at end of year. Combine lines 18 through 20 ▶	21	270,860.



June 7, 2019

To: Michael Maniscalco, Town Manager

From: Dennis Woessner, Chief of Police

Subject: General Order approval

Attached to this memorandum is a General Order which I am submitting for approval:

General Order 2.9, ***Uniform Standards and Dress Code*** is an existing General Order, which has been amended to reflect changes needed for Body Art (Tattoos and branding) and standardizes the wearing of the uniform. The additions to the existing General Order are highlighted in red and deletions in yellow.





EAST HAMPTON POLICE DEPARTMENT

GENERAL ORDER 2.9 ORGANIZATION AND MANAGEMENT

SUBJECT: UNIFORM STANDARDS AND DRESS CODE		
Issue Date: 11/14/2014	Effective Date: TBD	Distribution: All Personnel
Amends GO: dated 5/2/2014		Review Date: / /
Per Order of:		
<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 which delineate the uniform standards and dress code for all officers and employees of the East Hampton Police Department ("Department.")

II. POLICY

In the daily performance of police functions, it is imperative that members of the East Hampton Police Department present a neat, clean uniform appearance. It is the responsibility of the Department to establish dress and grooming standards that assure the appearance of its members, project a positive image, and does not interfere with or distract from the performance of police duties.

III. PROCEDURE

A. Approval Authority

The Chief of Police shall be the final approval authority in all matters relating to uniforms and equipment.

B. General Uniform Policy

1. Departmental uniform and accessories may not be deviated from unless written approval is received from the Chief of Police. Only issued and/or authorized equipment or accessories are to be worn or used.
2. Uniforms shall be kept neat, clean, well pressed, and maintained in good repair. All pockets are to be buttoned.
3. All leather, footwear, badges, and accessories shall be properly polished and maintained at all times.
4. All Class A and B issued uniforms will include tailoring by a department approved tailor in order to have proper fitting uniforms. This tailoring will be done at the department expense on newly issued uniforms only, and only one time at the time of issue. Any other alterations after issue will be at the officer's expense.

C. Patrol Officers

Officers assigned to the Patrol Division shall wear the following uniforms:

1. Duty Uniforms:

The standard uniform of the day shall consist of the regulation uniform trousers, black shoes or boots, black or dark blue socks if visible, and one of the following combinations of uniform shirt/ sweaters/turtlenecks. Per this order short sleeve uniform shirts will commence on April 1 and end on October 31 of the same year. Officers will wear long-sleeve uniform shirts from October 31 until April 1.

- a. Class A Uniform: Shall be the regulation long sleeve uniform shirt with the necktie and Department authorized tie bar. Shirts shall have silver or gold colored buttons in accordance with the officer's rank on shoulder epaulets and pockets. Turtlenecks or the uniform sweater shall not be worn with the Class A Uniform. The Class A Uniform will be worn at all special ceremonies or functions where a large contingent of Police Officers will be present. White gloves and a blue parade chord on the left shoulder will also be displayed with the Class A Uniform.
- b. Class B Uniform: Shall be the regulation short-sleeved or long-sleeved uniform shirt with a white, **black or navy** or **gray** crew neck T-shirt. The undershirt will not protrude so as to be visible at the sleeves of a short sleeve shirt. The long-sleeve shirt may be worn with **a white crew neck T-shirt or an authorized navy blue** turtleneck. The Department issued metal badge, nametag, buttons and shoulder patches shall be worn on the uniform shirt.

Officers may wear the uniform sweater or uniform jacket over the uniform shirt.

