

Board of Selectmen
Municipal Office Complex
Meeting Rooms 1/2
April 18, 2018
Regular Meeting Minutes

Selectmen Present: E. Lyman; S. Link; R. Smith

Also Present: B. Auld; E. Blaschik; C. Brownell; S. Daigle; C. Dill; D. Dill; E. Dill; J. Dill; K. Dill; R. Dill; C. Gelston; T. Gelston; G. Guidi; K. Guidi; J. Moreau; R. Morsch; R. Rose; S. Wheeler; L. Zemienieski, and other members of the public

1. First Selectman Lyman called the Board of Selectmen's meeting to order at 7:00 p.m. and the attendees said the Pledge of Allegiance.
2. Approval of Agenda: Mr. Lyman noted the following correction to the Agenda: Item 8D, change "Grange Hall" to "Rathbun Library".

Motion made by Mr. Lyman, seconded by Mr. Smith, to approve the agenda as amended.
Unanimous aye.

3. Approval of Minutes: Regular Meeting of April 4, 2018 and Special Meeting of April 10, 2018

Ms. Link noted that the April 4th meeting minutes should indicate it as a regular meeting rather than a special meeting.

Motion made by Mr. Lyman, seconded by Mr. Smith, to approve the minutes of the Regular Meeting of April 4, 2018 as amended. Unanimous aye.

Motion made by Mr. Lyman, seconded by Ms. Link, to approve the minutes of the Special Meeting of April 10, 2018 as written. Unanimous aye.

4. Correspondence: No correspondence was discussed at the meeting.
5. First Selectmen's Report

- A. Transfer Station Committee Final Report – Robert Morsch, Chairman: Mr. Lyman called the Selectmen's attention to a copy of the Transfer Station Committee's final report in their meeting packets. Mr. Morsch provided copies of his report for the public and read his report in its entirety. A copy of the report is attached to and made a part of these minutes.

Mr. Lyman stated he would make an exception to the regular format of the Selectmen's meeting and the public could now ask questions or make comments about the Transfer Station Committee's report and recommendations. The following comments were discussed:

- In response to questions raised by Ms. K. Dill, Mr. Morsch explained the difference between resident and commercial trash and noted that 40% of the waste dumped at the Transfer Station comes in from the commercial haulers. He also explained what a "tipping fee" is.

- Ms. J. Dill expressed her skepticism about the Town implementing any of the committee's recommendations since it had not done so with any of the previous committees' proposals. In response to her comments regarding the Board of Education's budget, Mr. Lyman pointed out that the Selectmen do not have any control over that portion of the Town's budget.
- Mr. R. Dill stated that he feels strongly that public education about recycling is a critical first step in reducing the budget for the Transfer Station.
- Mr. Gelston supported the need for citizens to do more recycling and, as a safety precaution, suggested a conveyor-belt type system to move trash bags into the compactor. In response to a question from Mr. Gelston, Mr. Morsch reviewed Essex's system for accepting trash at its transfer station and Mr. Lyman confirmed that the Town would schedule Public Hearings before implementing any of the committee's recommendations.
- Mr. C. Dill stated that he had resided in Portland for many years and found its bag-system to be very un-user friendly. He supported the need to tightly monitor the use of East Haddam's Transfer Station to prevent non-residents from dumping there.
- Ms. K. Dill encouraged an ordinance that would mandate residents transport their bulky waste in closed receptacles.
- Ms. Gelston emphasized that many citizens believe the Transfer Station is "free"; however, she noted that the cost to run the facility is passed through to the public in the form of taxes.

B. Responses to Previous Meeting Questions: Mr. Lyman provided the following information:

- He thanked Mr. R. Dill for bringing a conflicting ordinance to his attention and he has informed the Town Clerk of same.
- He had inspected the site on the Harris Property where Ms. Dickinson stated the public was dumping unclean fill. He reported that he did not find any unclean fill at the site and Mr. Smith stated he had also visited the site and only found clean fill there.
- He confirmed that there is a problem with the slope of a portion of the sidewalk at the new Municipal Office Complex and advised that it was a contractor error and it would be repaired by the contractor at no cost to the Town.
- He confirmed that the Town history and Vietnam signs will be relocated to the new Municipal Office Complex and noted that the Historic District Commission will weigh-in on the project.
- He stated that Fuss & O'Neil had tested for mold in the new Municipal Office Complex and the Town is waiting for the results; however, he does not anticipate there being any problems.

