

COPY POLICY Town of East Hampton

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 consisted 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.
- D. 1 Copy of the voter registration list shall be provided to the Chair of Each party and to each candidate for nomination of any office consistent with CGS 9-55.3.e

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 .50 cents 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.

Approved by the Town Council on: _____

4. Business, travel & other expenses

Policy statement

This travel policy applies to all employees of the Town of East Hampton and others traveling on behalf of the Town of East Hampton.

Objectives

- Ensure all employees and others traveling on behalf of the Town of East Hampton have a clear and consistent understanding of policies for business travel and entertainment;
- Provide business travelers with a reasonable level of service and comfort at the lowest possible cost;
- Expectation that traveler's exercise prudent business judgment regarding expenses covered by this policy and to limit spending the Town's money as carefully and sensibly as they would your own; and
- Maintain the safety of employees and others traveling on Town business.

Overview

This policy serves to clarify how travel should be arranged and the parameters that must be adhered to. It is the policy of the Town of East Hampton to prepay and/or reimburse employees for ordinary, necessary and reasonable travel expenses when directly connected with or pertaining to Town business. All travel must be done in accordance with this policy to qualify for payment/reimbursement. If a traveler can utilize discounts, such as AAA, it is strongly encouraged, as Town resources should be treated as the employee would treat their own resources. All expenses must be approved by department head and/or the Town Manager. The Town assumes no obligation to reimburse employees and others traveling on behalf of the Town for expenses that are not in compliance with any aspect of this policy.

Personal vehicle use: Employees who use their private automobiles for official Town business as authorized by their department head or the Town Manager, shall be compensated at the IRS. rate per mile. The Town does not provide reimbursement for travel to and from work. (Exceptions apply to take-home vehicles, vehicle stipends addressed in employment contracts, etc.).

Claims for mileage should be submitted to the Finance Department monthly, for the previous month. Evidence that automobile insurance is fully in effect is required for reimbursement. Such evidence must be provided annually at the start of the fiscal year. (Mileage reimbursement form attached).

The following examples illustrate the mileage policy:

During a regularly scheduled workweek, an employee's normal commute mileage is 10 miles one way (20 miles roundtrip). If that employee drives 10 miles from home to an off-site meeting, then 10 miles from the meeting to the town hall and then 10 miles home, the employee may be reimbursed for the 10 miles in excess of the normal commute.

During a regularly scheduled workweek, an employee's normal commute mileage is 10 miles one way (20 miles roundtrip). If that employee drives 10 miles from home to an off-site meeting and 10 miles home, the employee would not be reimbursed since total mileage did not exceed the employees normal commute (20 miles).

Employees should make every effort to use a Town car for travel before being eligible for mileage reimbursement.

Other permissible travel expenses

Before the travel, the Town may issue prepayments for airfare, rail/bus transportation, rental vehicles, conference registration fees and per diem cash advances. Applicable policies and methods of payment for these prepayments are as follows:

Airfare: Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. (Coach class or economy tickets). A fee for checking 1 bag will be allowed.

Train/bus: Rail or bus transportation must not exceed the cost of the least expensive airfare.

Vehicle rental: Cars should be rented by traveler only when other means of transportation are unavailable, more-costly, or impractical. Travelers must obtain the most competitive rate available. All rentals should be for a compact size car unless 3 or more people are traveling together or if an upgrade is provided by the rental company at no charge. Options for insurance should be researched prior to renting a car and unnecessary optional coverage avoided. When renting cars, individuals are required to refuel cars prior to returning them to the rental company. Traveler may utilize personal car for business travel if it is less expensive than renting a car, taking a taxi, Uber or using alternate transportation. The use of personal cars for business will be reimbursed at the standard rate set by the IRS rate per mile. This rate covers all auto costs (e.g. gasoline, repairs, insurance, etc.) other than parking and tolls.

If two or more individuals are traveling to the same location, it is recommended that the travelers share a ride. The cost of taxis to and from places of business, hotels, airports or railroad stations in connection with business activities is reimbursable. Use of taxis, Uber, etc. are discouraged when more economical services i.e. airport shuttles, hotel van, etc. are available. Travelers are encouraged to utilize public transportation whenever feasible.

