

NATIONAL SENIOR CENTER MONTH

WHEREAS, older Americans are significant members of our society, investing their wisdom and experience to help enrich and better the lives of younger generations; and

WHEREAS, the East Hampton Senior Center has acted as a catalyst for mobilizing the creativity, energy, vitality and commitment of the older residents of East Hampton, Connecticut; and

WHEREAS, through the wide array of services, program and activities, senior centers empower older citizens of East Hampton, CT to contribute to their own health and well-being and the health and well-being of their fellow citizens of all ages; and

WHEREAS, the East Hampton Senior Center affirms the dignity, self-worth and independence of older persons by facilitating their decisions and actions; tapping their experience, skills and knowledge; and enabling their continued contributions to the community;

*NOW, THEREFORE, WE THE EAST HAMPTON TOWN COUNCIL, on behalf of the citizens of East Hampton, do hereby proclaim **September 2015** as **National Senior Center Month**, and call upon all citizens to recognize the special contributions of the senior center participants and the special efforts of the staff and volunteers who work every day to enhance the well-being of the older citizens of our community.*

EAST HAMPTON TOWN COUNCIL

Barbara Moore, Chairperson

Kevin Reich, Vice Chairman

Patience Anderson

Ted Hantz, Jr.

George Pfaffenbach

Mark Philhower

Philip Visintainer

Dated this 11th day of August, 2015

Town of East Hampton

Building Code and Enforcement Official

The Building Code and Enforcement Official protects the safety and health of citizens by ensuring that buildings and land are in accordance with housing, building and other ordinances. This position is responsible for town-wide code inspection and compliance. Work involves interpretation and application of the state building codes

General Description

The Building Code and Enforcement Official inspects and investigates properties and buildings in an effort to determine the nature of environmental or health hazards, nuisance violations and unsafe building conditions. The Building Code and Enforcement Official issues permits or citations in accordance with regulations. In addition, they must understand and comply with state and federal regulations on land usage, zoning, business permits and building access.

Supervision Received

The Building Code and Enforcement Official reports to and works under the general direction of the Town Manager.

Nature of Work

Responsible for town-wide code inspection and compliance work, and assisting the administrator of the Building Department. Work involves interpretation and application of the state building codes. Works under the general direction of the Town Manager. Works under the general direction of Administrator of Planning, Zoning & Building.

Supervision Exercised

Supervises assigned staff.

Examples of Work Essential Duties and Responsibilities

- Code Enforcement
- Receives, reviews, issues permits for building and construction industry
- Compliance reviews per codes for proposed building construction/renovation
- Inspection of new construction, renovations/alterations of buildings for code and legal compliance with approved plans.
- Investigates and takes action on violations of codes, zoning laws, hazardous structures, blight and takes action to abate same.
- Plan reviews and compliance determinations concerning proposed construction activities.

General

- Makes test of building materials and equipment as required
- Makes recommendations for corrective action to abate violations
- Provides technical direction to other town departments in matters relating to the responsibility of the office
- Maintains records and reports of activities
- Answers inquires, gives guidance and investigates complaints relating to areas of jurisdiction
- Prepares various reports pertaining to areas of jurisdiction.
- Performs Fire Marshal duties as needed.

- Attends public meetings as required.
- Performs all other duties as Building Code & Enforcement Official staff assistant to the Town Manager.
- Performs related work as required

Nonessential Duties

Assists Town staff in other related municipal projects. Works in conjunction with the land use boards and commissions.

Desirable Knowledge, Skills and Abilities

- Thorough knowledge of methods of building construction, plumbing, electrical and mechanical systems and troubleshooting malfunctions or causing same to be analyzed.
- Considerable ability to interpret state and local codes, regulation and ordinances including, but not limited to B.O.C.A., A.D.A. Zoning, etc.
- Ability to interpret blueprints, drawings and specifications.
- Ability to inspect projects and installations in various states of progress and to evaluation material and workmanship for compliance with codes, laws and regulations and quality in workmanship.
- Ability to deal effectively with associates, subordinates, the general public and others contacted in the work, as well as supervise
- Ability to supervise staff.
- Ability in written and oral expression.
- Ability to maintain records.

Desirable Experience and Training Preferred Qualifications

Extensive experience in building construction, including site preparations, mechanical systems, or inspector or designer of building and construction; or an equivalent combination of above experience and training including the specialized experience mentioned above. Must be licensed as a Building Official by the State of Connecticut within 1 year of appointment. Fire Marshal certification required.—Must hold a valid Connecticut's driver's license.

Special Requirements

- Excellent organizational skills.
- Team player and motivator.
- Ability to interact successfully with staff, Town Officials, volunteers and the public.
- Computer literacy required.
- Must possess and maintain a valid Connecticut driver's license and good driving record.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to traverse rough terrain during site and construction inspections. Must take protective measures when on construction sites and occasional exposure to extreme weather conditions. The employee may work in outside weather conditions. The Employee is occasionally exposed to wet and/or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office and moderate to loud in the field. Must be able to concentrate on fine detail with some interruption. Frequent driving.

General Guidelines

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Town of East Hampton

PLANNING AND ZONING ADMINISTRATOR OFFICIAL

The Planning and Zoning Official is the local government official responsible for administering and enforcing the zoning code and land development regulations, including the issuance of zoning permits. The Planning and Zoning Official frequently has to interpret provisions of the code as they apply to many specific situations.

General Description Nature of Work

As head of ~~the Planning Department~~, responsible for the coordination of land use activities in Town, including, but not limited to: working with the Town Manager, Planning and Zoning Commission, Inland/Wetlands-Conservation Commission, Economic Development Commission, Zoning Board of Appeals, Water and Sewer Commission, Housing Authority, Park and Recreation Commission and other land use boards, commissions and agencies as necessary. Attend agency meetings as required. Coordinate planning activities among building, health, public works, public safety, and school departments. Coordinate and provide guidance on local, regional, state and federal policies where possible. Works under the general direction of the **Town Manager**, and in matters of staff assistance works with the Planning and Zoning Commission and other land use boards as needed. Shall be responsible for monitoring compliance with land use laws/ordinances, subdivision regulations and zoning regulations. Works ~~aswith~~ the zoning enforcement/wetlands officer(s) in providing information and technical assistance guidance.

Supervision Received

The Planning and Zoning Official reports to and works under the general direction of the Town Manager.

Supervision Exercised

Supervises assigned staff.

Essential Duties and Responsibilities Examples of Work

- Receives and reviews subdivision/zoning applications, wetlands applications and all other planning and zoning commission applications and evaluates site plans.
- Refers plans to other officials for comment as required, consults with Town Engineer, public works and state agencies as necessary.
- Provides technical assistance to the Town Manager, including research, grant application assistance, and other duties as required.
- Attends regularly scheduled meetings of the Planning and Zoning Commission and Inland/Wetlands-Conservation Commissions as staff assistant.
- May attend other board/commission/agency meetings as required.
- Recommends specific revisions and updates of Plan of Development
- Promotes open space/conservation/and balance planning issues in Town.
- Enforces both land use and inland wetland regulations.
- Investigates complaints and issues enforcement of regulation violations.
- Performs all other duties as a land use **staff assistant to** the Town Manager.
- Performs related work as required.

Nonessential Duties

Assists Town staff in other related municipal projects. Works in conjunction with the land use boards and commissions.

Knowledge, Skills and Abilities Desirable Training and Experience

- Thorough knowledge of land use planning and those issues confronting a growing rural/suburban community.