6. Citizen's Concerns: The following citizens' concerns were brought up at the meeting:

- Mr. Dill expressed concern that Public Works appears to be widening Beebe Road and stated that he had brought it to the attention of the Land Use Director.
- In response to questions raised by Mr. Gelston, Mr. Lyman confirmed that the Transfer Station Committee's final report would be made a part of this meeting's minutes and posted on-line and that they have not yet gotten confirmation from the IT manager that the building's audio-visual system is bug-free, however, he noted that a YouTube account has been set-up to post the meetings on. Mr. Gelson expressed concern that the main entry door to the Municipal Office Complex does not have an automatic opening feature in compliance with ADA requirements.

7. Unfinished Business

- A. Horizontal Curve Safety Project Update: Mr. Lyman had no additional update regarding this project. Mr. Smith noted that a 12/26/2017 email indicated that it would be okay for the Town to made adjustments to the posted signs once the semi-final inspection had been done. Mr. Smith noted that he believed the semi-final inspection had been completed.

8. New Business

- A. Fire Boat Bid Discussion: Mr. Lyman called the Selectmen's attention to the copies of the bid proposals received for the Town's fire rescue boat in their meeting packets. He noted that only one company submitted a bid and the Town's purchasing ordinance requires at least two competitive bids. In such a situation, he advised that the ordinance gives the Selectmen the option to void the bid and direct the appropriate department head to identify and negotiate with the sole bidder and at least one other qualified company.

Fire Chief Auld reported that the bid that was received was for a larger boat than what the Town specified. He stated that the Fire Department has identified a supplier that can provide an appropriate boat within the price range projected by the Town.

Motion made by Mr. Lyman, seconded by Ms. Link, to void the bid for the Fire Rescue Boat and authorize the Fire Chief to negotiate with the sole bidder and at least one other qualified company for the best price and product for the Town of East Haddam. Such negotiated purchase or contract must be approved by the Board of Selectmen before being placed into effect.
Unanimous aye.

- B. Fair Housing Resolution: Mr. Lyman explained that a fair housing policy must be in place, and updated every year, in order for the Town to participate in any Small Cities grants. He stated that the Board of Selectmen need to adopt a resolution for fair housing each year. He advised that the Town is currently the recipient of two Small Cities grants on behalf of the East Haddam Senior Housing Corporation and the Oak Grove Senior Housing Complex renovations. Mr. Lyman called the Selectmen's attention to, and read, a copy of the Town's Fair Housing Resolution in their meeting packets.

Motion made by Mr. Lyman, seconded by Ms. Smith, to adopt the fair housing resolution as presented. Unanimous aye. A copy of the resolution is attached to these minutes.

- C. Gift Acceptance – Consumer Reports: Mr. Lyman called the Selectmen's attention to a letter in their meeting packets, dated April 2, 2018, from Jennifer Stockburger, Director, Auto Operations, Consumer Reports, advising of a donation to the Town. He explained that Consumers Union has

made a monetary gift totaling \$25,000.00 on behalf of the Board of Education to be used for the Middle School playground expansion.

Motion made by Mr. Lyman, seconded by Mr. Smith, to accept a gift from Consumer Reports, Inc. on behalf of the Board of Education, in the amount of \$25,000.00 for the Middle School Playground Expansion. Unanimous aye.

Mr. Lyman advised that he expected the Board of Education will send a thank you letter to Consumer Reports.

In response to a question from Mr. Smith, Mr. Lyman stated that Consumer Reports is a non-profit and he does not know what their property taxes would be if they were a for-profit organization.

- D. Beer and Wine Request – Rathbun Library: Mr. Lyman called the Selectmen’s attention to a copy of an email in their meeting packets from Michael Gilroy, dated April 11, 2018. He advised that the Art League is hosting five events over the next few months where they would like to serve beer and wine.

