

*Town of East Hampton*  
TOWN COUNCIL  
TUESDAY, DECEMBER 17, 2013  
**SPECIAL MEETING - 6:00 P.M.**  
TOWN HALL MEETING ROOM

(All items on this agenda are subject to possible action. Chair may allow for additional public remarks on agenda items. Council reserves the right to reorder the agenda as needed.)

AGENDA

1. Call to Order and Pledge of Allegiance
2. Approval of Minutes:
  - a) Town Council Meeting of November 21, 2013
  - b) Town Council Public Hearing of November 26, 2013
  - c) Town Council Regular Meeting of November 26, 2013
3. Public Remarks
4. Bids & Contracts
  - a) Fire Truck Hose Purchase
5. Resolutions/Ordinances/Policies/Proclamations
  - a) Christopher Brook Agreement
6. Continued Business
  - a) Budget Policy Statement
7. New Business
  - a) Date for Roundtable Session 1: Levels of Lake Pocotopaug and Dam Operations at the Middle School Commons on February 6, 2013
  - b) Timeline for Boards & Commissions
8. Town Manager Report
  - a) Appointments to Economic Development Commission
9. Tax Refunds
10. Executive Session:
  - a) Discussion of Possible Land Acquisition
11. Possible Action Regarding Executive Session
12. Adjournment

RECEIVED FOR RECORD  
TOWN CLERK'S OFFICE  
2013 DEC 13 A 11:00  
SAMORAH, WILLEBA, TC  
EAST HAMPTON, CT 06424

Town of East Hampton  
Town Council Special Meeting  
Thursday, November 21, 2013  
East Hampton Middle School Library

Minutes

Present: Chairperson Barbara Moore, Vice Chairman Kevin Reich, Council Members Patience Anderson, Ted Hintz, Jr., George Pfaffenbach, Mark Philhower and Philip Visintainer and Town Manager Michael Maniscalco. Also present was Richard Roberts of Halloran & Sage.

Call to Order & Pledge of Allegiance

Chairperson Moore called the special meeting to order at 6:30 p.m. in the East Hampton Middle School Library.

Public Remarks

Marv Tuthil, 57 Champion Hill Road, provided his opinion on what he felt was out of control behavior of Mr. Foran at past Inland Wetlands Watercourses Agency (IWWA) meetings. He feels the chairman position should be rotated.

Bob Ferris, 105 Champion Hill Road, agreed with the comments of Mr. Tuthil. He provided his opinion on the actions of Mr. Foran at past meetings.

Mary Ann Dostaler, 56 William Drive, commented that she feels it is inappropriate to have comments regarding Mr. Foran. She feels the complaint letter shouldn't have been read at the last Council meeting and that the Council shouldn't supersede the Ethics Commission, who should be making the determination. She questioned the legality of the hearing.

Josh Wilson, Vice Chairman of IWWA, read a letter from the IWWA members with a vote of confidence for Mr. Foran. The letter will be included with the minutes filed in the Town Clerk's office.

Scott Hill, Member of the IWWA, commented that all of the members of the IWWA were present to support Mr. Foran.

Executive Session

Discussion of Personnel Matter Regarding Jeffry Foran

A motion was made by Mr. Reich, seconded by Mr. Visintainer, to enter Executive Session at 7:10 p.m. Michael Maniscalco, Attorney Richard Roberts and Jeffry Foran were invited into Executive Session. Voted (7-0)

Present in Executive Session: Barbara Moore, Kevin Reich, Patience Anderson, Ted Hintz, Jr., George Pfaffenbach, Mark Philhower, Philip Visintainer, Town Manager Michael Maniscalco, Attorney Richard Roberts of Halloran & Sage and Jeffry Foran.

Executive Session ended at 7:40 p.m.

A motion was made by Mr. Philhower, seconded by Mr. Hintz to have the Chairperson read the decision into the record. The decision letter will be included with the minutes filed in the Town Clerk's Office. Voted (7-0)

Adjournment

A motion was made by Mr. Hintz, seconded by Mrs. Anderson, to adjourn the meeting at 7:45 p.m.

