

COPY POLICY
Town of East Hampton

Approved by the Town Council on: _____

Purpose: The Town of East Hampton maintains copies of many documents as is required by the State of Connecticut. From time to time residents and the public seek copies of those documents. There is a cost associated with providing hard copies of documents and it is the intent of the Town to recover and limit the impact of those costs.

Policy: All hard copy documents requested by the public will be charged for consistent with the regulations and costs identified by CGS 1-212B.

Exemptions:

- A. Public Officials making a request as a part of conducting Town Business shall not pay for copies.
- B. Town Staff making a request as a part of conducting Town Business shall not pay for copies.
- C. Public Agencies making a request as a part of conducting Town Business shall not pay for copies.

Procedure:

1. When a request for copies is made by someone from the public, staff should count the pages and provide the total count to the customer.
2. Staff should also provide the total cost to the requestee (at the time of this policy .50cents per page).
3. If the requestee acknowledges the total and is able/willing to pay for the total at the time, copies shall be made.

Definitions:

Public Official- any individual elected or appointed by the electors of the Town of East Hampton or appointed by an elected body.

Town Staff- any individual who works for the Town of East Hampton

Public Agency- An organization that the majority of funding comes from public funds.

Town Business- Activities being conducted in coordination with a current activity of the Town.

NEW FACILITY ROAD NAME SUBMISSIONS

Bell Court/Road/Street
Bell Town Hall Road
Bellelake Road/Drive
Bellringer Road/Lane/Way
Belltown Circle/Drive/Lane/Avenue/Road/Place/Square/Boulevard
Belltown Hall Road
Cattlebrook Road
Chatham Lane/Road/Drive/Boulevard/Place
Charlie Nichols Drive
Community Drive (One Community Drive)
Constitution Way
East Bell Road
East Hampton Avenue/Drive
Fowler Lane/Rd/Ave/Drive
George Fowler Lane
Gardner Lane
Heritage Way
John Markham Lane
Lakebelle Road/Drive
Loos Lane
Municipal Drive/Square
New Town Place
Public Place
Raymond Thatcher Drive
Ship Bell Drive/Square
Tea Bell Road
Teresa Valli
Town Boulevard
Town Hall Drive
Town Plaza Court
Town Top Terrace
Town View Road
Whitehouse Motel Boulevard
Yankee Township Way



AGENDA
ITEM # 12

Office of the COLLECTOR OF REVENUE

KRISTY MERRIFIELD, CCMC

kmerrifield@easthamptonct.gov

October 9, 2018

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 refund totaling \$210.43.

Respectfully Submitted,

Kristy L. Merrifield, CCMC
Collector of Revenue

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210.43 ☒

210.43 ☒

**BOARD AND COMMISSION SUMMARY
SEPTEMBER 2018**

Arts & Culture Commission

The Arts & Culture Commission met on September 20th. The members welcomed new member Jim Monahan. They discussed the Artist Open House on September 22nd and the Open Studio on October 28th. Some members of the commission attended the EDC meeting where they indicated they would like to work with EDC. There was discussion on a proposal for an art show and contest.

Board of Finance

During the Month of September, The Board of Finance met on 3 separate occasions: Monday Sept 17th (Regular Meeting), Monday Sept 19th (Special Meeting - Referendum) and Wednesday Sept 26th (Special Meeting - Budget).

September 17th:

In response to Chairman Rose's resignation (on July 25, 2018), Dr. Brown was voted in as BOF Chairperson with Ms. Jiantonio being voted in to fill the then vacated Vice-Chairperson position.

September 19th:

With the referendum not passing, No action was taken.

September 26th:

With a 5-2 vote, a motion to recommend the "new compromise proposal", developed by Mr. Maniscalco and Superintendent Smith, for Budget Referendum 4 was passed and moved to the Town Council for consideration.

Brownfields Redevelopment Agency

The Brownfields Redevelopment Agency met on September 24th. The members briefly discussed the progress on the DECD STEAP grant project for 13 Watrous Street. They also talked about the 4 Starr Place project. The members are figuring out whether they need help with reviewing and finalizing the bid documents for the projects. There was no update for the 1 Watrous Street project. The members nominated Commissioner Kerrigan as the new Chairperson and reappointed William DeMore as Vice Chairman.