Motion made by Mr. Lyman, seconded by Ms. Link, to approve beer and wine service at the Rathbun Library for an Art League Art Show Reception on April 20, 2018, a Volunteer Reception/Art League Meeting on June 6, 2018, an Art Show Setup on September 5, 2018, an Art Show Reception on September 14, 2018, and an Art Show Takedown on November 7, 2018. Unanimous aye.

- E. Board/Commission/Committee Changes: There were no Board/Commission/Committee changes discussed at the meeting.
- F. Tax Refunds: Mr. Lyman called the Selectmen’s to three tax refunds.

Motion made by Mr. Lyman, seconded by Mr. Smith, to award tax refunds in the amounts presented:

- \$297.66 to Vault Trust (Ally Bank);
- \$287.78 to David Merrick, and
- \$113.89 to Penny Markham.

Unanimous aye.

9. Public Comment: The following comments were discussed at the meeting:

- Ms. J. Dill stated that, if there are any savings recognized from implementing any of the Transfer Station Committee recommendations, she would like to see taxes reduced by a reciprocal amount.
- In response to a question raised by Mr. Gelston, Fire Chief Auld confirmed that the top price he is authorized to spend for a fire rescue boat is \$65,000.00.

10. Selectmen’s Discussion

- A. Budget Town Meeting – Town Meeting Hall (April 24, 2018): Mr. Lyman reminded the Selectmen and the public that a Town Meeting to discuss the budget is scheduled for 8:00 p.m. on April 24th at the Old Town Hall.

In response to a query from Mr. Lyman, Ms. Link and Mr. Smith stated they would like more information on the requirements for establishing a Review/Appeals Board for fines and fees, including input from the Town's attorney.

Ms. Link emphasized that it will be important to continue their discussions on, and implementation of, some of the recommendations in the Transfer Station Committee's final report. Mr. Smith agreed and stated that outlining an educational component on recycling would be a good first step.

In response to a question from Mr. Smith, Mr. Lyman advised that Public Works would be responsible for managing the adjustments to the recently installed horizontal signs. He stated that he wants to get written authorization from the state that the signs have been turned over to the Town and Mr. Smith expressed frustration with the delays in moving this project forward.

In response to a question from Mr. Smith, Ms. Zemienski advised that she had spoken with the Facilities Director about the Library's request to host a bike rodeo on the Municipal Office Complex site and he had confirmed that the event could be held there. She stated that she would inform Ms. Rozniak of her discussion with the Facilities Director.

11. Adjournment: There being no additional regular business to discuss, a motion was made by Mr. Lyman, seconded by Ms. Link, to adjourn the meeting at 8:45 p.m. Unanimous aye.

Recorded

Respectfully submitted,
Susan Link, Secretary

To: East Haddam Selectmen
First Selectman, Emmett Lyman
Selectman, Rob Smith
Selectman, Sue Link

From: Transfer Station Committee
Robert C. Morsch, Chairman

April 5, 2018

Selectmen:

You passed a motion on August 16, 2017 calling for the creation of a Transfer Station Committee (TSC). The committee would have five regular members, and two alternate members. Interviews were held with town residents who volunteered to serve on the committee. The purpose of the committee was to “study ways in which solid waste operating practices in the Town of East Haddam can be improved at the Town transfer station”. Personnel decisions were made and on January 18th the committee met. At our first meeting, First Selectman Lyman appointed Robert Morsch to chair the Committee. The Transfer Station Committee has since held meetings twice monthly at town facilities and visited transfer stations in Haddam, Essex, Portland and East Haddam. The committee has no authority and functions solely to make recommendations to the Board of Selectmen.

The purpose of this report is to provide our findings and make recommendations.

A study was conducted of all transfer stations within Middlesex County. A table was created that compared all town transfer stations by population; whether carters were permitted; whether there was mandatory garbage pick-up; permit fees; bag fees and other fees. A copy of the same is included and is part of this document. Also attached are copies of the budget versus actual expenditures for transfer stations in East Haddam, Essex, and Portland. They also are part of this document. An examination and review of the revenue and expenses associated with the bulky waste area of the transfer station was conducted. The data provided is illustrated in the attached spreadsheet.