- c. Class C Uniform: Shall be a regulation short or long-sleeved BDU uniform shirt with a white, black or navy blue crew neck T-shirt, an embroidered or metal badge and an embroidered name or nametag along with a "Class C" BDU pant. Furthermore, the long-sleeve shirt may be worn with a white crew neck T-shirt or an authorized navy blue-black turtleneck. No service stripes, medals/ribbons, ties, or "P" buttons will be worn with the optional shirt.
- d. Bike and Boat Patrol Uniform: Officers assigned to Bike Patrol or Boat Patrol shall wear and use uniforms and equipment as approved by the Chief of Police. A current list of issued and approved equipment is maintained on file in the Administrative Suite.
- e. Road Job / Special Duty Uniform: Uniformed officers have the option of, at their own expense, of purchasing and wearing a special duty uniform. The Optional Special Duty Uniform will be the brand and model authorized by the Chief of Police. The Optional Special Duty Uniform may be worn for special duties or with command approval. The Optional Special Duty Uniform consists of:
 - a. Authorized one piece road job jump suit
 - b. Authorized reflective road job polo shirt
 - c. Class C BDU pant
 - d. EHPD ball cap cover
- ~~f. Optional Summer Uniform: Uniformed officers have the option, at their own expense, of purchasing and wearing a summer uniform. The Optional Summer Uniform will be the brand and model authorized by the Chief of Police. An Optional Summer Uniform may be worn for special events or with command approval.~~

D. Criminal Investigations Assignments

1. Officers assigned to special Criminal Investigations Duties may wear collared dress shirt / turtleneck / dress crewneck shirt (collar shall be at or above neckline) / dress polo style shirt or sweater with no ties. Personnel may also wear a collared shirt with embroidered department or unit/program designation (i.e. EHPD, DARE, etc.) Personnel are restricted from wearing shirts with designs, or logos other, than department or law enforcement designations.

2. The Department-issued raid jacket or vest may be worn by investigative personnel or other plainclothes officers while serving search and arrest warrants and in those situations where the identification of the officer would be desirable.
3. Sport coats/raid jackets or equivalent shall be available at all times to cover firearms from public view when the employee is not within a police facility.
4. Personnel are to have a shirt and tie available for all court appearances, formal meetings, or other activity as decided by the Chief of Police.
5. Employees are expected to use common sense in determining what is appropriate, keeping in mind that business attire should complement an environment that reflects efficiency, order and professionalism.
6. Plainclothes Officers will carry their department issued identification and badges on their person at all times while on duty.

E. Exceptions

The Chief of Police or designee may authorize special uniform/grooming standards for officers assigned to specialized assignments where the regulation standards are not practical.

F. Uniform Items

The following items are authorized and considered a part of the standard uniform:

1. Belt: Shall be black (leather or Velcro) and of sufficient width to adequately support a leather or nylon gun belt.
2. Uniform Hat: Shall be black in color with a ventilated band. Wearing of the uniform cap is required when directed by a supervisor. Under all other conditions, the wearing of the uniform cap shall be at the discretion of the individual officer.
3. Baseball Cap: The baseball cap may be worn by officers assigned to Bike Patrol, Motorcycle duty, ~~officers wearing optional summer uniform~~, during inclement weather, while wearing a Class C uniform and officers involved in plain clothes enforcement activities.
4. Stocking Cap: Shall be black and worn, if needed, during cold weather.
5. Jacket: Shall be approved by the Chief of Police, with silver or gold colored buttons in accordance to the officer's rank on shoulder epaulets and pockets.
6. Necktie: Shall be the department issued clip-on style, **Navy Blue** in color.

7. Shirt / Trousers: Shall be the same for all officers, blue in color. Shirts shall have silver colored buttons on shoulder epaulets and pockets of Class A & B shirts.
8. Shoes or Boots: Black oxford or ankle-high plain toe eyelet shoes, black leather boots or plain black tennis style shoes that can be polished.
9. Socks: Black or dark blue socks shall be worn with low-cut shoes.
10. Helmets: Only the department issued helmet shall be worn and at the discretion of the officer or as directed by a supervisor. The helmet shall be kept clean and as free of scratches as possible.
11. Gun Belt: The uniform belt shall consist of the Sam Brown style belt, with service issue firearm and holster or personally owned/department approved firearm and holster, OC spray and case, ammunition and holder, flashlight holder, handcuffs and case, radio and case, ASP baton and holder, Taser & holster and optional latex gloves and case. Other items as approved may be worn.
12. Body Armor: Uniformed personnel will wear the body armor issued by the department. Uniformed personnel are required to wear all issued body armor while on duty. All personnel involved in the pre-planned execution of high-risk tactical duties, such as a search or arrest warrant execution, drug raids, etc., are required to wear the body armor prescribed and/or issued by the department.
13. Supervisors shall be responsible for ensuring that body armor is worn and maintained as required by this order, including a periodic documented inspection of their employee's body armor. Officers may be exempt from wearing body armor as follows:
 - a. When a department approved physician determines that an officer has a medical condition that would preclude use of body armor;
 - b. When an officer is involved in undercover or plainclothes assignments that his supervisor determines would be compromised by use of body armor; or
 - c. When an officer is assigned to perform an administrative function.