Conference registration: Conference registration will be pre-paid upon department head approval.

Lodging: Conferences, meetings, or training less than a two-hour radius will be considered local and lodging will not be approved. A multi-day event, with a two-hour travel time radius is not considered local and lodging will be considered. If approved, at the time the hotel reservations are made, the best available rate with reasonable quality accommodation, at the most convenient location, will be obtained. If the conference is being hosted at a specific hotel, that hotel will be utilized in an effort to save money on car rental and other travel expenses.

Meals: While on business travel for the Town, the employee should select restaurants which are reasonably priced for the locality and which are consistent with normal living standards. Receipts must be attached for all meals in which the travelers seek a reimbursement or uses a Town credit card. For overnight business travel, a per diem allowance is applicable. Town of East Hampton per diem rates are based on the U.S. General Services Administration Guidelines, which vary by city location. www.gsa.gov/travel-resources. Business-related banquets or meals that are considered part of the conference can be paid with the registration fees; however, such meals must be deducted from the traveler's per diem allowance.

Business related meals must be described as follows: date, amount, place and explanation of nature of business. A list of names of those entertained must be included. An original receipt is required for all entertainment expenses regardless of the amount. Bar tabs are never reimbursable.

Miscellaneous: The payment of tips and gratuities should be limited to those situations and services where such payments are normal practice. The amount of percentage of any gratuity paid should not exceed that which is reasonable and customary for the category of personal service. The range of 18-20% is considered applicable to most forms of personal service including restaurant service.

The following are **not** reimbursable:

- Annual credit card fees, in room or in-flight movies, personal reading materials, club memberships, barbers and hairdressers, car washes, clothing, excessive baggage charges, loss/theft of cash advance money or personal funds or property, lost baggage, mini-bar refreshments, parking or traffic tickets, or personal toiletries. (This list is not inclusive).

Spouse/guest/personal travel combined with business travel: Travel expenses for family members or guests are not reimbursable. However, a guest may share accommodations if there is no additional cost to the Town as a result. It is the responsibility of the employee to clearly separate their companion's travel expenses, including meals. Overnight accommodations for minor's conducting Town business, i.e. volunteers, interns, etc., will not be permitted.

Expense/itemized reporting and approval process

An expense/itemized report, or spreadsheet detailing all expenses, must be submitted to and approved by the department head after returning from the trip but in no event later than 2 weeks after the trip is completed. Original receipts are required. The Town will not reimburse or approve payment for any expenditure greater than \$10.00 without a receipt. Department heads must have their expenses approved by the next level of authority. No employee is authorized to approve their own expense report. Expense reports that are incorrect or incomplete will be returned to the traveler for corrective action and may result in delay or denial of reimbursement of specific items. Disregard for Town policy or altering of receipts may result in disciplinary action.

The Town of East Hampton is a tax-exempt organization. Sales taxes should never be paid on any transaction except where it is not feasible to provide a tax-exempt form to the vendor in advance. Please contact the Finance Department to obtain a State Sales Tax Exemption form if sales taxes are included in the advance purchase.

Employee acknowledgement:

I acknowledge that I have received and will review the updated "Business, travel and expense" policy of the Town of East Hampton. I understand that it is my obligation to familiarize myself with and comply with the policy. I also understand that if I am a member of a union, or am employed under an employment contract, the terms of the applicable collective bargaining or employment agreement will apply if in conflict with the terms of this policy. I further understand that the Town may change, delete, add to, suspend, or discontinue any of its policies and procedures.

Employee name: _____

Employee signature: _____

Date: _____

RESOLUTION
Setting a One Month Budget

WHEREAS: The Town of East Hampton is a municipal corporation formed under the Connecticut General Statutes with the authority to levy taxes;

WHEREAS: Annually, by Charter, in May the Town votes, by referendum, on an annual budget;

WHEREAS: The annual budget referendum for the general government failed leaving the Town without a complete budget;

WHEREAS: The Towns Fiscal year ends on June 30, 2018 and the Town must have a budget to operate by. NOW, THEREFORE, BE IT RESOLVED: The Town Council approves a budget for the month of November 2018 as follows:

TEMPORARY BUDGET (2017-2018 Adopted Budget)									
	Adjustments		Revised Budget	November 2018 Budget					
TOWN OPERATIONS									
ADMINISTRATION & FINANCE	\$	4,228,430	\$	-	\$	4,228,430	\$	259,521	
PUBLIC SAFETY		2,499,566		-		2,499,566	\$	208,297	
HEALTH & HUMAN SERVICES		422,727		-		422,727	\$	35,227	
CULTURE & RECREATION		966,165		-		966,165	\$	80,514	
REGULATORY		358,848		-		358,848	\$	29,904	
PUBLIC WORKS		2,132,171		-		2,132,171	\$	177,681	
TRANSFERS TO OTHER FUNDS									
OTHER FUNDS		37,500				37,500			
CAPITAL IMPROVEMENT		778,000		(701,186)		76,814			
DEBT SERVICE		2,789,341		439,045		3,228,386		29,371	
TOTAL TOWN OPERATIONS BUDGET		\$	14,212,748	\$	(262,141)	\$	13,950,607	\$	820,515
							Cumulative Budget	\$	7,601,129

NEW FACILITY ROAD NAME SUBMISSIONS

AGENDA
ITEM # 8a

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/Circle
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/Road
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



MEMO

TO: Town Council

FROM: Michael Maniscalco, Town Manager

DATE: 9/24/18

SUBJECT: Goals

TOWN COUNCIL

Melissa Engel
Chairperson

Mark Philhower
Vice Chairman

Peter Brown

Tim Feegel

Dean Markham

Josh Piteo

Kevin Reich

The following are possible proposed goals for the following year. In some instances, goals may take longer than a year to accomplish but consistent progress should take place.

1. **Water-** continue to pursue a water source through MDC that will provide cost effective water for the community and allow for organic growth of a water system to the areas of need.
2. **Building Department Customer Service-** continue efforts to enhance customer service and the timely approval of permit applications.
3. **Town Hall/PD-** continue the ongoing management and supervision of the Town Hall/PD project to complete the project within the 15-month time frame on budget.
4. **Roads-** with available resources continue efforts to enhance road improvements and maintenance. Seek LOTCIP funds for "complete street" improvements of the Smith St., Walnut Ave., Edgerton St. connection between Village center/ Memorial School/Airline Trail.
5. **Airline Trail completion-** continue management of the Airline Trail grant to ensure appropriate completion and matching funds so East Hampton and Portland have a continuous walking/biking trail.
6. **1 Watrous-** continue efforts to bring this and other properties either back on the tax rolls or to identify a community use.
7. **Fiscal Management-** continue to work with the finance department to make wise fiscal decisions to preserve the Towns AAA S&P rating and to navigate the community through the uncertainty of State funding.
8. **Public Safety-** continue to support drug prevention, and safe travel efforts in the community to prevent motor vehicle fatalities and over dose fatalities. Work to identify additional funding sources as well as continued funding for the Prevention grant.
9. **Lake Forum** – Work with Conservation-Lake Commission to update community on status of 9-point plan; Develop schedule for systemic clean out of lake area catch basins and culverts and provide community with periodic reports of progress.
10. **EDC** – Explore options to expand EDC role

Sirois, Cathy

From: Maniscalco, Mike
Sent: Wednesday, October 17, 2018 3:57 PM
To: Sirois, Cathy
Subject: Fwd: Visit to East Hampton
Attachments: TylervilleFinalUC.pdf; ATT00001.htm

For TC

Best regards,

Michael Maniscalco, MPA
 Town Manager
 Town of East Hampton
 860-267-4468

Sent from my iPhone

Begin forwarded message:

From: "McMahon, Patrick J" <patrick.mcmahon@eversource.com>
To: "Maniscalco, Mike" <mmaniscalco@easthamptonct.gov>, "DeCarli, Jeremy" <jdecarli@easthamptonct.gov>
Cc: "Renee Tribert" <RTribert@cttrust.org>, "Dunne, Mary" <Mary.Dunne@ct.gov>
Subject: Visit to East Hampton

Michael and Jeremy,

Thanks for the informative tour of the Village this morning. As we discussed, you have the bones for an incredible Village experience and you are certainly moving in the right direction.