Included also are the agenda and minutes for all of our meetings, along with a copy of the interim (60 day) report. This is the report that was presented to the Selectmen at a Board of Selectmen’s meeting on March 24. Also provided is a list of motions passed by the committee. Again, these motions exclusively dealt with making recommendations to the Selectmen. You will note that the most significant motion discussed later in this report contains a number of items. The committee voted unanimously that the Selectmen adopt all of the recommendations as a group.

Many of these documents, along with the DEEP announced intention of moving towards a goal of achieving 60% recycling by 2024, played a significant role during our deliberations, conclusions, and recommendations. (See Public Act 14-94.)

East Haddam currently recycles 21.7% of total household waste, well -below the norm and what is possible. It is our belief that eventually DEEP’s goal will become increasingly important. (Please review Projected Impact of SMART on East Haddam, CT – DEEP January 2018, for the reasons this is likely.) This, along with the belief by DEEP that tipping fees (the fee to get rid of non-recyclables) will move

from \$60.00 per ton to over \$100.00 per ton provides ample motivation to control costs now rather than waiting for our transfer station costs to explode.

The First Selectman informed me that the Board of Finance expected to receive revenue from the operation of the transfer station. While this is a reasonable request, and is standard throughout most of Connecticut, raising revenue through a simple fee-based sticker system does nothing to increase recycling, nor does it reduce operation costs.

The fundamental focus of the committee has been to meet the revenue requirement in a way that motivates residents to increase recycling, while at the same time reducing the total tax burden residents of East Haddam pay for the operation and use of the transfer station.

To do so requires the town to create a new policy that funds the transfer station in a different way. Residents who use the transfer station will no longer exclusively pay for the transfer station through ever increasing mill rates. Rather, we will be empowered to limit and reduce our costs by increasing our recycling.

We pay when we dispose of non-recyclables and save by paying nothing when we recycle. The increase in recycling associated with the adoption of a "Pay as you Throw" plan has two significant financial benefits. The data shows that in towns where the plan is implemented, recycling increases to 40%-50% of total town waste. This has a substantial impact on cost by decreasing tipping fees for non-recyclables while simultaneously increasing revenue received for recyclables (we receive \$5.00/ton for recyclables). This has been done in Portland and the savings have been dramatic for their residents. Portland is a nearby town and is similar in size to us (population East Haddam 9,100; Portland 9,500).

Using Portland's budget for 2017/18, residents will pay \$164,835 to operate their transfer station through their real estate taxes, \$60,500 for town supplied garbage bags, and \$27,000 for use permits. This total is \$252,335. Dividing the total paid by residents by their 9,500 population equals a cost per resident of \$26.56 to operate the Portland Transfer Station.

East Haddam's proposed budget for 2018/19 is \$615,673. Public Works budgeted \$40,000 in revenue from all transfer station related sources, leaving \$575,673 to be paid for by the taxpaying public. With 9,100 residents, the cost per taxpayer is \$63.26. Why we pay \$63.26 per person for our transfer station and Portland pays \$26.56 per person should be alarming to all East Haddam taxpayers.

The reasons for the \$363,338 cost differential are numerous. Under a town-based bag program, carters do not use the transfer station and commercial trash is not accepted. In addition, tighter monitoring to ensure only East Haddam residents have access to our transfer station and taking measures to control the bulky waste area will have a positive impact. These measures will reduce the total amount of all types of trash, thus reducing our costs dramatically. (Commercial trash was not accepted by any of the transfer stations surveyed.) In addition, the data shows that residential hauler's business will increase when a town-bag based program is implemented. As an example, Portland haulers collect minimally 50% of their residential trash compared to East Haddam's 25%-30%. This increase will further reduce the transfer station's variable cost of operation (tipping fees & transportation costs).

While moving to a town-based bag or "Pay as you Throw" program represents a significant change for us, times require we look towards the future. Our town is one of the last two towns in Connecticut that

allows private carters to use their transfer station. Durham and Middlefield have now announced they are ending this practice effective 6/30/18.

We have two local companies that serve about 25% of the community providing trash pick-up services. The committee is made up of a broad spectrum of East Haddam residents including one of our local carters as a regular voting member of the Transfer Station Committee. Please be mindful that our comprehensive recommendation, discussed later, was passed unanimously. This occurred because all the committee members understood that our recommendations were in the best interest of the taxpayer, our local haulers, as well as our environment.