Respectfully submitted,

Cathy Sirois  
Recording Secretary

Town of East Hampton  
Town Council Public Hearing  
Tuesday, November 26, 2013  
Town Hall Meeting Room

Minutes

Present: Chairperson Barbara Moore, Vice Chairman Kevin Reich, Council Members Patience Anderson, Ted Hintz, Jr., George Pfaffenbach, Mark Philhower and Philip Visintainer and Town Manager Michael Maniscalco.

Call to Order

Chairperson Moore called the public hearing to order at 6:15 p.m. in the Town Hall Meeting Room.

Public Hearing on Proposed Changes to the Fire Department Ordinance

There were no public comments.

Adjournment

A motion was made by Mr. Hintz, seconded by Mr. Pfaffenbach, to adjourn the public hearing at 6:18 p.m. Voted (7-0)

Respectfully submitted,

Cathy Sirois  
Recording Secretary



Town of East Hampton  
Town Council Regular Meeting  
Tuesday, November 26, 2013  
East Hampton Town Hall Meeting Room

Minutes

Present: Chairperson Barbara Moore, Vice Chairman Kevin Reich, Council Members Patience Anderson, Ted Hintz, Jr., George Pfaffenbach, Mark Philhower and Philip Visintainer and Town Manager Michael Maniscalco.

Call to Order & Pledge of Allegiance

Chairperson Moore called the regular meeting to order at 6:30 p.m. in the East Hampton Town Hall Meeting Room.

Adoption of Agenda

A motion was made by Mr. Hintz, seconded by Mr. Philhower, to adopt the agenda with the additions listed below: Voted (7-0)

Appointments – Planning & Zoning Alternate; Agriculture Commission; Building Code Board of Appeals

Approval of Minutes

A motion was made by Mrs. Anderson, seconded by Mr. Visintainer, to approve the minutes of the Town Council Regular Meeting of November 12, 2013 as written. Voted (7-0)

Public Remarks

Ann McLaughlin, 85 North Main Street, asked if anything can be done about the old sign near the intersection of Main Street and Route 66 that was originally put up in the 1970's and is out of date.

Presentations

None

Bids & Contracts

Change in Phone Service for Fire Department

In an effort to obtain better internet service at the Barton Hill Fire House and Cobalt Fire House, the Fire Department and Emergency Management Director are requesting the Town sign a new agreement for internet with Comcast rather than AT&T. There will be no cost increase as a result of the change in service and the agreement is for two years.

A motion was made by Mr. Hintz, seconded by Mr. Visintainer, to direct the Town Manager to sign the Comcast Business Class Service Agreement for the Barton Hill Fire House and the Cobalt Fire House. Voted (7-0)

Resolutions/Ordinances/Policies/Proclamations

Consider Amendment to Fire Department Ordinance

A public hearing was held to consider an amendment to the membership section of the Fire Department ordinance to state that a Board of Fire Commission member may be removed for cause.

A motion was made by Mr. Visintainer, seconded by Mr. Pfaffenbach, to approve the changes proposed to the Fire Department Ordinance as written. Voted (7-0)

### Clean Energy Task Force Resolution

The Clean Energy Task Force has requested their membership be changed from 5 members to 7.

A motion was made by Mr. Hintz, seconded by Mr. Reich, to repeal the original Clean Energy Task Force resolution. Voted (7-0)

A motion was made by Mr. Hintz, seconded by Mr. Pfaffenbach, to adopt the revised Clean Energy Task Force Resolution as amended. Voted (7-0)

### Good Samaritan Resolution

Mr. Maniscalco reviewed a Good Samaritan resolution for members of the public that go above and beyond to save their fellow resident's lives. The resolution would create a day annually that will be set aside for East Hampton Good Samaritans. A plaque would be created to hang in Town Hall to recognize the Good Samaritans. This item will be reviewed at the next meeting.

### Continued Business

#### Fire Department Draft Report

The only changes recommended for the Fire Department report were from the Fire Chief. The consultant will prepare the final report.

### Sexton Hill Bridge

Documentation was reviewed regarding the recent request from Mrs. Masters to have the town reacquire Sexton Hill and the bridge. Documents from 1989 indicate that the Masters family requested that the town abandon Sexton Hill Road. It was determined that the road and bridge are in very poor condition and would require significant funds to bring the bridge up to standard.