G. Uniform Accessories

All uniformed officers shall wear the following described uniform accessories, as directed:

1. Uniformed officers shall wear the metal police badge on the outside of their Class A & B uniform shirt over the left breast pocket. The cloth police badge ~~may~~ shall be sewn on the outside of the Class C uniform, sweater and uniform jacket.
2. Plainclothes officers shall carry the metal badge with their Department identification card. The officer shall carry the ID card where it is readily accessible for use.
3. Sworn officers shall wear black mourning band around their badge when a law enforcement officer is killed in Connecticut or when an officer attends a funeral or service for a fallen law enforcement officer. The approved time to wear the mourning band shall be from the time of official notification of the death through the day of the funeral for a law enforcement officer killed in the line of duty. ~~Additionally, sworn officers shall wear the black mourning band around their badge from the start to the end of the annual Police Memorial Week in May as well as on Patriot Day (September 11) each year.~~ The band shall be positioned horizontally over the middle of the badge.
4. Name Tags: Department issued nametags shall be worn by each on duty uniformed officer on the uniform shirt. Cloth nametags will be sewn on the Class C uniform shirt, sweater and ~~may be sewn on the~~ jacket.
5. Shoulder Patches: Department issued shoulder patches shall be centered on each arm of the uniform shirt, sweater, jumpsuit, and jacket. The patch shall be sewn on by machine or stitched by hand, using thread matching the color of the uniform item. The patch shall be 1 inch below the shoulder seam.
6. Service Stripes: Personnel are authorized to wear one hash mark for every four years of service as a sworn police officer. This service insignia is authorized on long-sleeve shirts only. The insignia shall be silver and will be worn one-inch above the top of the left sleeve cuff.
7. Tie Clasp: The tie clasp shall be a straight bar type silver clasp, or gold according to rank. No other tie bars or tiepins shall be worn with the uniform. The tie clasp shall be worn in a horizontal line with the buttons of the shirt pocket.
8. Miscellaneous Items: Nothing shall be worn on the uniform or as a part of the uniform without approval from the Chief of Police.

H. Optional Uniform Items

1. Gloves: Shall be black in color. NOTE: Shot-filled or "loaded" gloves are prohibited.

2. Sweaters: Shall be long sleeve, "military type" v-neck sweaters with shoulder patches and epaulets.
3. Turtlenecks: Shall be turtleneck/mock turtleneck or dickey style, long sleeve, navy blue black in color. There shall be no visible monogrammed insignia.

I. Insignias

Only the insignia, pins, badges, shoulder patches, or medals approved by the Chief of Police or issued by the department shall be worn on the uniform shirt. A current listing of approved insignias, pins, medals and shoulder patches as well as a diagram displaying proper location of the uniform is maintained by the Chief of Police.

J. Department Issued/Approved Uniform Components

Uniform Shirt / Trousers /Footwear: A current listing of department-approved shirts, trousers, footwear and equipment is on-file in the Chief's Office. The listing will be reviewed at least annually to evaluate authorized uniform shirt / trouser, equipment and footwear vendors.

K. Wearing of Weapons

Sworn personnel shall be armed at all times while wearing the uniform in public, to include the duty belt, unless otherwise authorized by the Chief of Police. Sworn personnel assigned to the station may be unarmed while in the non-public area of the police station.

L. Manner of Dress for Training

Sworn personnel may wear casual trousers or clean jeans in good condition, with or without a collar shirt, while attending department training. However, a supervisor may authorize the wearing of other clothing as required by the nature of training. Officers attending training at the Police Academy shall follow the P.O.S.T.C. dress code.

M. Manner of Dress for Court Appearances

Sworn personnel may wear the Class A or B or C police uniform, or male officers may wear a suit or sport coat, shirt and tie, and female officers may wear a suit, dress, skirt, or slacks with a blouse or sweater. No bike, boat, or special duty patrol uniform may be worn to court.

