

**Town of East Hampton
Town Council Regular Meeting
Tuesday, July 25, 2023
Town Hall Council Chambers and Zoom**

MINUTES

Present: Chairman Mark Philhower, Vice Chairman Tim Feegel, Council Members Pete Brown, Brandon Goff, Eric Peterson, Kevin Reich and Alison Walck and Town Manager David Cox.

Call to Order & Pledge of Allegiance

Chairman Philhower called the meeting to order at 6:30 p.m. in the Town Hall Council Chambers and via Zoom.

Adoption of Agenda

A motion was made by Ms. Walck, seconded by Mr. Goff, to adopt the agenda as presented. Voted (7-0).

Approval of Minutes

A motion was made by Ms. Walck, seconded by Mr. Feegel, to approve the minutes of the Town Council Regular Meeting of July 11, 2023 as written. Voted (7-0)

Public Remarks

None

Presentations

None

Bids & Contracts

Consideration of a Motion to Waive the Competitive Bidding Process and Award a Contract for the Fire Station #1 Upper Roof Replacement

As approved at the last meeting, a bid waiver notification was posted in the Rivereast to waive the competitive bidding process for the Fire Station #1 upper roof section and instead receive three quotes for the work.

A motion was made by Mr. Peterson, seconded by Mr. Reich, to waive the competitive bidding process and award the contract for the Fire Station #1 Upper Roof Replacement to C&M Roofing of South Windsor in the amount of \$34,990. Voted (7-0)

Consideration of a Motion to Award a Contract for the Lake Consultant/Limnologist

The Conservation-Lake Commission received proposals from three firms. Two firms were interviewed. The selected firm will provide professional services to the Town for the lake including but not limited to water quality testing and reporting, advice for water quality improvement and educational activities. The Conservation-Lake Commission recommends GZA GeoEnvironmental, Inc. of Manchester.

A motion was made by Ms. Walck, seconded by Mr. Peterson, to award the contact for the Lake Consultant/Limnologist to GZA GeoEnvironmental, Inc. of Manchester in the annual amount not to exceed \$35,000 for the 2024 fiscal year. Voted (7-0)

Consideration of a Motion to Award a Contract for Asbestos Abatement at the Middle School

The Capital Improvement Plan for FY2024 includes abatement of asbestos in a portion of the flooring at the Middle School. The project received seven bids.

A motion was made by Mr. Reich, seconded by Ms. Walck, to award the contract for asbestos abatement at the Middle School to Orellana Construction Co. LLC, in the amount of \$20,000. Voted (7-0)

Resolutions/Ordinances/Policies/Proclamations

Consideration of a Motion to Adopt a Resolution to Accept the Town Clerk Document Preservation Grant

The Town Clerk was awarded a grant for \$6,000 from the State Library that will fund the purchase of materials to replace the storage binders for records and to replace the public access computer in the Town Clerk's Office. The resolution accepts the grant and authorizes the Town Manager to execute the grant related documents.

A motion was made by Ms. Walck, seconded by Mr. Reich, to adopt a resolution accepting a \$6,000 Historic Document Preservation Grant from the State Library for the Town Clerk and to authorize the Town Manager to execute grant-related documents. Voted (7-0)

Consideration of a Motion to Adopt a Resolution Regarding the Use of American Rescue Plan (ARPA) funds for the Middle School Music Room Floor

The resolution allocates the remaining funding needed for the abatement of asbestos and replacement of the flooring in the music room at the Middle School. Initially \$25,000 was thought to be needed but the amount was reduced to \$15,000.

A motion was made by Mr. Reich, seconded by Mr. Goff, to adopt a resolution to allocate \$15,000 from the American Rescue Plan Act funds for the Middle School Music Room Floor Replacement. Voted (7-0)

Consideration of a Motion to Adopt a Resolution to Finalize the Open Space Grant for the Christopher Pond Property

The resolution gives final acceptance of the \$46,500 Open Space and Watershed Acquisition grant that the town used to support the purchase of the Christopher Pond property. It also authorizes the Town Manager to execute related documents.