- Considerable ability to interpret state and local regulations, laws, and ordinances.
- Ability to interpret plans and specifications and work with engineers, surveyors and other land use/development professionals.
- Ability to monitor and evaluate projects, sites and development proposals to ensure that the interests of the Town are safeguarded.
- Strong writing and oral expression abilities.
- Ability to deal effectively with associates, subordinates, the general public and others contacted in performance of duties.
- Excellent organizational and coordination skills.

Preferred Qualifications Desirable Training and Experience

Master's degree in planning and minimum one-year experience in a similar position preferred. Supervisory experience and proven experience in budget preparation required. Other combinations of education and experience may be considered.

Special Requirements

- Excellent organizational skills.
- Team player and motivator.
- Ability to interact successfully with staff, Town Officials, volunteers and the public.
- Computer literacy required.
- Must possess and maintain a valid Connecticut driver's license and good driving record.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in office settings and outdoor work is required in the inspection of various land use developments and construction sites. Some evening and weekend work will be required. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job the employee is frequently required to talk; sit; use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is required to stand and walk on uneven ground and through wooded and bushy areas and constructions sites. The employee is required to climb or balance; stoop; kneel, crouch or crawl and smell. Must be able to speak and hear clearly. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to traverse rough terrain during site and construction inspections. Must take protective measures when on construction sites and occasional exposure to extreme weather conditions. The employee may work in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office and moderate to loud in the field. Must be able to concentrate on fine detail with some interruption. Frequent driving.

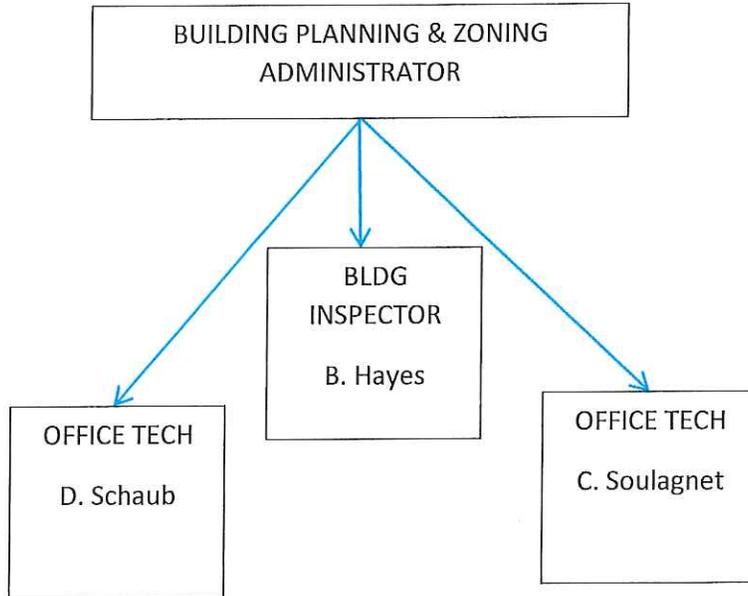
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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

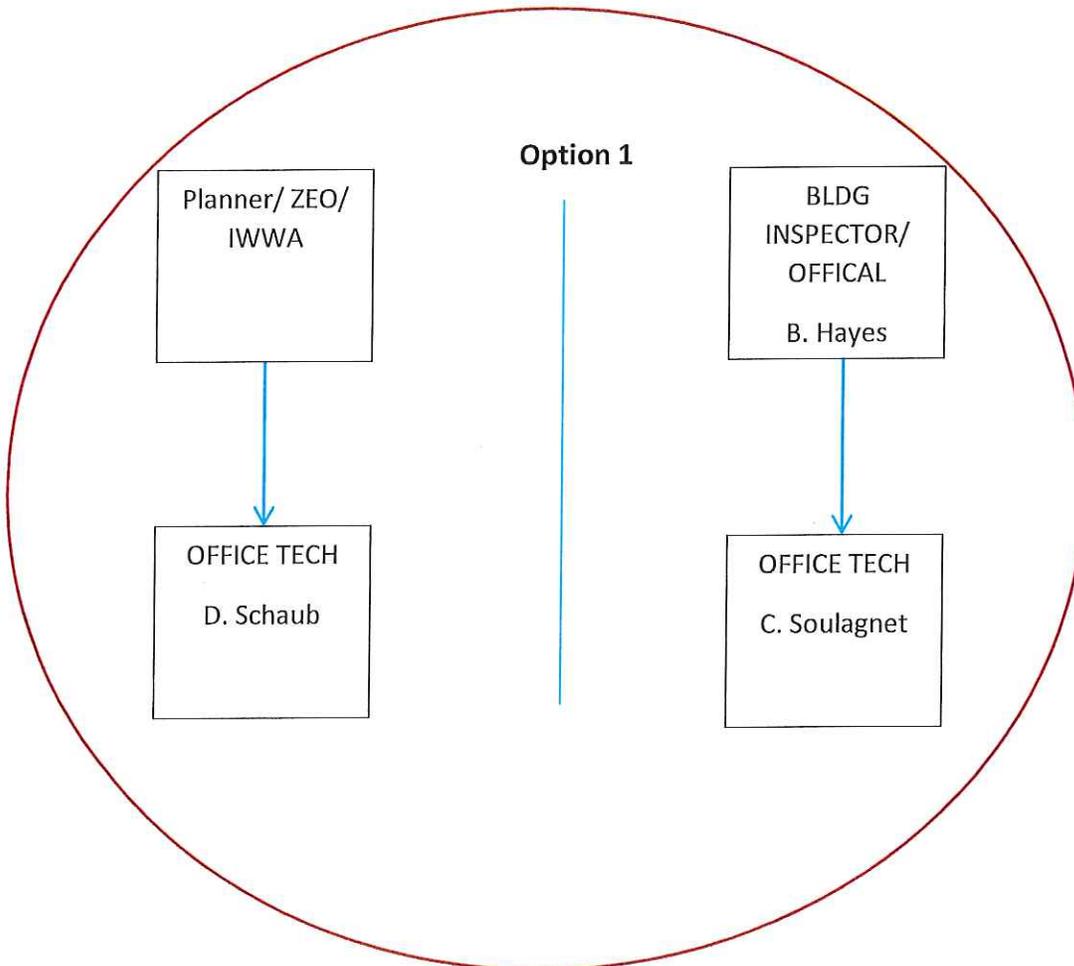
Department Organizational Recommendations