Clean Energy Task Force

The Clean Energy Task Force met on 4th. They discussed the upcoming Green Car show and the website and Facebook page.

Commission on Aging

The Commission on Aging met on September 13th. Senior Center activities were reviewed. The Advocacy group met on September 11th. Material was presented to the group from the CT Coalition on Aging. The Aging in Place workshop and seminars were reviewed. The next Round Table meeting will be held on October 18th at the Marlborough Senior Center.

Conservation-Lake Commission

The Conservation Lake Commission met on September 13th. They discussed the watershed project with an update stating that if the commission recommends and approves of bringing either Steve Trinkus or another low impact development engineering company to take over the project and remove Anchor from the project. It was suggested the chairman should write a letter with the recommendation to remove Anchor and replace them with either Steve Trinkus or another low impact development engineering company. They briefly discussed the storm water leaking into the sewer line and there will be a company scoping both lines to indicate the problem area to be fixed. The commission members discussed the letter to the editor in the Rivereast by Priscilla Connors about lowering the algae count in the lake. It was suggested to write a letter to the inland/wetlands department about the issue of placing foreign objects into the lake. The cleaning of the catch basins was brought up again and the commission members want to know why they're not being cleaned.

Design Review Board

No meeting

Economic Development Commission

The Economic Development Commission met on September 18th. They were introduced to three members of the Arts & Culture Commission from the town. The members were informed of a town wide issue present from a newly proposed Airbnb ordinance. There was a long discussion about this topic during the public remarks section of the meeting. The members decided to add the topic to the agenda. The members appointed a new business of the month and another business for the EDC new business banner to be placed. She Shed will get the EDC new business banner and Yellow Marigold will be the Spotlight Business of the month for October. The commission members received an update from the Town Manager about a few of the ongoing projects within the town.

Ethics Commission

No meeting

Fire Commission

No meeting

High School Building Committee

No minutes received

Inland Wetland Watercourses Agency

No meeting

Joint Facilities

The meeting of the Colchester–East Hampton Joint Facilities Committee was held at their regular meeting on September 18th at 5:00 P.M. Mr. Clayton delivered the Joint Facilities Operations and Maintenance report for May, June, July and August. New cell-based alarm systems were installed on all East Hampton pump stations. Alarm notifications are sent directly to the Operator on Call's cell phone.

As required by the State of CT approx. 3 manholes were raised on Rt. 16 and Rt. 66. The NPDES (National Pollutant Discharge Elimination System) permit application is ongoing. Results will be published in the River East. For a 3rd year in a row, the plant has received the NACWA Gold Award (National Association of Clean Water Agencies).

Library Advisory Board

The Library Advisory Board met on September 10th. The Board members discussed the recently approved funding for the library roof project, final logos for the new library website and library policies that will be forwarded on to the Town Council for approval. There was also a discussion on whether juveniles can borrow DVD's from the library. It was indicated that it was not a written policy but has been a procedure for quite some time. The Board discussed removing this procedure.

Middle Haddam Historic District Commission

The Middle Haddam Historic District Commission met on September 27th. The commissioners took roll call and seated Commissioners Melissa Briere for the meeting. The members reviewed the plan for an application for a certificate of appropriateness to replace an old timbered wall and steps with a weathered wall stone at 1 Shad Row for applicant Cindy Patterson. The commissioners approved the plan review. For new business, the commissioners were informed of a house under construction after an accident. The homeowners haven't pulled a permit for any of the fixes they're making.

Parks & Recreation Advisory Board

At the September Parks and Recreation Advisory Board Meeting, the board discussed Public Act No. 18-167 and its potential impact on Parks and Recreation Departments. Jeremy Hall also updated the board on the status of the Seamster Park Playground Project, the Airline Trail and a proposal for field maintenance and fees. Shawn Mullen gave a report on the status of Parks and Recreation Programs.

Planning & Zoning Commission

The Planning & Zoning Commission met on September 5th.