I hope you go forward with getting some drone footage filmed and packaging one as an overall town promo and a second that focuses on the available mills in the Village center and showing the assets which are around them (water, rail, restaurants and shops, etc).

New Milford - <https://player.vimeo.com/video/241009537>

Milford - <https://www.ci.milford.ct.us/home/news/living-in-milford>

Belltown Bell Parade – <http://www.chicagofiberglassworks.com/>. This would be a great community pride event and attract visitors to the community to see the art work. A cool by-product is after the pieces are auctioned off you see them around town in front of various businesses.

Certified Local Government status would open you up to planning funds that could really come in handy in the Village - <https://www.ct.gov/cct/cwp/view.asp?a=3933&q=464434>. I've cc'd Mary Dunne from the State Historic Preservation Office. She was very helpful when I went through the process with Suffield.

Village Association – in my mind you should have an organization that focuses on the village that includes business owners, property owners and residents who are interested in seeing the area flourish.

You mentioned that the bell factory property may not be for sale – maybe they would consider a purchase of the development rights which is eligible under the state's Open Space and Watershed grant program - https://www.ct.gov/deep/cwp/view.asp?a=2706&q=323838&deepNav_GID=1641. The Connecticut Trust for Public Lands is a great partner on projects like this. They helped me in Windsor Locks preserve a Water Company property that they were abandoning. They recently worked with Windsor in preserving a former golf course for open space.

UConn Brownfields Assistance Program - <http://cbi.uconn.edu/for-communities/>

UConn Landscape Architecture Studio Projects – teams of students will tackle an area like the Village and provide their ideas – some practical – some wild – but it gets people thinking. I've attached a sample of their work.

Making Places Inventory - <https://connecticutmills.org/map/east-hampton> - populate the listings with whatever information you have. I have cc'd Renée Tribert who was the driving force, along with her colleagues at the Trust (with funding from SHPO), who can assist you. <https://communities.extension.uconn.edu/wp-content/uploads/sites/1301/2018/09/CEDAS-Academy-Adative-Reuse-Slides-FINAL-9-26-18.pdf>

Historic Preservation Technical Assistance Program grants - <https://www.cttrust.org/fund>

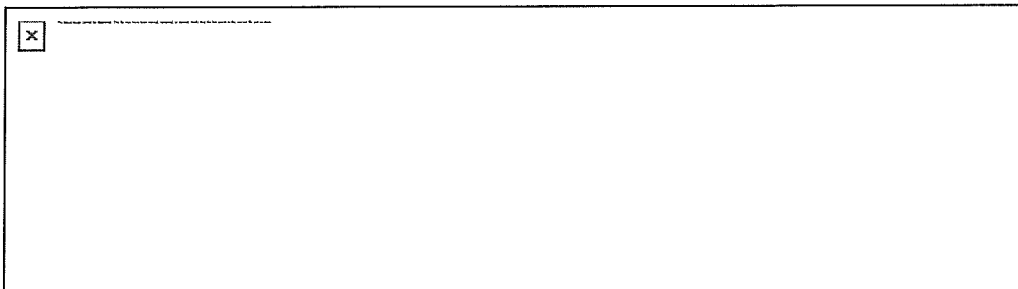
Trails Conference - <https://www.eventbrite.com/e/2018-ct-trails-symposium-tickets-49896991244>

Downtown Trails – This workshop on is for Main Street member communities. I am extending the invitation to you as prospective members. <http://campaign.r20.constantcontact.com/render?m=1100965509464&ca=fc7eeea8-9983-434e-93df-391111068bf4>

I look forward to working with you going forward and hope you will join our growing network.

Cheers,

Patrick



Patrick J. McMahon, CEO

Ph: 860.280.2023 | **Web:** www.ctmainstreet.org | **Facebook:** [CT Main St Center](#) | **Twitter:** [@CTMainST](#)



AGENDA
ITEM # 12

Office of the COLLECTOR OF REVENUE

KRISTY MERRIFIELD, CCMC

kmerrifield@easthamptonct.gov

October 23, 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 are four refunds totaling \$15,467.79.

Respectfully Submitted,

Kristy L. Merrifield, CCMC
Collector of Revenue

248.99	⊕
80.18	⊕
561.19	⊕
14,577.43	⊕
15,467.79	⊕

004