Current Department Structure



Option 1

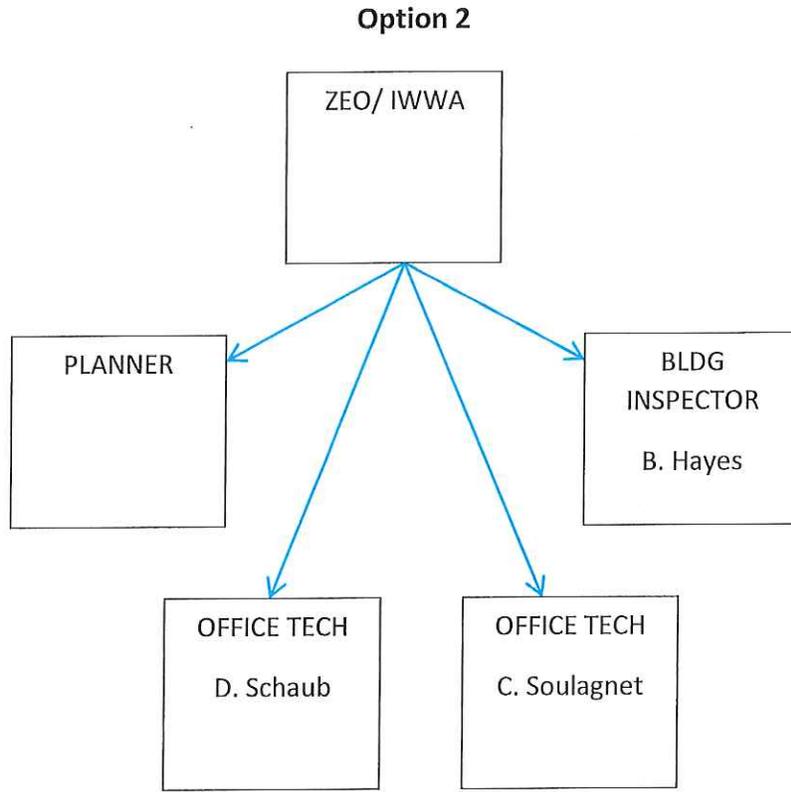
OPTION 1
Divides the functions of the department and makes two positions that supervise OFFICE TECH.



Recommended
Option

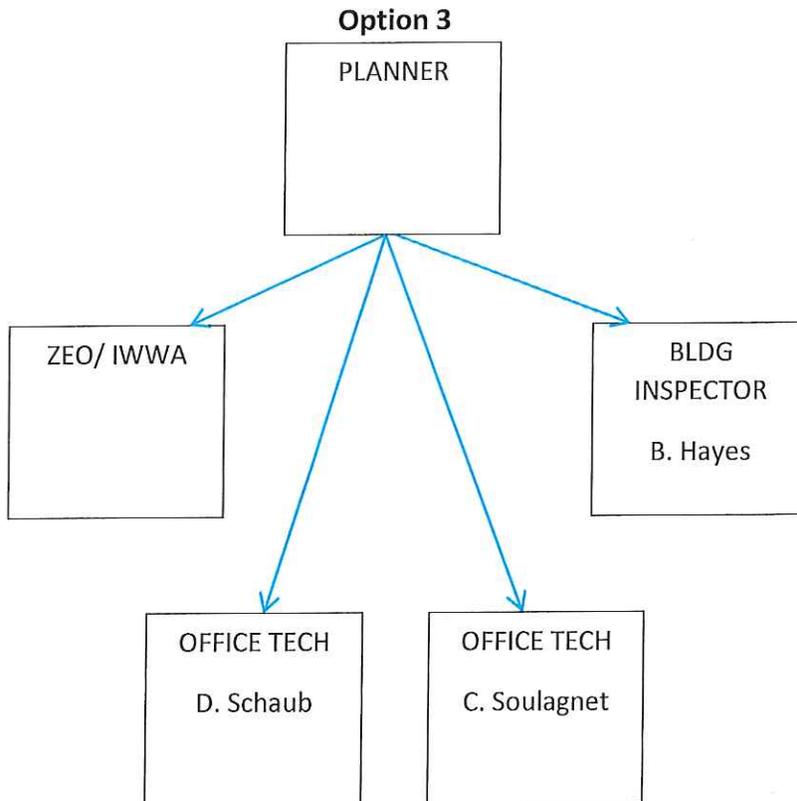
OPTION 2

Breaks responsibilities of current position into two positions with the ZEO in the supervisory capacity.



OPTION 3

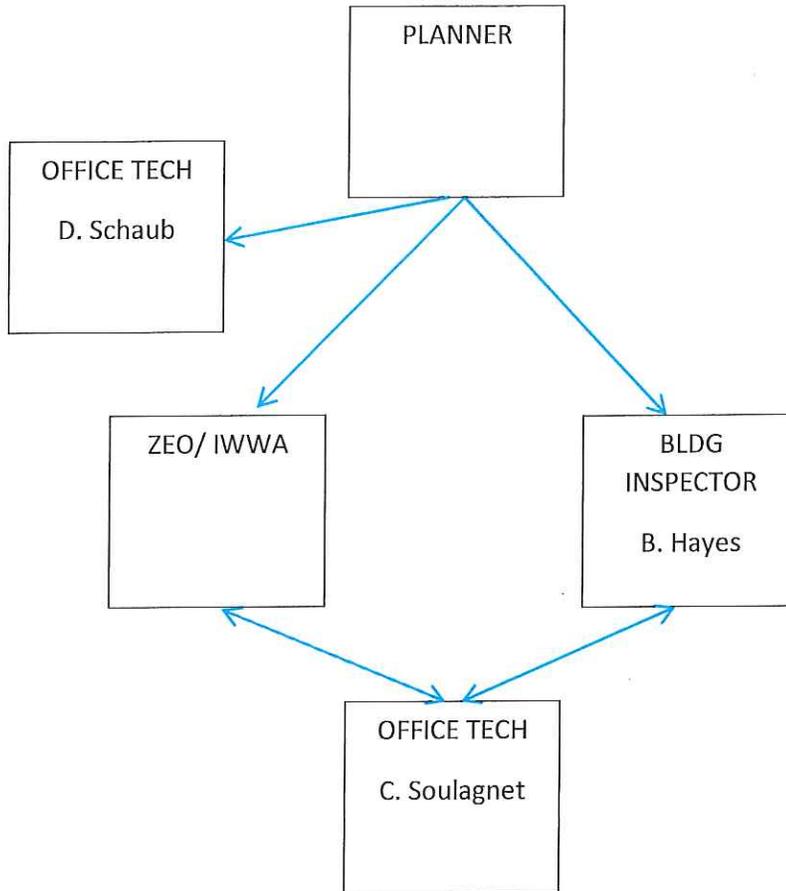
Breaks responsibilities of current position into two positions with the Planner in the supervisory capacity.



Option 4

OPTION 4

More of a traditional Org. structure it places the Planner as the Supervisor of the department with a Tech as direct support. The ZEO and Building Insp share a Tech.



Salary Information from CCM 2014 Survey

Average Salary

Planner-	\$86,418.27
Zoning Official-	\$55,809.28

Recommended Range

Planner-	\$70,000 to \$85,000
Zoning Official-	\$50,000 to \$70,000

Jim Carey Salary after contract negotiations \$115,501



MEMO

TO: Town Council
FROM: Michael Maniscalco, Town Manager
DATE: 8/4/15
SUBJECT: 2015 PERFORMANCE EVALUATION

TOWN COUNCIL
Barbara W. Moore
Chairperson
Kevin Reich
Vice Chairman
Patience Anderson
Ted Hintz, Jr.
George Pfaffenbach
Mark Philhower
Philip Visintainer

I have taken the recommendations from your 9/2/14 Annual review and outlined below what I have done in an effort to address your recommendations:

1. Improve in staffing and personnel relations:

Through the help of a business coach we have surveyed all department head level staff to identify their concerns and evaluate what they need to better do their job and improve morale. In the end, the common thread was communication amongst departments and management. As a result, we held two workshops with staff. One was to identify appropriate workplace communications and what types of communication were needed in the work place. The second was to determine the individual communication styles of each staff member and tricks for how to communicate with that type of individual.

Due to these meetings it was determined that staff wanted a quicker department head meeting to do the following: 1. Review the previous council meeting; 2. Review any new policy or procedural changes; 3. To allow a short time slot for any staff member to present a topic of interest to multiple departments. These meetings have been very helpful in the dissemination of information and I believe staff/departments are benefiting from this.