A motion was made by Mr. Pfaffenbach, seconded by Mr. Visintainer, to not reacquire Sexton Hill Road as a town road. Voted (7-0)

### New Business

#### Budget Policy Statement

Mrs. Moore requested that Mr. Reich and Mrs. Anderson work on the Budget Policy Statement for the upcoming budget season. A draft will be provided for the December 10<sup>th</sup> Council meeting.

### Liaisons to Other Boards

Mrs. Moore announced the following liaisons:

Board of Finance – Mrs. Anderson and Mr. Pfaffenbach

Board of Education – Mrs. Moore and Mr. Hintz

EDC – Mr. Reich

Fire Commission – Mr. Visintainer

Land Use – Mr. Philhower

Conservation-Lake Commission – Mrs. Moore

### Venue for Future Meetings

The Council members were in agreement that the Town Council meetings should be held at Town Hall. If there is a topic on an agenda that is expected to draw a larger than normal amount of residents the meeting would be scheduled for the High School. The meetings will again be videotaped and should be on Comcast after January 1<sup>st</sup>.

A motion was made by Mr. Hintz, seconded by Mrs. Anderson, to hold the Town Council meetings at Town Hall. Voted (7-0)



### Discussion of Policy for Special Revenue Accounts

The Town maintains special revenue accounts as a method to account for revenue from fees or grants. Historically the unrestricted accounts have been used to offset expenditures without having an impact on the taxpayers. The Council members discussed possible procedures for the accounts.

A motion was made by Mr. Reich, seconded by Mr. Hintz, to send the information to the Board of Finance for clarification on procedure and policy. Voted (7-0)

### Date for Workshop on Future Plan for Water in East Hampton

A workshop will be scheduled for Thursday, January 9<sup>th</sup> at 7:00 p.m. at the East Hampton High School Library for future water plans for the town. Invitations will be sent to the town boards and commissions involved with water.

### Appointment of Capital Plan Sub-Committee

Mrs. Moore appointed herself, Mr. Hintz and Mr. Pfaffenbach to the Capital Plan Sub-Committee.

### Moody's Maple Sugar Farm Shed Placement in Town Right of Way

Loren Moody requested permission to be allowed to keep his maple sugar shed in a town right of way. He is currently in the process of getting electric power to the shed but needs an agreement from the Town to allow him to exist in the right of way before CL&P will place the meter on the structure. It was determined that the shed will have minimal impact on the Town.

A motion was made by Mr. Visintainer, seconded by Mr. Philhower, to allow Mr. Moody's maple sugar shed to be located in the town right of way. Voted (7-0)

A motion was made by Mr. Philhower, seconded by Mr. Visintainer to allow the Town Manager to sign the agreement for electric service for the sugar shed. Voted (7-0)

### Town Manager Report

#### Update on Organizational Evaluation

The department heads have met with the consultant for the organizational evaluation. The consultant would like to meet with a couple members of the Council as well. Mr. Hintz and Mr. Reich will meet with the consultant.

### 2014 STEAP Grant Requests

Mr. Maniscalco had requested suggestions from the Council for the 2014 STEAP grant. He did not receive any recommendations from Council members but did receive a request from Joint Facilities to reapply for equipment that was jointly applied for last year with Colchester. The Council members provided some suggestions such as additional town sidewalks, airline trail extension and work on the lake. This will be discussed at the next meeting.

### Other

Mr. Maniscalco met with the Police Chief, the First Selectmen from Portland and Marlborough and their respective law enforcement officials regarding the recent fatal accidents in the towns.

A press release will be prepared regarding parking during snow removal operations.

Board of Finance will hold a special meeting on December 3<sup>rd</sup> regarding hose for the new fire truck.

Mr. Maniscalco reported to the Council that he has appointed himself to the Chatham Health Board. The chief executive from most of the other towns involved with Chatham Health hold a seat on the board. There is one additional opening coming up in March, 2014.

The High School Building Committee will be invited to the January 14<sup>th</sup> Council meeting.

A press release will be prepared announcing the availability of the Annual Report.

### **Town Council Liaison Reports**

Mrs. Moore attended the Board of Education meeting. They elected Ken Barber as the Chairman, Scott Minnick as the Acting Chairman, Chris Goff as the Secretary and Josh Piteo as the Acting Secretary. The vacancy created by Don Coolican being elected to the Board of Finance was filled by the next highest vote getter – Jeff Carlson.