To provide a balanced comparison, the committee visited a transfer station without a bag program, the Essex Transfer Station. This station does not allow commercial haulers and allows for a choice of a sticker or a punch card based system to use the facilities. (Yearly stickers cost \$125/yr. or an optional punch card may be purchased for \$25 covering 10 resident supplied bags for non-recyclables. There are discounts for seniors.)

Essex's actual yearly budget (2016/2017) was \$252,225. Direct revenues associated with the operation of the transfer station were \$122,070. The net cost to operate the transfer station was thus \$130,155. Dividing this cost by the number of residents in Essex (6,700) yields a cost per resident of \$19.26/yr.

Essex's cost was the lowest cost of the three transfer stations measured, however, it was also noted that it was the smallest in size and town population. The Essex Transfer Station manager, who is also a member of our committee, plans to haul their own trash in the future as is mentioned below. This action will further lower Essex's cost per resident.

As part of East Haddam's recommended cost reduction program, we suggest that the town purchases a truck and an appropriate number of containers. Portland hauls their trash. Should we do the same, our savings should be approximately \$108,000 per year considering lower MSW and recycling volumes and the elimination of transportation expense. The investment has a payback period of two years. This should be an easy business decision. We would also suggest replacing all rented containers eventually with town-owned containers. There should be a determination identifying the number of containers required as soon as possible.

It will also be necessary to change the way we access the upper level of the transfer station. We recommend a gate guiding all vehicles over the scale. In short, no one goes to the upper level without speaking with a transfer station employee. This will ensure that the town is being paid per the fee schedule when bulky waste is being deposited. It is critical only our residents have access to the upper level. The justification for a gate can be found in the "East Haddam Transfer Station Bulky Waste Analysis". A review of this analysis shows the savings associated with implementing the required controls and other changes will make this area at least break even. The savings will exceed \$50,000 per year.

Given that the cost structure of our Transfer station is two to three times that of the other transfer stations we studied, it is not feasible to consider regionalization. If our costs become similar to other area transfer stations this could be reviewed at that time. It is, however, difficult to see how this would be a viable option, given the increased resident travel required and the lack of any substantial economies of scale.

We are also recommending the use of a mandatory no-cost sticker system. The system must include proof of residency as well as the license plate of the car. Without a license plate component, out-of-town residents and businesses will have continued unfettered access to our transfer station. NO sticker /NO Access. We suggest a lengthy grace period, but eventually it must be enforced.

Safety - We approved a motion to recommend the back of the MSW Compactor be closed to the public. It is dangerous for people to stand on the back of a pickup truck 25 feet above a motorized compactor. I recently learned there was an accident years ago resulting in a broken back, with the town settling the eventual litigation. In spite of a recommended change and subsequent implementation of a plan to limit access to this area, the policy was reversed due to complaints from those wanting to maintain the status quo. I believe that continuous improvement is a far better philosophy, and in this case safer, than maintaining the status quo.

I reviewed the Connecticut Municipal Leaders Manual, which clearly states the Board of Selectmen “makes policy decisions” (Part 5-2, Section C). Should the Selectmen wish to implement this recommendation, it is their exclusive right under the General Statutes to do so.

We also approved a motion to recommend an ordinance creating a review board, such that East Haddam is able to collect fines that would otherwise go to the State government. This is best handled by a town attorney.

On March 12, 2018 we unanimously approved a comprehensive motion to recommend the following be adopted as a group.

- 1) Implementation of the previously recommended town bag plan. Bag cost and details to be determined by the Selectmen.
- 2) There will be no commercial MSW (Municipal Solid Waste) and recyclables brought to the Transfer Station.
- 3) Haulers (carters) will no longer have access to the East Haddam transfer station.
- 4) Contractors will be allowed to dispose of bulky waste generated by an East Haddam residence
with proof that the waste came from an East Haddam residence.
- 5) Residents will continue to bring bulky waste to the transfer station at the rate set by the Selectmen.
- 6) The rate to dispose of bulky waste will be changed to \$140.00/ton.