Public Hearings:

- PZC-18-014 – Aaron Tyler, 13 North Main St., for a Special Permit for a Café Sec. 5.2.C. Map 01A/Block 39A/Lot 28B. – Approved with conditions.
- PZC-18-011 – Ryan Noir, 7 Sequonia Trail to add “Formula Business” to Sec. 5.2.C. Map 09A/Block 74/Lot 233. – Continued to October 3rd.
- PZC-18-015 – Global Self Storage, LLC., 182 East High St., for a Special Permit (Sec. 7.6) for commercial excavation, fill and grading of 4.88 acres. Map 32/Block 85/Lots 7B and 7C. – Approved with conditions.
- PZC-18-018 - West High Enterprises, LLC – Special Permit Sec. 5.2 for a Proposed Daycare, 207 West High Street – Map 12/ Block 36/ Lot 2 – Approved with conditions.

New Business:

- PZC-18-019: Skyline Estates, LLC – Reduce road width from 26' to 24' Skyline Estates, Phase II, Highland Terrace. – Tabled per applicant.

- PZC-18-020: Skyline Estates, LLC – Remove sidewalks from station 28-40 to remove impervious areas Skyline Estates, Phase II, Highland Terrace. Tabled per applicant.

Old Business:

- Alcohol Regulations – Proposed amendments to Zoning Regulations Sec. 8.4.B Alcoholic Beverages.
- Sign regulations – Proposed amendments to Zoning Regulations Sec. 7.2 Outdoor Signs.
- Clerical updates to Zoning Regulations; various sections. Continued per Commission.
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Town Facilities Building Committee

The Town Facility Building Committee met on September 6th. The members received an update from Steve Motto and briefly discussed the timeline for the project. They discussed the details involving the Ground Breaking Ceremony for the facility. They approved invoice #2 for Newfield Construction. There will be a meeting on Monday at 2pm for the Design Sub-Committee so they can review the remaining portions of the plans.

The Committee met again on September 20th. The project is beyond 90% for the construction documents. There is a need for a 2nd egress near the back of the community room so another staircase is needed per fire code. The foundation permit is in process. The committee approved the construction cost estimate provided by Newfield Construction in the amount of \$15,423,149. Bid awards were made to Richards Corporation for sitework; G&G Concrete for the concrete and Daniel's Caulking for waterproofing. The partial Guaranteed Maximum Price (GMP) was approved. The expenditure for the Lucerne 4 Dial Post Clock was approved. The special inspections testing was awarded to Coastal Materials Testing Lab. Invoice were approved for Amenta Emma and C&E Enterprise. The Ground Breaking will be held on September 28th at 1pm. The design choices for the tile, paint, carpeting and paneling were shown to the committee.

Water Pollution Control Authority

The Water Pollution Control Authority Committee held their regular meeting on Tuesday September 4th at 6:00 P.M. Mr. Smith reported on the ongoing meetings with the Town Manager, DPH, Selectman of the Town of Portland and MDC establishing the water supply need for the Town and the potential of an interconnection to MDC. There has also been discussion on the possibility of taking over Portland's treatment plant. A Consent Agreement issued by the State of CT DPH has been signed off, agreeing to conduct ongoing monitoring and maintenance of the sewer line on 13 North Main St. to ensure that there isn't any risk or contamination to the well. Mr. Smith met with a Representative from Edgemere Condo Association to discuss the possibly of the WPCA taking over their water system. Developers of Phase 2 Edgewater has requested as part of the new developer's agreement that the sewer connection fee to be waived for the extension of the sewer line to the new Town Hall.

A Public Hearing was held at the Colchester-East Hampton Waste Water Treatment Plant Meeting Room on Tuesday September 4th at 6:30 P.M. The purpose being to hear the proposed 2018/19 Sewer Use Rates. The notice of Public Hearing was read. No citizens were in attendance. Sewer Rates were unanimously approved. Vote 5-0

Zoning Board of Appeals

The Zoning Board of Appeals met on September 10th.

- Application ZBA-18-007, Brian Riley, 5 Sears Lane, for a variance to reduce the north side yard setback from 15' to 4' and to reduce the rear setback from 25' to 1' to set a 12' x 14' gazebo over existing patio. Map 4A/Block 63B/Lot 14. – Continued