N. Uniforms, Off Duty

Sworn personnel shall not wear the uniform off duty except:

1. When traveling to and from duty,
2. Employed at a departmentally approved off duty job, or
3. With approval from the Chief of Police.

O. Available for Emergencies

All sworn personnel shall be prepared to report for duty attired in a complete and proper uniform. Plainclothes officers shall maintain a complete uniform and are strongly encouraged to have one available in their Department locker. All officers, wherever assigned, shall maintain their baton, and gun belt equipment.

P. Non-Sworn Employees – Manner of Dress

Employees are to wear clothing that conforms to standards of clothing normally worn by office personnel in private business, being in good repair, neat and clean. No articles of clothing with gaudy design, cartoons or slogans, or similar decorations will be permitted (no flip flops or thong type footwear).

Q. Personal Grooming – Male Officers

1. Hair: Hair must be even on the sides and back. No hair shall lap over or curl over the ears or shirt collar of the uniform. Hairstyles cannot interfere with the wearing of the uniform headgear. When groomed, the hair shall not protrude more than two (2)" from the side of the head. The hair shall be gradually tapered as that it does not protrude over the top of the ears by more than ½ the ear. The hair at the back of the neck shall be gradually tapered and at no time while in normal posture, should the hairline at the back of the neck extend over ½ the shirt collar. No ponytails shall be worn. The hat, when properly worn, must be in close proximity to both the ears and the eyebrows of the person wearing the hat.
2. Sideburns: Maximum length of sideburns shall be to the bottom level of the ear lobe. No flair (mutton chops). Sideburns must be evenly tapered, cut parallel to the ground, and can be no wider than one (1") inch by 1 ¼ wide.
3. Mustaches: Mustaches must be neatly trimmed and tapered. Mustaches shall not extend below the corner of the mouth, more than ½. No handlebar or Fu Manchu types of mustaches shall be allowed.
4. Goatee or Beard: Beards shall not be allowed. Goatees may ~~not~~ be worn by any sworn employee while in uniform.

R. Personal Grooming – Female Officers

1. Hair: Female officers shall wear their hair not to exceed the back "yoke line" of the uniform shirt. The "yoke line" refers to the line on the uniform shirt that crosses the back of the shirt below the neck and across the shoulders. Hair must be worn outside the uniform shirt and must not extend below the "yoke line."
 - a. Hair shall be cut above the ears or be pulled back behind the ears. Hair shall not fall beyond the high point of the eyebrow. The intent of this requirement is to prevent a potential obstruction or restriction of vision.
 - b. Wearing of department issued headgear and/or emergency equipment. Hair may be pulled back in the form of a "ponytail" or in the style of a "braid". Multiple braids are allowed; however, may not contain beads or brightly colored bands.
 - c. All "ponytails" or "braids" shall be grouped to the back of the head and centered as best as possible. Overall length of the "ponytail" or "braid" shall not extend below the yoke line of the uniform shirt.
 - d. Hair shall not exceed three (3) inches in an outward manner from the head. This measurement in no way refers to allowing hair to extend or drop to the yoke line of the shirt.
 - e. Only those items necessary to hold hair in place may be worn. These items shall not be decorative in nature and shall not be made of material that could increase the risk of injury. Accessories should be of a natural hair color, neutral color or colors consistent with the uniform (dark blue or black). Accessories should not be shiny or extreme in color so as to jeopardize the safety of the officer. Bows and ribbons shall not be worn.
 - f. Hair must be clean, neatly groomed and of a natural color. Hair may be styled and worn in a prudent manner and must follow specifications outlined in this section.

S. Jewelry

1. Earrings shall not be allowed for plainclothes or uniform male officers.
2. Female officers may wear the following:
 - a. Plain Clothes -- One earring of post type will be allowed in each ear lobe. Wire or dangling type of earrings are prohibited.

- b. Uniform -- One silver, gold or pearl earring of stud type is allowed in each ear lobe.
3. Watches: A watch may be worn with plainclothes or uniform.
4. Rings: Three rings may be worn while in plain clothes or uniform.
5. Bracelets: May be worn in plain-clothes attire. Bracelets may not be worn with the uniform unless it is a medical bracelet.
6. Necklaces: Uniform officers shall not wear any visible necklace, unless authorized by the department (i.e., ID chain).