The acceptance of this recommendation, along with the other suggested changes, will set the Transfer Station on a stronger financial path, decreasing the taxes our residents pay for the Transfer Station by nearly 50%. If implemented, our taxpayers’ yearly cost to operate the East Haddam Transfer Station will decrease as follows:

1. Tipping fee reduction from haulers	\$ 86,291
2. Tipping fee reduction from increased recycling	\$ 30,884
3. Increase in recycling revenue	\$ 498
4. Gross Savings from self-hauling (not including cost of diesel fuel, maintenance)	\$ 108,000

5. Savings from capturing revenue from Bulky Waste to break even (Assumes 86% pays and 14% go free)	\$ 52,339
6. Increase in Bulky Waste revenue from rate increase	\$ 28,968
Total cost savings and adjustments lowering taxpayer cost	<u>\$ 306,980</u>

There is an incremental variable revenue component borne by the resident transfer station user, the cost of the bags. Setting the bag cost is beyond the scope of this committee; however, the First Selectman has stated that he wished the bag prices to be as low as possible. Portland uses three different size bags that cost one, four, and five dollars each. The total cost to all residents for a year was \$60,500. Keeping the cost of the small bags to a dollar, and the other sizes to two to four dollars, our bag cost will be considerably less than Portland's.

Without making any cuts in services, and including the cost of bags, our recommendations will reduce our taxpayer cost by \$265,000-\$275,000 per year. This will allow for an almost 50% cut in taxpayer provided funds (budget) to operate our transfer station. This will in turn reduce our per person cost from \$63.26 to \$32.97. When asked, the Board of Finance Chairman said "the savings of this plan was equivalent to one percent (1%) of East Haddam's total budget." Implementing these changes will make a substantial contribution in reducing government costs in our town.

There are a few technical reasons why we were unable to reach Portland's current numbers. One is an accounting difference dealing with the allocation of fringe benefits and the other deals with personnel. We have three people working at our transfer station and they have two. We agree that it is unsafe policy to leave a single East Haddam employee alone on a regular basis. We are making no recommendations to cut staffing. I have also not included the potential savings associated with the expected increase in East Haddam waste being handled by haulers.

During the last ten years, past Selectmen have formed two other committees to make recommendations concerning the East Haddam Transfer Station. None of the recommendations were implemented.

Our Committee is making recommendations that, if accepted, will have a far-reaching impact in terms of cost reduction, control, and efficiency. Perhaps, most importantly, we will take a leadership position with East Haddam's focus on recycling while we use less of our tax dollars.

While the direction and philosophy of the committee has been totally resident centric, we have taken an all-inclusive approach during our deliberations. As a result, we believe that our recommendations can be viewed as a win-win opportunity for those with different mindsets. The challenge going forward is that we are able to share with you and our fellow residents the concept that there are times when change can benefit us all in many different ways.

On behalf of the Transfer Station Committee, I hope you, our Selectmen, and the East Haddam community, choose to implement the recommendations contained in this document. These changes will dramatically reduce and control the costs for the operation of the transfer station. Taxpayer contribution to operate the facility will decrease by nearly 50%; our policies will be consistent with our neighboring towns and East Haddam will become an environmental leader in solid waste management.

From all of us, we thank the Board of Selectmen and the people of East Haddam for the opportunity to serve you.

Robert Bennett

Mike Birner

Vincent Ceceri

Gregory Egnaczyk

James Jansky, Jr.

Bob Morsch, Chairman

**FAIR HOUSING RESOLUTION
TOWN OF EAST HADDAM**

- Whereas, All persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and
- Whereas, Federal Fair Housing laws require that all individuals, regardless of race, color, religion, sex, handicap, familial status or national origin, be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and
- Whereas, Connecticut Fair Housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation, or gender identity or expression be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and
- Whereas, The Town of East Haddam is committed to upholding these laws, and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice.

NOW THEREFORE, BE IT RESOLVED, That the Town of East Haddam hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by state and federal law; and

BE IT FURTHER RESOLVED, That the chief executive officer of the Town of East Haddam or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practice in the Town of East Haddam and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the CT Fair Housing Center, legal services, or other fair housing organizations to protect his or her right to equal housing opportunities.

Adopted by the **Town of East Haddam** Board of Selectmen on April 18, 2018