A motion was made by Mr. Reich, seconded by Mr. Brown, to adopt a resolution accepting a State of Connecticut Open Space and Watershed Land Acquisition Grant to support the purchase of the Christopher Pond property and to authorize the Town Manager to execute all related documents. Voted (7-0)

Consideration of a Motion to Approve the Electronic Document Retention and Records Management Policy

The Electronic Document Retention and Records Management Policy allows documents to be created or converted to purely electronic format for storage and to declare that the electronic version is the official record for retention purposes. The paper version of the documents could then be disposed of unless it was determined to have historic value or was subject to some other regulation that disallowed its disposal.

A motion was made by Mr. Reich, seconded by Ms. Walck, to approve the Electronic Document Retention and Records Management Policy as presented. Voted (7-0)

Continued Business

Sub-Committee Reports & Updates

Mr. Reich reported that the Middle School roof project is moving along. The contractor is completing 5,000 to 6,000 sq. ft. of roof daily. At a recent Sub-Committee meeting, 50% of the funds were approved for the contractor. They are working 6 days per week.

Mr. Reich also reported that the tennis court repair is still waiting on a start date.

A Water Sub-Committee Meeting is scheduled for Wednesday, July 26.

Update, Discussion and Possible Action on Town Council Appointment to the Ambulance Association Board

The Council members discussed the appointment of a member to the Ambulance Association Board. There was disagreement as to whether it is appropriate for the member to be a voting member on the Ambulance Board. There was also a question if the Council member appointed is not re-elected what would happen. If that occurs, then the new Town Council would decide. The Ambulance Board will need to change their bylaws for the addition of the Town Council and Board of Finance members being added.

A motion was made by Mr. Brown, seconded by Mr. Peterson, to appoint Brandon Goff as the Town Council member to serve on the Ambulance Board. Voted (5-2) Mr. Brown and Mr. Reich against.

Continued Discussion of an Amendment to the Agreement for Edgewater Related to Town Maintenance of Edgewater Circle

This item will be tabled to a future meeting.

Discussion and Possible Action Regarding Town Manager's Wage Adjustment

A motion was made by Mr. Reich, seconded by Ms. Walck, to approve a 3% wage increase for Town Manager David Cox. Voted (5-2) Mr. Philhower and Mr. Goff against.

New Business

None

Town Manager Report

Mr. Cox provided his written report for the Council members which will be included with the minutes filed in the Town Clerk's Office. Mr. Cox also reported that the property donation of a small section of property along Oak Knoll was completed.

Mr. Goff asked if the Parks & Recreation Director position will be posted since Jeremy Hall is leaving. Mr. Cox noted that he will be bringing information to the Council on possibly moving Park maintenance to the Public Works department and changing Parks & Recreation to Recreation & Lake. Mr. Goff asked about an RFP for mowing.

Appointments

None

Tax Refunds

A motion was made by Ms. Walck, seconded by Mr. Goff, to approve tax refunds in the amount of \$2,122.98. Voted (7-0)

Public Remarks

Barbara Moore, 7 Overlook Road, commented that she was on the Ambulance Association prior to being a Town Council member and she remained on both after being elected to Council with no issues.

Terry Concannon, 59 Laurel Ridge, commented that she does not see a need to have a voting member from the Council on the ambulance. She has been on many boards and feels a liaison with no vote would be appropriate. They could participate in and add opinion and bring information back to the Council.

Communications, Correspondence & Announcements

Habitat for Humanity Home Dedication

The Habitat for Humanity Home Dedication on Lake Drive will be held on Saturday, July 29 from 11am to noon at the Public Library. A tour of the home is available after the program at the Library.

CT Siting Council

A letter was provided to the Council from the CT Siting Council regarding the Hurd Park to East Haddam Rebuild Project.

Adjournment

A motion was made by Mr. Reich, seconded by Mr. Feegel, to adjourn the meeting at 7:20pm. Voted (7-0).

Respectfully Submitted,

Cathy Sirois
Recording Clerk