T. Body Piercing

The wearing of body piercing jewelry, other than allowed earrings, is prohibited in body areas that are visible to the public.

U. Body Art (Tattoos and Branding)

This section applies to all Officers hired after April 1, 2017

Members of the department agree that they will not add any body art (or portion thereof) to an area of skin that is exposed while wearing a short sleeve uniform shirt or uniform shorts.

Body art above the neckline, to include brandings, piercings and tattoos, is prohibited as well as full sleeve solid body art. (Exception: female Officers are allowed to wear two stud type earrings, but no other ear adornments, while working)

~~Tattoos or branding will not be exposed or visible while on duty and/or representing the department. Such markings must be covered by clothing or uniforms authorized by the department consistent with this directive. Members are prohibited from getting tattoos or any other type of markings on their head, neck, hands, or face, except as noted below:~~

- ~~1. Hands A tattoo or brand in the form of a ring is permissible on the wearer's finger (not thumb) with the limitation of one per hand. The tattoo(s) will not exceed 1/4" width; will be in good taste and in compliance with the content restrictions of this policy.~~

2. Neck — the EHPD field uniform serves as the reference point for the back and sides of the neck (i.e., no tattoo or brand may be visible above the collar on the neck).
3. Head/face — Permanent eye liner make up in the form of cosmetic tattooing is authorized for female members. If worn, permanent eye liner will be conservative, in good taste, and complimentary to the wearer's complexion and the tattoo(s) shall not be brightly colored, will be no more than 1/8" width, and must not extend past the outer corner of the eye.

Body art Tattoos or brands anywhere on the body that promotes racism/discrimination, indecency, extremist or supremacist philosophies, lawlessness, violence, or contain sexually explicit material are prohibited. Such **body art** tattoos or brands may render the member ineffective in his or her position and/or tend to bring the department into public discredit. Such **body art** tattoos or brands includes:

- Racist or discriminatory material that advocates the degradation of people based on race, ethnicity, national origin or gender;
- Extremist tattoos or brands that depict or promote extremist activities or organizations that advocate hatred, intolerance, or lawlessness (i.e., terrorist groups, neo-Nazis, skinheads, outlaw groups, extreme political organizations with violent histories). In addition to sworn and non-sworn members, all applicants for employment must be in compliance with this directive.

The determination of what body art is acceptable is in the sole discretion of the Chief of Police.

V. Nail Polish

Uniformed female members are permitted to wear nail polish that is conservative, a single color, and in good taste. On-duty male members shall not wear colored nail polish.

W. Supervisory Responsibilities For Dress Code Compliance

Supervisors and Commanding Officers shall ensure that sworn department employees comply with these standards. Department supervisors shall conduct a visual inspection daily to assure that their subordinates are in compliance with all dress code requirements. When a sworn employee fails to comply with these standards, supervisors and commanding officers shall ensure that corrective action is taken.

X. Uniform/Equipment Repair or Replacement Procedure

1. A Uniform or Equipment Replacement / Repair Memo shall be used to document the need for issuance or replacement of department issued uniforms or equipment.
2. The officer shall detail the applicable items needed in the Memo and submit it to their platoon supervisor.
3. The supervisor shall inspect the item and review the request and if the request is approved, forward the Form to the Chief of Police for final approval. If the supervisor's review results in the denial of the request, the form shall be returned to the officer with the supervisor's findings. The Chief of Police shall forward the approved request for budgetary approval and ordering. The Chief of Police may deny additional equipment for any reason at any time.

Y. Saluting

1. Saluting at Flags: Sworn personnel shall, when circumstances warrant, render full honors to the National Colors and Anthem, whether in or out of uniform. Sworn personnel in uniform and wearing the uniform hat shall render a military style salute with the hand to the hat brim. Sworn personnel in uniform but without the uniform hat, and members not in uniform, shall render a salute by placing their right hand over their heart.
2. Saluting During the National Anthem: When the National Anthem is played at any ceremony, officers in full uniform shall assume the position of attention, face the National Colors, if present, and render the prescribed hand salute. If there are no National Colors present, they shall face the band and render the salute. All members of the Department not in uniform shall render a salute by placing their right hand over their heart.
3. Saluting at a Parade: A uniformed officer at a parade need salute only the massed National Colors at the head of the parade. When the flag is six paces from the officer, it shall be faced and rendered a hand salute (or a salute by placing their right hand over their heart if not wearing a hat) until the flag is six paces beyond the officer. Other groups of colors that follow may be saluted at the officer's discretion.