### **Appointments**

#### **Planning & Zoning Commission Alternate**

A motion was made by Mr. Hintz, seconded by Mr. Philhower, to appoint Gary Hall as an alternate to Planning & Zoning with a term through December 31, 2015. Voted (7-0)

#### **Agriculture Commission**

A motion was made by Mr. Hintz, seconded by Mr. Visintainer, to appoint Mary Krogh, Anna Dill, Craig Kaeser and Steven Strong to the Agriculture Commission with three year terms. Voted (7-0)

#### **Building Code Board of Appeals**

A motion was made by Mr. Hintz, seconded by Mr. Philhower, to appoint Rowland Rux to the Building Code Board of Appeals with a 5 year term through December 31, 2018, replacing John Youngs. Voted (7-0)

### **Tax Refunds**

A motion was made by Mr. Hintz, seconded by Mr. Pfaffenbach, to approve tax refunds in the amount of \$110.57. Voted (7-0)

### **Public Remarks**

Hunt Voelker, Chestnut Hill Road, commented on the Airline trail extension and the CL&P right of way.

Joe Carbonell, Meeks Point Road, indicated that he will be sending a report to the Council regarding Lake Pocotopaug.

Scott Bristol, Brownfields Redevelopment Agency, suggested 13 Watrous Street for the STEAP grant.

John Moore, Chairman of the Friends of the Lake, commented on the possibility of the STEAP grant being used for a project involving the lake.

Mary Ann Dostaler, 56 William Drive, asked that the Brownfields Redevelopment Agency be invited to the water workshop. She noted that if sidewalks are extended there would be more sidewalk maintenance for the town. She also noted that in the past the EDC has been charged with the recommendation for the STEAP grant projects.

### **Communications, Correspondence & Announcements**

The Council will sponsor and serve a dinner at the Senior Center on Friday, December 6<sup>th</sup>.

The Turkey Plunge raised over \$33,000 for the East Hampton food bank and over \$9,000 for the Marlborough food bank.



Saturday, November 30<sup>th</sup> is Small Business Saturday.

Senator Linares and Representative Ziobron are holding an Affordable Care Act Forum on December 5<sup>th</sup>.

There is CCM training available on January 25<sup>th</sup> for newly elected local legislators.

**Executive Session**

**Update on Legal Matters**

**CV-13-6009593 Craig Ghagan v East Hampton**

A motion was made by Mr. Hintz, seconded by Mr. Philhower to enter Executive Session at 8:05 p.m. with Town Manager Michael Maniscalco and Attorney James Tallberg invited into the executive session. Voted (7-0)

Executive Session ended at 8:10 p.m.

A motion was made by Mr. Visintainer, seconded by Mr. Hintz, to consent to settle the action entitled Ghagan v. East Hampton, No. CV-13-6009593, per the recommendation of the Town's legal counsel in that action. Voted (7-0).

**Adjournment**

A motion was made by Mr. Hintz, seconded by Mr. Pfaffenbach, to adjourn the meeting at 8:12 p.m.

Respectfully submitted,

Cathy Sirois  
Recording Secretary

Town of East Hampton  
Additional Appropriation / Transfer Request Form  
Fiscal Year 2013-2014

Fund: Capital Reserve Fund (#50)  
Department: Public Safety – Fire Department

Additional Appropriation ☐  
Transfer ☒

*The following additional appropriation / transfer is recommended for board approval.*

<b>Transfer From</b>			
50120000	5990	Contingency	\$ 38,318
<b>TOTAL</b>			

<b>Transfer To</b>			
50220222	5741	Fire Department - Equipment	\$38,318

**Explanation**

The above transfer is being requested by the Fire Department to fund hose, nozzles and fittings for the new triple-pumper fire engine. See attached for detail list. The original funding for the truck was for \$645,000 and excluded the items being requested.

**Source of Funds**

Recommended funding is from the Capital Reserve Fund contingency account. As of 11-26-2013 there is \$66,065 available. The Fire Department is also auctioning two pieces of equipment. The funds from the auction may be used to offset the costs if recommended by the Board of Finance and approved by Town Council.