Furthermore, I have also worked to continue to promote the Employee Morale Task Force. The task force has recently launched a department spotlight program that celebrates an exemplary department voted on by its peers. To date, both the Senior Center and the Police Department have been recipients of the department spotlight.

Finally, in coordination with the Employee Morale Task Force and the Health and Wellness committee we held an employee appreciation picnic. Staff had the opportunity to spend time with individuals across



departments and enjoy a meal. Health and wellness money from Cigna was used to purchase the food as well as the polo shirts for staff.

2. Ability for Council to discuss matters and concerns with Town staff:

On 8/29/14 I sent out a memo to all staff regarding communications with elected officials. This memo allowed for Council and staff to communicate so that the Council can gather information and become informed so that they can better make effective policy decisions. (Memo Attached)

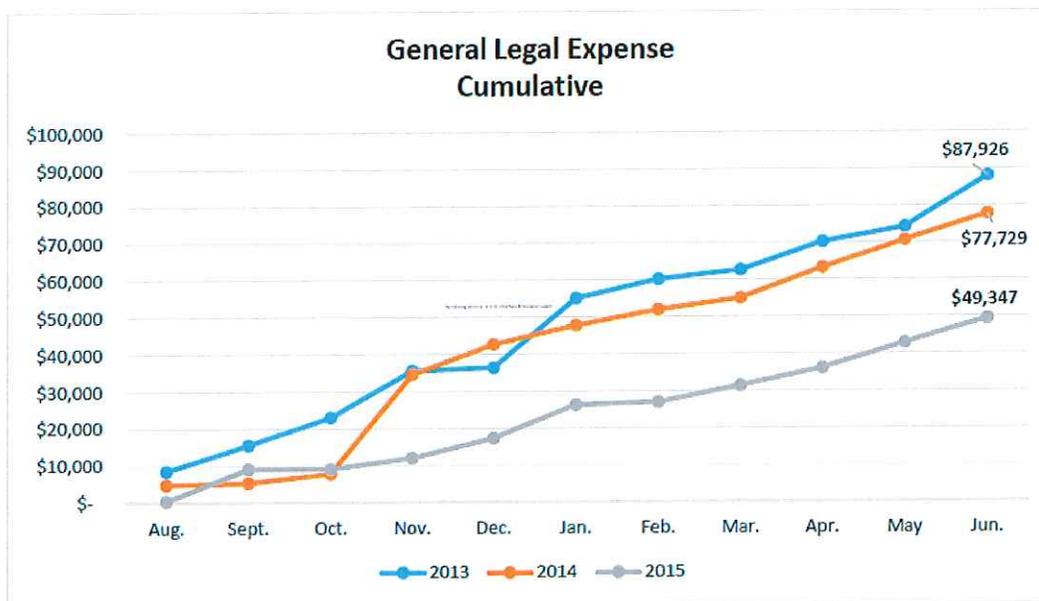
3. Share ideas and goals of the budget to create more understanding:

At our February 24th Council meeting I provided Council with a rundown of the staff funding requests. Furthermore, I have worked with the Finance Director and the Board of Finance to provide public budget workshops that started March 16, 2015 and covered every department. These workshops lasted over 15 hours and were held over a 5 day period. During the workshops each department head reviewed their department goals, the funding request and then I discussed my recommendation for their department. This process covered every department in the general government. Moreover, following the workshops I also held public meetings at Laurel Ridge and the Senior Center in an effort to get more information out about the budget. Both meetings were attended by approximately 20 participants each.

Finally, as the budget process wore on I also published a letter in the Rivereast asking for people to tell me why they did or did not vote for the budget. As a result, I received and responded to close to 100 emails and had follow up phone calls regarding the Town budget.

4. More comfortable in making day to day decisions without seeking legal opinion:

Below is a chart of current legal fees from August, the date of the annual evaluation, and year to date. Furthermore, the chart shows expenses for general legal counsel for 2013 and 2014. With the data available it is safe to say that we have been capable of keeping general legal fees \$38,579 below where it has been in the last two years. One must note that this does not account for Labor legal fees, which would include the cost of arbitration, and then legal settlements. Both of these two items are outside of my control.



5. Proactively handle questions and concerns:

Since the date of my annual evaluation I have continued to hold open office hours and have taken it a step further and launched the “Coffee with the Manager” where I spend two hour increments in one of the local coffee houses to meet with local residents to hear their concerns and answer any questions they may have. In the last year period I have dedicated 30 hours toward being available to the public.

I started a twitter feed from the Town Manager’s Office. Since my annual evaluation I have attempted to increase communication through social media in an effort to get relevant time sensitive information out to the public. As a result I have seen followership go from 20 to 119 and have sent out over 62 tweets in the last month alone.

Unfortunately it is difficult to quantify the number of citizen email inquiries I respond to. What I am confident in saying is that it is not uncommon for me to respond to citizen email concerns on weekends, evening and holidays. Furthermore, I would proffer that many of these responses are within 24 hours or less.

ANNUAL STATS

- Phone Calls answered in the last month: 274
- Emails Received in the last month: 612
- Emails Sent in the last month: 225
- Boards and Committees Staffed: 7
- Board, Committee and Town Council meetings attended in the last year 127 (Equals approximately 6.77 weeks of work)



CONCLUSION

The last year has provided many challenges to include weather incidents, the budget and management of an aging infrastructure. There are a few additional personal accomplishments that I would like the Council to consider.

- Appointment as CT Representative to the ELGL 50 Nifty- Provided me the opportunity to publicly promote East Hampton as one of the best places to live and work.
- 7 full months without a single pending or new grievance - the Town went a full seven months without a pending grievance or new grievance. This was the first occurrence in close to 5 years. All of the grievances submitted in the three months prior were won by the Town.
- Chair of the Personnel, Budget Policy Committee for the Chatham Health District.
- At Large member of the Executive Board for the Lower Connecticut River Valley Council of Governments.
- Appointed to the MORE Commission Municipal Efficiencies Sub-Committee - This State committee will allow me the opportunity to bring issues like 911 funding and water to the attention of many State officials which will only benefit East Hampton.
- Effectively removed the Town Center Water Tower which was causing a public safety issue.
- Natural Gas - I have chased this project for over 2 years and have finally been successful in seeing the states' largest infrastructure expansion in close to 30 years.



MEMO

DATE: 8/27/14

TO: All Staff

FROM: Michael Maniscalco, Town Manager

SUBJECT: Staff /Elected Official Communications

TOWN COUNCIL

Barbara Moore,
Chairperson

Kevin Reich,
Vice Chairman

Patience Anderson

Ted Hintz, Jr.

George Pfaffenbach

Mark Philhower

Philip Visintainer

From time to time it is expected that Elected Officials will stop in your office and request information or want to talk with you about Town related items. This is perfectly fine and appropriate as they will have the need to gather information for them to set policy and make decisions during their meetings.

In an effort to help me do my job it is important that after a meeting or correspondence with an elected official the Managers' office is notified. Notification can be as simple as a phone call or email to Cathy Sirois, Lisa Seymour or me. Your notification allows me and my office staff to conduct other activities in preparation for Board, Commission and Council meetings.

Please feel free to contact me with any questions.