June 11, 2019

To: The East Hampton Town Council,

The documentation for the tax refunds listed below is available in the Office of the Collector of Revenue for your review. There is one (1) refund totaling \$2,410.01.

Respectfully Submitted,

Kristy L. Merrifield, CCMC
Collector of Revenue

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**BOARD AND COMMISSION SUMMARY
MAY 2019****Arts & Culture Commission**

The Arts & Culture Commission met on Thursday, May 16, 2019 at the Joseph N. Goff House. Town liaison Ellen Paul shared information about the Bells of Belltown initiative being offered by the East Hampton Rotary. Commissioners reviewed the student art that has been selected for the annual student art award program and will hold a reception at Sears Park in June to present engraved bells from Bevin Bells to each student along with a certificate of appreciation. Bells will be ordered and engraved by Devine Jewelers. The commission will continue to try and connect with Wade Russo from the Goodspeed Opera House to give a Theater Chat in town on the Music Man production. Commissioners reviewed the two paintings that were purchased at the East Hampton Art Association Art Show by Cecilia Peterson and Skye Garafolo. They will be presented to Center School and possibly the East Hampton Senior Center or the Middle School. Commissioners discussed the need to elect new officers. The commission reviewed their budget and discussed leftover funding.

Board of Finance

The Board of Finance met two times in the month of May. The Regular Meeting took place on May 20th and a Special Budget Meeting occurred on May 23rd as a result of the failed Referendum votes.

- May 20th - PKF O'Connor Davies was approved as the Auditing firm for the FY 18-19 Audit and Mr. Jylkka was asked to move forward with inclusion of the tax allocations on tax bills moving forward.
- May 23rd – The Board met to discuss and vote on recommended changes to the Budgets for the 2nd Referendum. Cuts included \$77,280 (Town) and \$77,500 (Education).

Brownfields Redevelopment Agency

No meeting

Clean Energy Task Force

The Clean Energy Task Force met on May 7th. They received an update from Mr. LeConche. The members were given a presentation on Virtual Net Metering and Solar Power plants by Cela Sinay-Bernie. There was no discussion for future initiatives or for the logo/website. The members made a tentative date for the 2019 electric car show.

Commission on Aging

The Commission on Aging met on Thursday, May 9th. The members approved payment for reusable bags for the commission to give away at the health fair and their seminars, they approved funding for the Ice Cream social and discussed the upcoming Thriving in Place seminars.

Conservation-Lake Commission

The Conservation Lake Commission met on May 9th. The members adopted the agenda and approved of the minutes from the previous meeting. The members were given a communications and liaison report update from Mr. Carbonell. Liz and Dave Bengston discussed where they could obtain a list of projects being funded in the town. The plan review for Mr. Jenks was discussed and approved. The members discussed the topics of the Watershed projects/ federal funding, sub-committee report on education, advisory panel, lake smart program and the lake level. There was discussion between the attending public and the members about possibly appointing a person in charge of the lake and having all lake associations ban together to support the lake to the Town Council.

Design Review Board

No meeting

Economic Development Commission

The Economic Development Commission met on May 21st. The members reviewed and scored the tax incentive application for KOCO and approved of their application. The members discussed their old business topics and approved of a new Business of the Month nomination packet. The members want to investigate fee costs for the CT Economic Development Association (CEDAS) and received an update from the Town Manager.

Ethics Commission

No meeting

Fire Commission

The Board of Fire Commissioners met on May 13th. The members were given the Fire Chief and Fire Marshal's reports. The fire department is waiting for the report on the dry hydrants. The members were presented with the plans for the new Engine 2-12 truck by Marty Voelker. The board members were updated on the OSHA complaints for the Fire Department.