Other possible funding sources: General fund (contingency), General fund additional appropriation and Public Safety special revenue fund.

**Proposed Resolution**

RESOLVED, that the Board of Finance recommends that \$38,318 be transferred from the Capital Reserve Fund contingency account to the Fire Department Capital Equipment Account to fund equipment (attached) for the fire department triple pumper (Pierce Arrow XT pumper). Further resolved that the Board of Finance recommends that the proceeds from the auction of the two pieces of fire department equipment be deposited into the Capital contingency account to offset the costs.

<b><u>Approved</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Date</u></b>
Board of Finance	X		12-3-2013 (6-0)
Town Council			

State Project No. 41-115  
Federal-Aid Project No. 1041(105)

## RESOLUTION

RESOLVED, that Michael Maniscalco, Town Manager, is hereby authorized to sign the Agreement entitled "Agreement between the State of Connecticut and the Town of East Hampton for the Development of Contract Plans, Specifications and Estimates for Christopher Brook Culvert Replacement under North Main Street utilizing Federal Funds under the Urban Component of the Surface Transportation Program"

ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF EAST HAMPTON,  
CONNECTICUT THIS 10<sup>TH</sup> DAY OF DECEMBER 2013.

Clerk

Seal

Date



## TOWN OF EAST HAMPTON — FISCAL YEAR 2014-2015

### Town Council Budget Policy Statement



#### OBJECTIVE

The objective of this budget policy statement is to provide suggestions and guidance to the Town Manager, Board of Finance, and Board of Education during the creation and implementation of the Town of East Hampton Budget for fiscal year 2014-2015.

#### GENERAL STATEMENT

We ask that when all departments plan their spending requests for the upcoming fiscal year, they always consider the needs of the residents first and foremost.

#### GUIDELINES

The Town Council is providing the following guidelines for the Town Manager, Superintendent of Schools and Town Departments in preparing their budgets for the coming fiscal year.

- Include residents and taxpayers in the budget process as early as possible through numerous communication media outlets such as our Town website, Citizen's Guides and local newspaper publications.
- Create a budget that will work within the available revenues and State funding shortfalls that are expected or anticipated for the next fiscal year, taking into account the current economic conditions.
- The Town Manager and the Board of Education will present their respective budgets at a Town Forum. Their budgets will be detailed and transparent.

#### PRIMARY GOALS

- 1) The Council will continue to support the Town Manager in union negotiation efforts to realize efficiencies and to mitigate cost increases for taxpayers.
- 2) Implement the recommendations of the Town organizational study in a phased manner to maximize service delivery.
- 3) Support investment in the area of new technologies, updates to IT security, and costs associated with procedures for better fiscal and network controls.
- 4) Provide continued support to our Public works department to repair, improve and maintain the Town's roads, sidewalks, trees and infrastructure.

- 5) Support efforts to protect, preserve and improve the condition of Lake Pocotopaug and the Lake Pocotopaug watershed area.
- 6) Ensure that Town social services and programs for seniors are funded to meet identified needs of the community.
- 7) Provide for the continued support of public safety services (i.e. Police/Volunteer Fire Departments) with regards to training and equipment.
- 8) Begin developing a Comprehensive Town Vision with the intent of identifying the community's aspirations for the next decade.
- 9) Adopt and implement a strategic Long-Term Capital Plan and incorporate the plan in fiscal year budgets.
- 10) Allocate such capital expenditures as necessary for the purchase of property for town and or open space use when opportunities arise.
- 11) Commit to mitigating the impact of future debt on our taxpayers by continually replenishing and augmenting our debt sinking fund.
- 12) The fund balance shall not be used to lower the annual mill rate or pay for Town operating expenses.

**Nancy Hasselman, CCMC**  
**Collector of Revenue**  
**Town of East Hampton**

December 13, 2013

To: The East Hampton Town Council

Documentation of tax refunds are available in the tax office for your review if you so desire. The total refunds equal \$3,919.50.

Thank you for your assistance.

*Nancy Hasselman, CCMC*

Nancy Hasselman, CCMC  
Collector of Revenue

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79 • 88	+
13 • 98	+
35 • 42	+
3,757 • 47	+
10 • 00	+
22 • 75	+
3,919 • 50	*

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