Town of East Hampton
Town Council Regular Meeting
Tuesday, February 24, 2015
Town Hall Meeting Room

Minutes

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

Not Present: Mark Philhower

Call to Order & Pledge of Allegiance

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

Mrs. Moore invited the Girl Scouts in attendance to lead the group in the Pledge of Allegiance.

Adoption of Agenda

A motion was made Mr. Hintz, seconded by Mr. Visintainer, to adopt the agenda as written. Voted (6-0)

Approval of Minutes

A motion was made by Mr. Pfaffenbach, seconded by Mr. Visintainer, to approve the minutes of the Regular Meeting of February 10, 2015 as written. Voted (6-0)

Proclamation for the Girl Scouts

Mrs. Moore announced that a proclamation will be given to the Girl Scouts at the next Council meeting on March 10, 2015.

Presentations

Introduction of New Parks & Recreation Director

Mr. Maniscalco introduced Jaime Krajewski as the new Parks & Recreation Director.

Presentation of Town Department Budgets

Mr. Maniscalco provided an overview of the town department budgets. He noted that the numbers presented are in draft form and will still be thoroughly reviewed prior to the presentation of the full budget. Budget workshops will begin on Monday, March 16th.

Public Remarks

None

Bids & Contracts

None

Resolutions/Ordinances/Policies/Proclamations

Resolution for Emergency Management Grant

Each year the town has the opportunity to apply for an emergency management grant that goes to offset the costs of emergency management activities. The emergency management operations budget is used to meet the in kind contribution requirement.

A motion was made by Mr. Hintz, seconded by Mr. Visintainer, to adopt the resolution for the Emergency Management and Homeland Security grant. Voted (6-0)

Resolution for Police Department Building Committee

Council members discussed the proposed resolution for a Police Department Building Committee. This will be discussed more at the next meeting. Council members will provide suggested changes to the Town Manager by Thursday, March 5th.

Review of Mass Gathering Ordinance

Fire Marshal Rich Klotzbier reviewed proposed changes to the Mass Gathering ordinance. The proposed change for Section 237-3 would replace "This chapter shall apply to indoor or outdoor facilities used for such events, including but not limited to schools, colleges, churches and facilities of fraternal organizations." to "This chapter shall apply to indoor or outdoor facilities used for such events, including but not limited to schools and colleges. Indoor events at churches and facilities of fraternal organizations shall be exempt from this part of the ordinance."

A motion was made by Mr. Pfaffenbach, seconded by Mr. Visintainer, to set a public hearing date for the Mass Gathering Ordinance for Tuesday, March 10, 2015. Voted (5-1) Mr. Hintz against.

Continued Business

Police Special Revenue Funds

Based on the Special Revenue Policy, the Board of Finance has made a recommendation for the Council to transfer \$83,626 to Capital for Public Safety. At the last meeting, the Council indicated they would like to make the transfer in three motions related to the period ending dates.

A motion was made by Mr. Hintz, seconded by Mr. Reich, to direct the Finance Director to transfer \$64,236 from the Police Special Revenue Fund to Capital for Public Safety. Voted (6-0)

A motion was made by Mr. Hintz, seconded by Mrs. Anderson, to direct the Finance Director to transfer \$15,429 from the Police Special Revenue Fund to Capital for Public Safety. Voted (6-0)

A motion was made by Mr. Hintz, seconded by Mr. Visintainer, to direct the Finance Director to transfer \$3,961 from the Police Special Revenue Fund to Capital for Public Safety. Voted (6-0)

Report from High School Building Committee

Michele Barber, Vice Chairperson of the High School Building Committee, provided an update on the High School Building project. Their group has been looking into what needs to be done to meet the standards for the State reimbursement. SLAM, CREC, Downes and Don Harwood have been reviewing the feasibility of options. The High School Building Committee heard from the State today that they are not approving the project as Renovate as New. They can reapply for Renovate as New status at any time between now and the final audit. The contract with CREC will be terminated. CREC was given a 30 day notice and they have been working with the committee this week and will continue through the 30 days. The committee is moving forward to find a new project manager. An RFP is being developed. The issues with minutes has been corrected. Draft minutes will be posted and quarterly reports are being prepared. If the "notwithstanding" legislation is approved the project will be Renovate as New.

Report from Center School Facility Sub-Committee

The Sub-Committee has had three meetings. They are tentatively scheduled to meet on March 9th with Mike from Friar Associates to review options for the Center School.

New Business

Discussion on Regionalization of Animal Control

Mr. Maniscalco provided an overview of a draft proposal for the regionalization of animal control with East Haddam. This would provide 24/7 coverage for animal control in both towns. Possible issues included the ownership of the van and the payment of half of the licensing fee. The Council agreed that the Town Manager will request a formal proposal from East Haddam for review at a future meeting.

Town Manager Report

Update on State Budget

Mr. Maniscalco provided an overview from the CT Conference of Municipalities of the State budget information.

Update on Century 21 Sign

No timeline has been received.

Update on Snow Operations

To date \$240,000 has been spent on salt and \$96,000 on overtime for snow operations.

Update on Removal of Snow from Town Buildings

Snow was removed from the Town Hall and Fire Company #1

Update on Open Staff Positions

Public Utilities Administrator – a list of applicants that will be interviewed has been created.

Assessor – the application deadline closed on February 20th. Six applications were received and will be reviewed.

Police Officer – approximately 50 applications have been received via the online policeapp website.

Other

The Chatham Historic Society water project overage is \$13,300.

Correspondence was received from the State regarding center line rumble strips on three town roads. The Council indicated they are not interested in the project.

At a prior meeting, a request was made regarding the cost of having the police parking at the off site location. Chief Cox estimated the cost is approximately 1/2 person per year.

A Capital Committee Meeting is scheduled for Thursday, February 26, 2015 at 3:00 p.m.

Town Council Liaison Reports

Mrs. Moore reported that the Informal Workshop at the Hope Church went well. They will have a gymnasium and auditorium that will be used by some town groups. The next Informal Workshop is scheduled for Thursday, March 19th at Epoch Arts.

Appointments

None

Tax Refunds

A motion was made by Mrs. Anderson, seconded by Mr. Pfaffenbach, to approve tax refunds in the amount of \$8,267.21. Voted (6-0)

Public Remarks

Roy Gauthier, Member of the High School Building Committee, thanked the Town Council members who attended their meetings. He noted that all of their meetings are public and the minutes and meetings are posted.

Mary Ann Dostaler, 56 William Drive, asked about the assistance being given by Friar Associates and any fees associated with it noting a similar issue in years past.

Mr. Hintz answered noting that Mike from Friar is a resident and is assisting at no cost.

Communications, Correspondence and Announcements

Mrs. Moore, Mr. Reich and Mr. Maniscalco met with the First Selectwomen of Marlborough and Portland regarding several topics including bidding on roads as a group, water & sewer, athletic fields and Route 66 issues.

Executive Session

Mrs. Moore noted that the agenda indicates an executive session for the Town Manager's evaluation, however, Mr. Maniscalco has requested it be done in public session. She noted that some of the evaluation forms were not properly filled out so this item will be tabled to the next meeting during public session.