High School Building Committee

No minutes available

Inland Wetland Watercourses Agency

The Inland Wetland Watercourses Agency met on May 29th.

Continued Applications:

- A. Application IW-19-012, Wesley Jenks, 45 Meeks Pt. Rd., to excavate the foundation to provide waterproofing and to repair existing I-beam within the Upland Review Area. Map 10A/Block 83/Lot 9 – Applicant requested postponement per his letter dated May 22, 2019. – Postponed per applicant
- B. Application IW-19-015, Town of East Hampton, Old Marlborough Drainage Project, Old Marlborough Road. Approved (6-0)

New Applications:

- A. Application IW-19-014, Michael and Nicole Rall, 76 Spellman Point Rd., to construct a 240 sq. ft. enclosed front porch and a 288 sq. ft. deck within the 200'

- Upland Review Area. Map 09A/Block 70/Lot 6. Continued to June 26, 2019 meeting
- B. Application IW-19-018, Meyers Construction, LLC., 13 O'Neill Lane, building a 12' x 12' roof and walls over existing deck. No excavation. Work within URA. Map 10A/Block 83/Lot 25/5. Agent approval (6-0)
 - C. Application IW-19-019, William J. Dennehy & Patricia Daly Banning, Flanders/Daly Rd., to create a 2 lot subdivision (1 buildable lot and 1 forestry lot). Map 26/Block 87/Lot 6. Continued to June 26, 2019 meeting (6-0)
 - D. Application IW-19-022, Brian and Rebecca O'Connor, 18 West Lane, installation of retaining wall to hold up waterfront between hedges and waterline within 200' of upland review area. Map 03A/Block 44B/Lot 24. Continued to June 26, 2019 meeting (6-0)
 - E. Application IW-19-023, Steven Burg, Daly Road, timber harvesting within 50' of wetlands. Map 33/Block 87/Lot 2. Approved (6-0)
 - F. Application IW-19-024, Steven Burg, Daly Road, timber harvesting within 50' of wetlands. Map 34/Block 88/Lot 3. Approved (6-0)
 - G. Application IW-19-025, Steven Burg, Daly Road, timber harvesting within 50' of wetlands. Map 34/Block 88/Lot 2. Approved (6-0)
 - H. Application IW-19-029, Daryl Aresco, Wopowog Rd., replace existing culvert with an extended one to support a future driveway. Work is within an intermittent stream. Map 21/Block 52/Lot 7. Continued to June 26, 2019 meeting as a public hearing (6-0)
 - I. Application IW-19-026, Town of East Hampton, Clark Hill Road, installation of a bio retention system, grass swale and overflow pipe 180' from edge of Lake Pocotopaug. Map 03A/Block 45/Lot 2C. Continued to June 26, 2019 meeting (6-0)
 - J. Application IW-19-027, Town of East Hampton, Boulder Road, installation of a short wet swale within right of way. Work within 50' of wetlands. Continued to June 26, 2019 meeting (6-0)
 - K. Application IW-19-028, Town of East Hampton, Mott Hill Road, installation of short wet swale within right of way. Continued to June 26, 2019 meeting (6-0)
 - L. Application IW-19-030, Dennis Bok, 35 Day Point Road, modification to previous approval (16-IW-92631), to install a channel drain at the bottom of the driveway and into a dry well – all work within Upland Review Area. Map 10A/Block 83/Lot 39. Approved (6-0)
 - M. Application IW-19-031, Dennis Jenks, 33 Meeks Point Road, to repair a 2' x 4' x 40' retaining wall – 320 sq. ft. in URA. Map 10A/Block 83/Lot 6. Approved (6-0)

Joint Facilities

The meeting of the Colchester –East Hampton Joint Facilities Committee meet on Tuesday May 21st at 5:00 P.M. Mr. Clayton presented the budget status for the 2018/19 fiscal year and requested a transfer of \$260,099 from the Operating Fund (5980) to the Joint Facilities Capital Fund (82) to cover ongoing repairs. Request was unanimously approved. A selection committee has been created for the hiring of the new Public Utilities Administrator. Mr. Barmasse has been selected to represent the WPCA and Mr. Coyle will represent Joint Facilities. As of closing date HR received four applications. Interviews will be starting the week of June 3rd.