Adjournment

A motion was made by Mr. Reich, seconded by Mr. Visintainer, to adjourn the meeting at 8:15 p.m. Voted (6-0)

Respectfully submitted,

Cathy Sirois
Recording Secretary



TO: Town Council
FROM: Michael Maniscalco, Town Manager
DATE: 8/6/15
SUBJECT: Town Manager Salary Survey

TOWN COUNCIL

- Barbara W. Moore
Chairperson
- Kevin Reich
Vice Chairman
- Patience Anderson
- Ted Hintz, Jr.
- George Pfaffenbach
- Mark Philhower
- Philip Visintainer

As was done in previous years, I have provided the Council with a salary survey for other like positions to that of Town Manager. The data available to me is from the Connecticut Town Managers Association and is self-reported by managers on an annual basis. I would caution, I have noticed some managers have not been reporting, resulting in no change to their benefit package.

I have broken the data into two categories based on population. The first category is population 11,000-15,000 and the second is population 10,000-20,000. The following is a summary for the data accompanying this memo

FINDINGS SUMMARY

2012

10,000-20,000

AVERAGE: \$128,236

MEDIAN: \$129,730

RANK: 11th lowest out of 14 total

11,000-15,000

AVERAGE: \$125,594

MEDIAN: \$130,000

RANK: 4th lowest out of 5 total

2014

10,000-20,000

AVERAGE: \$129,989

MEDIAN: \$132,000

RANK: 11th lowest out of 15 total

11,000-15,000

AVERAGE: \$131,198

MEDIAN: \$135,915

RANK: 4th lowest out of 5 total

2013

10,000-20,000

AVERAGE: \$129,220

MEDIAN: \$132,000

RANK: 11th lowest out of 14 total

11,000-15,000

AVERAGE: \$130,754

MEDIAN: \$135,125

RANK: 5th lowest out of 6 total

2014 CTCMA Salary Survey 10,000-20,000 Population

Municipality	Population Est.	Position/Title	Contract Period	Severance	Annual Salary	Bonus	Pension	Deferred Compensation	Auto	Annual Vacation	Health Insurance Cost Share	Comments
Avon	17,328	Town Manager	Indefinite	Unused vacation & sick days	\$140,050.00	None	7.5%/7.5%	401(a) and 457	\$5,000 auto allowance plus town fuel	15 days	20%	Town also contributes 5% toward 457 Plan
Berlin	20,364	Town Manager	Indefinite	4 months salary	\$128,796.00	\$1,050.00 longevity	n/a	Up to 10%	No	20 days	13%	life insurance-2x salary
Bloomfield	20,727	Town Manager	Indefinite		\$140,000.00		n/a		Mileage Reimbursement	30 days	n/a	
Coventry	12,207	Town Manager	Indefinite	9 months	\$135,915.00	None	2.25% employee, 1.5%	6.5% 457	Yes	25 days	11%	life 2x salary, AD&D, 1% to RHS plan
Cromwell	12,871	Town Manager	3 years	6 months	\$103,000.00	None	n/a (see note)	n/a (see note)	Town Auto	22 days	n/a (see note)	In lieu of health & pension, incumbent declined in favor of add'l salary
Darien	20,177	Town Administrator	Indefinite	6 months salary	\$164,116.00	None	5% employee/e employer varies	457 employee only	no	25 days	13.5%	DB pension plan, \$250,000 life insurance
East Hampton	12,959	Town Manager	2012-2018	6 months Salary	\$119,300.00	None	n/a	457 (12% Employer)	\$6000 auto allowance	15 Days	15%	Life insurance 1x salary
Granby	11,219	Town Manager	N/A	Accrued Leave	\$148,500.00	None	5%/5%	457 12%	Town Auto	25 days	15%	\$100,000 term life insurance; \$2,000 for training, conferences
Killingly	17,411	Town Manager	Indefinite	6 months	\$125,000.00	None	none	457 6% matching	Millage (RS RATE)	15 days	10% employee 25% dependent	Life insurance \$40K No performance evaluation or salary increase due to pending retirement
North Branford	14,401	Town Manager	Indefinite	4 weeks	\$114,000.00	None	401 plan - 10% employer	None	Yes- \$7200/yr	15 days	5%	Life ins. \$50 k.
Plainville	17,221	Town Manager	Indefinite	12 months	\$126,300.00	None	13% Employer	4% Employer	Yes	25 days	12%	
Rocky Hill	18,852	Town Manager			\$150,000.00				\$2400 stipend per year			
Tolland	15,086	Town Manager	Indefinite	6 months	\$138,273.00	None	None	457, 10%	Town Auto	20 days	N/A	
Weston	10,183	Town Administrator	N/A	None	\$132,000.00	None	MERS	No Town Contribution	Yes	22 days	15%	Life insurance-2X salary; health insurance buyout \$6,900 annually
Winchester	10,716	Town Manager	Indefinite	Thirty days	\$84,589.00	No	None	10% employer	No	15 days	15%	\$35,000 life insurance

AVERAGE \$129,989

2014 CTCMA Salary Survey 11,000-15,000 Population

Municipality	Population Est.	Position/Title	Contract Period	Severance	Annual Salary	Bonus	Pension	Deferred Compensation	Auto	Annual Vacation	Health Insurance Cost Share	Comments
Coventry	12,207	Town Manager	Indefinite	9 months	\$135,915	None	2.25% employee, 15%	6.5% 457	Yes	25 days	11%	life 2x salary, AD&D, 1% to RHS plan
East Hampton	12,959	Town Manager	2012-2018	6 months Salary	\$119,300	None	n/a	457 (12% Employer)	\$6000 auto allowance	15 Days	15%	Life Insurance 1x salary
Granby	11,219	Town Manager	N/A	Accrued Leave	\$148,500	None	5%/5%	457 12%	Town Auto	25 days	15%	life insurance; \$2,000 for training, conferences
North Branford	14,401	Town Manager	Indefinite	4 weeks	\$114,000	None	401 plan - 10% employer	None	Yes-\$7200/yr	15 days	5%	Life Ins. \$50 k.
Tolland	15,086	Town Manager	Indefinite	6 months	\$138,273	None	None	457, 10%	Town Auto	20 days	N/A	

AVERAGE \$131,198

2013 Pop 11,000-15,000 Salary Survey

Municipality	Population Est.	Position/ Title	Contract Period	Severance	Annual Salary	Bonus	Pension	Deferred Compensation	Auto	Annual Vacation	Health Insurance Cost Share	Comments
Coventry	12,207	Town Manager	Indefinite	9 months	\$ 133,250	None	2.25% employee, 1.5%	6.5% 457	Yes	25 days	11%	life 2x salary, AD&D, 1% to RHS plan
Cromwell	12,871	Town Manager	3 years	6 months	\$ 145,000	None	n/a (see note)	n/a (see note)	Town Auto	22 days	n/a (see note)	In lieu of health & pension, incumbent declined in favor of add'l salary
Granby	11,219	Town Manager	N/A	Accrued Leave	\$ 137,000	None	5%/5%	457 12%	Town Auto	25 days	15%	\$100,000 term life insurance; \$2,000 for training, conferences
North Branford	14,401	Town Manager	Indefinite	4 weeks	\$ 114,000	None	401 plan - 10% employer	None	Yes-\$7200/yr	15 days	5%	Life Ins. \$50 k.
Tolland	15,086	Town Manager	Indefinite	6 months	\$ 138,274	None	None	457, 10%	Town Auto	20 days	N/A	
East Hampton	12989	Town.Mane	7/2012-8/2016	6 months salary	117000	None	457, 10% incre	457	\$350.00/month	15 days	15%	Life Insurance of 1x salary
				AVERAGE	\$ 130,754							