Library Advisory Board

The Library Advisory Board met on May 6th. The members received a director's report from the Director of the Library Ellen Paul. The members discussed the library budget, the library roof project, and the new library building and facilities committee. They discussed what the committee will ultimately be responsible for and what their mission is for the library. The members were informed of who will be part of the committee. The board members discussed how to start on a strategic plan for the library and what to do to start the planning process.

Middle Haddam Historic District Commission

The Middle Haddam Historic District Commission met on May 23rd. Roll call was taken, and alternate member Melissa Briere was seated by the Chairman. The members reviewed a plan for new windows and the project manager Morgan Rowllins from Castle attended the meeting to present and show an example of the window to the members. The commission didn't approve the application; but they want to hold a discussion with the property owner to gain more information. The members further discussed talking to applicant 527 more about their window options.

Parks & Recreation Advisory Board

At the May Parks and Recreation Advisory Board meeting the board motioned to make pavilion and picnic shelter reservations available only during the current calendar year. The board discussed the Airline Trail project and Seamster Park playground project. These are two major projects we are really looking forward to.

Planning & Zoning Commission

The Planning & Zoning Commission met on May 1st.

Public Hearings:

PZC-19-007: Hubert E Butler Construction Company, LLC., 9 Young Street, for a Special Permit for excavation. Map 12/Block 33/Lot 7A. Approved with conditions 7-0

New Business:

PZC-19-006: West High Enterprises, LLC., 201 West High St., for a site plan modification for changes to the parking area for unit D and to change 8 units from storage to retail/personal service. Map 12/Block 36/3-1. Continued 7-0

Old Business:

Updates to Sec. 3.5 Lake Pocotopaug Protection Zone – Continued 7-0

Amendments to Regulation requiring Public Hearing for new Commercial construction. Continued 7-0

Town Facilities Building Committee

The Town Facilities Building Committee met on May 2nd. The Fire Marshal explained the changes made to the blueprint plans for the project. The members of the committee were given updates from the construction manager, the OPM, and the project manager. The members were given updated budget and change order handouts. The members approved

of invoices and change orders. The members were updated about the article going into the Events magazine.

The Town Facilities Building Committee met again on May 16th. The members received updates from the architect, construction manager, and from the OPM. There were no change orders to approve of; but the members approved the Amenta Emma invoice. The members received an update on the quarterly report needing to be given to the town hall. The article for the project will be in the new Events magazine.

Water Pollution Control Authority

The Water Pollution Control Authority Committee held their regular meeting on Tuesday May 7nd. The committee approved their recommendation of the 2019/20 Water budget. The budget will be presented to the Town Council on Tuesday May 28, 2019 for review and will be set after the Public Hearing meeting on June 4, 2019. A selection committee will be created for the hiring of the new Public Utilities Administrator. Committee members will include: Town of East Hampton Town Manager, EH Human Resources, James Paggioli, Public Works Director for the Town of Colchester, a representative from Joint Facilities Committee and a representative from WPCA Committee. Mr. Barmasse was selected to represent the WPCA. The Developer is looking to start construction at Skyline Estates Phase II and Phase III. Phase II will consist of 13 lots on Highland Terrace and 1 lot Old Clark Hill Rd. Phase III will consist of 2 lots on Highland Terrace, for a total of 16 houses. Public Hearing is set for Skyline Estate Phase II and Phase III on June 4, 2019 at 6:30 PM.

Zoning Board of Appeals

The Zoning Board of Appeals met on May 13th.

Application ZBA-19-004, William Bengston, 151 Bear Swamp Rd., for a variance to decrease the front setback from 50' to 13' to build a 30' x 50' garage. Map26/Block 85/Lot 1A-10. Approved

Application ZBA-19-005, Michael Rall & Nicole M. Jtwros, 76 Spellman Point Rd., for a variance to decrease the side setback from 15' to 9.2' to construct a 10' x 24' enclosed front porch and a 10' x 24' rear deck. Map 09A/Block 70/Lot 6. Approved

Application ZBA-19-006, Kevin Neary, 28 Hyde Farm Road, for a variance to reduce the front setback from 25' to 18' to construct a new home. Map 02A/Block 48/Lot 1A-9. Approved