2013 Pop 10,000-20,000 Salary Survey

Municipality	Population Est.	Position/Title	Contract Period	Severance	Annual Salary	Bonus	Pension	Deferred Compensation	Auto	Annual Vacation	Health Insurance Cost Share	Comments
Avon	17,328	Town Manager	Indefinite	Unused vacation & sick days	\$ 130,687	None	7.5%/7.5%	401(a) and 457	\$5,000 auto allowance plus town fuel	15 days	20%	Town also contributes 5% toward 457 Plan
Berlin	20,364	Town Manger	Indefinite	4 months salary	\$120,188	\$1,050.00 longevity	n/a	Up to 10%	No	20 days	13%	life insurance-2x salary
Bloomfield	20,727	Town Manager	Indefinite		\$ 140,000		n/a		Mileage Reimbursement	30 days	n/a	
Coventry	12,207	Town Manager	Indefinite	9 months	\$ 133,250	None	2.25% employee, 15%	6.5% 457	Yes	25 days	11%	life 2x salary, AD&D, 1% to R/S plan
Cromwell	12,871	Town Manager	3 years	6 months	\$ 145,000	None	n/a (see note)	n/a (see note)	Town Auto	22 days	n/a (see note)	In lieu of health & pension, incumbent declined in favor of add'l salary
Darien	20,177	Town Administrator	Indefinite	6 months salary	\$ 159,724	None	5% employee/employer varies	457 employee only	no	25 days	13.5%	DB pension plan, \$250,000 life insurance
Granby	11,219	Town Manager	N/A	Accrued Leave	\$ 137,000	None	5%/5%	457 12%	Town Auto	25 days	15%	\$100,000 term life insurance; \$2,000 for training, conferences
Killingly	17,411	Town Manager	Indefinite	6 months	\$ 118,849	None	none	457 6% matching	Millage (IRS RATE)	15 days	10% employee 25% dependent	Life Insurance \$40K No performance evaluation or salary increase due to pending retirement
North Branford	14,401	Town Manager	Indefinite	4 weeks	\$ 114,000	None	401 plan - 10% employer	None	Yes-\$7200/yr	15 days	5%	Life Ins. \$50 k .
Plainville	17,221	Town Manager	Indefinite	12 months	\$ 126,300	None	13% Employer	4% Employer	Yes	25 days	12%	
Rocky Hill	18,852	Town Manager										
Tolland	15,086	Town Manager	Indefinite	6 months	\$ 138,274	None	None	457, 10%	Town Auto	20 days	N/A	
Weston	10,183	Town Administrator	N/A	None	\$ 132,000	None	MERS	No Town Contribution	Yes	22 days	15%	Life Insurance-2X salary; health insurance buyout \$6,900 annually
Winchester	10,716	Town Manager	Indefinite	Thirty days	\$84,589	No		10% employer	No	15 days	15%	\$35,000 life insurance
				AVERAGE	\$ 129,220							

2012 pop 10,000-20,000 Salary Survey

Municipality	Population Est.	Position/Title	Contract Period	Severance	Annual Salary	Bonus	Pension	Deferred Compensation	Auto	Annual Vacation	Health Insurance Cost Share	Comments
Avon	18,145	Town Manager	Indefinite	Unused vacation & sick days	\$ 133,954	None	7.5%/7.5%	401(a) and 457	\$6,000 auto allowance plus town fuel	20 days	20%	Town also contributes 5% toward 457 Plan
Berlin	20,364	Town Manager	Indefinite	4 months salary	\$ 122,592	\$1,050.00 longevity	n/a	Up to 10%	No	20 days	13%	Life Insurance- 2x salary
Bloomfield	20,727	Town Manager	3 years	6 months salary	\$ 157,000		None	12%	Town Auto	25 days	15%	
Coventry	12,207	Town Manager	Indefinite	9 months	\$ 130,000	None	1.75% employee, 17.7%	6.5% 457	Yes	25 days	11%	
Darien	20,177	Town Administrator	Indefinite	6 months salary	\$ 155,449	None	5% employee/employer varies	457 employee only	No	25 days	13.5%	DB pension plan, \$250,000 life insurance
East Hampton	12,989	Town Manager	7/2012-6/2016	6 months salary	\$ 115,000	None	457, 10% increased by 1% each year of contract up to 15%	457	\$250.00/month as vehicle allowance	15 days	15%	Life Insurance of 1x salary
Granby	11,219	Town Manager	N/A	Accrued Leave	\$ 144,700	None	5%/5%	457 12%	Town Auto	25 days	15%	\$100,000 term life insurance, \$2,000 for training, conferences
Killingly	17,411	Town Manager	Indefinite	6 months	\$ 118,524	None	None	457 6% matching	IRS Millage Rate	15 days	10%/single	Life Insurance \$40K
North Branford	14,401	Town Manager	Interim Position Only	N/A	\$ 100,000	None	ICMA - 15% employer (457)	None	No	10 days	N/A	N/A
Plainville	17,221	Town Manager	Indefinite	12 months	\$ 121,443	None	14% Employer	4% Employer	Yes	20 days	12%	Life Insurance 1x compensation
Rocky Hill	18,852	Town Manager	7/1/2012 to 6/30/2014	6 months salary	\$ 143,905	\$1000 longevity	DC Plan, employees contribute 3%	457 - No Town Contribution	Yes	25 days	10%	Life Insurance 1.5x salary
Tolland	15,086	Town Manager	Indefinite	6 months	\$ 138,274	None	None	457, 10%	Town Auto	20 days	N/A	
Weston	10,183	Town Administrator	No	No	\$ 129,459	No	MERS	None	Town Auto	23 days	15%	Life Insurance- 2x salary
Winchester	10,716	Town Manager	Indefinite		\$ 85,000		None	10%	No	3 Weeks	15%	Life Insurance, \$35K, AD&D
				AVERAGE	\$ 128,236							

2012 Pop 11,000-15,000

Municipality	Population Est.	Position/Title	Contract Period	Severance	Annual Salary	Bonus	Pension	Deferred Compensation	Auto	Annual Vacation	Health Insurance Cost Share	Comments
Coventry	12207	Town Manager	Indefinite	9 months	\$130,000.00	None	1.75% employee, 17.7%	6.5% 457	Yes	25 days	0.105	
East Hampton	12989	Town Manager	7/2012-6/2016	6 months salary	\$115,000.00	None	457, 10% increased by 1% each year of contract up to 15%	457	\$250.00/month as vehicle allowance	15 days	0.15	Life Insurance of 1x salary
Granby	11219	Town Manager	N/A	Accrued Leave	\$144,700.00	None	5%/5%	457 12%	Town Auto	25 days	0.15	\$100,000 term life insurance; \$2,000 for training, conferences N/A
North Brantford	14401	Town Manager	Interim Position Only	N/A	\$100,000.00	None	ICMA - 15% employer (457)	None	No	10 days	N/A	
Tolland	15086	Town Manager	Indefinite	6 months	\$138,274.00	None	None	457, 10%	Town Auto	20 days	N/A	
				AVERAGE	\$125,594.80							



FACT SHEET

October, 2013

Connecticut Department of Public Health
Environmental Health Section
410 Capitol Avenue MS# 51EHS,
Hartford, CT 06134-0308 (860)
509-7293

Blue-Green Algae Blooms in Connecticut Lakes and Ponds.

Blue-green algae blooms have raised concerns in Connecticut and across the nation. These blooms are sometimes considered harmful due to the potential to cause health effects in people exposed to the tainted water. The purpose of this fact sheet is to raise awareness of potential risks of exposure to these blooms among those using Connecticut's lakes and ponds for recreation.



What are blue-green algae?

Blue-green algae are simple organisms that exist naturally in marine waters, rivers, lakes, and ponds. Despite their name, blue-green algae are actually types of bacteria known as Cyanobacteria. These organisms can reproduce rapidly and a dense growth of these organisms is called a bloom.

What causes these organisms to form "blooms"?

In Connecticut, blooms occur in summer and early fall because the abundant light, high water temperature and nutrient content increase the chance for bloom formation. Under the right conditions a large bloom can form overnight.

What does a bloom look like?

Blue-green algae blooms can appear (or disappear) rapidly. Blooms can also disappear underwater or move to different parts of a pond or lake. Be mindful of any unusual look to the lake including a bright green color, abundant pea soup-like scum, or spilled paint-like appearance. Sometimes thick mats of algae are washed onshore.

Why should I be aware of blue-green algae blooms?

Some blue-green algae produce toxins that could pose a health risk to people and animals when they are exposed to them in large enough quantities. Exposure occurs when surface scums or water containing blue-green algae are ingested, contact the skin, or when airborne droplets containing toxins are inhaled while swimming, boating, and skiing. Symptoms of low-level exposure are short-lived and include; "allergic" type reactions, acute intestinal or respiratory problems, and skin irritations. However, swallowing relatively large amounts of the tainted water can cause serious illness such as liver damage and nervous system effects.

How can I prevent exposure to these toxins?

When you see an algae bloom, the safest course of action to take is to stay away from the water. Pay attention to posted advisories that limit recreational activities in and around a bloom. It is most important that pets and children are kept away from blue-green algae blooms as they may be less inclined to avoid contact with the tainted water.

Whom can I contact to report a blue-green algae bloom or to get more information about surface water quality?

For health questions call the Connecticut Department of Public Health's Environmental Health Section at (860) 509-7293. For information about beach closings and advisories, or to report a bloom, call your local health department or contact the CT Department of Energy and Environmental Protection at (860) 424-3020.

If you require aid/accommodation too fully and fairly enjoy this publication, please call 860-509-8000 and ask to be connected with the related program.



Office of the POLICE DEPARTMENT
SEAN COX, CHIEF

July 1, 2015

To: ALL INTERESTED PARTIES
From: Sean P. Cox, Chief of Police 
Subject: Special Services Rates/Private Duty

Effective July 1, 2015 the Police Department rates for Special Services will be:

\$82.00 per hour with cruiser plus tax, if applicable.
\$78.00 per hour without cruiser plus tax, if applicable.

SATURDAY, SUNDAY AND HOLIDAYS hourly rate:
\$105.00 per hour with cruiser plus tax, if applicable.
\$95.00 per hour without cruiser plus tax, if applicable.

Jobs shall be charged in four (4) hour increments, i.e., up to four (4) hours- 4 hours, over four (4) up to eight (8) hours, over eight (8) up to twelve (12) hours 12 hours, over twelve (12) up to sixteen (16) – 16 hours, etc.

In the event a job is cancelled with less than two (2) hours notification to the Department by the contractor, the officer scheduled for such job shall receive a minimum of four (4) hours pay at the prescribed rate for the job.

If you have any questions or require further notification please do not hesitate to contact us.



CNG East Hampton Gas Expansion Project East Hampton
Status Update: 8/3/2015

AGENDA
ITEM # 10 C

1. Mainline construction

- a. Approximately 65% complete
 - i. Middle Haddam Rd. (Portland) / Old Middletown Rd. / Depot Hill Rd.
 - ii. Rt. 66 to Rt. 16
 - iii. Skinner St. / Main St.
 - iv. North Maple / Hills Ave. / High School
 - v. Edgerton St. / Smith St. / Elementary School

2. Remaining mainline construction

- a. Route 66
 - i. Service to American Distillers (cross Rte 66)
 - ii. Cross Rt. 196 intersection
 - iii. Continue to Laurel Ridge and Hampton Woods
- b. Route 16
 - i. Remaining footage
 - ii. Tie-in to Rt. 66

3. Town Facilities

- a. High School
 - i. Certificate of Occupancy date of 8/15
- b. Middle School service
 - i. Railroad easement (on way but waiting)
 - ii. Start at school and work back to mainline
- c. Center School
- d. Elementary School (Smith Street)
- e. Other facilities

4. Laurel Ridge

5. Hampton Woods

CNG East Hampton Gas Expansion Project East Hampton
Status Update: 8/3/2015

Other Items for Discussion

1. Live gas up to intersection of Rt. 66 and Rt. 16
 - a. "pickling"
 - b. Fire Dept. and Public Works Dept. training
2. Impact of night work to the community
3. Police / flaggers
4. Traffic
5. Hours of construction
6. Other



Office of the COLLECTOR OF REVENUE
NANCY HASSELMAN, CCMC
nhasselman@easthamptonct.gov

August 7, 2015

To: The East Hampton Town Council

Documentation of the below listed tax refunds are available in the Tax Office for your review if you so desire. The refunds total \$846.05.

Thank you for your assistance.

Nancy Hasselman, CCMC

Nancy Hasselman, CCMC
Collector of Revenue

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Quarterly Report, East Hampton High School Renovation
State Project No. 042-0041 EA/RR
Period Ending June 30, 2015

TO: Town Council
FROM: Building Committee
RE: EHHS Quarterly Report No. 8

Dear Chair and Members:

April 2015:

The new owner's project manager (OPM), Colliers International (formerly Strategic Building Solutions) managed the negotiations of the GMP (Guaranteed Maximum Price) contract with Downes Construction Company. Colliers consulted with Robinson and Cole on contractual language, specifically assumption and exemptions of the contract provided by Downes.

The high school hosted a large track event on the weekend of April 11, 2015 without incident. However, through this event the building committee and project team learned that improved communication between the school administration, project team, building committee and the town staff is required moving forward on the project to ensure that all emergency services are kept abreast of how construction activities may impact emergency response to school activities at the high school. Members from the East Hampton Fire Department/Commission, East Hampton Police Department, board of education and school staff, town staff, Downes Construction and Colliers International were in attendance at project coordination meeting held on June 1, 2015.

SLAM and Colliers met with the Office of School Facilities to conduct the Plan Completion Test (PCT) for the Fixtures, Furniture and Equipment (FF&E) for the project.

May, 2015:

On May 7, 2015 the building committee approved the GMP contract with Downes Construction Company in the amount of \$43,666,941.00. The contract was reviewed by legal counsel prior to approving.

As a result of the existing construction at the front of the school, the Board of Education and the school administration moved graduation to Memorial School.

PCBs were identified in areas of the existing roof that was originally installed with building. The design team performed testing and inspections of the existing roof to confirm the materials that were installed originally as well as in the roofing materials installed in the 1990's. After laboratory tests were completed, it was determined that some of the original roofing materials contained PCBs. Where these materials are required to be removed the cost to do so will be an additional expense to properly handle and dispose of the materials.

Downes Construction reported that gas services is expected to be at the site in mid-July. It is anticipated that the gas service will be in place in time to service the new mechanical equipment currently being installed.

June, 2015

After the school year concluded, the administrative and guidance staff of the high school were relocated to the Memorial School for the summer to permit asbestos abatement activities to occur in the high school. The administrative suite will be completed in the summer of 2016.

FF&E quotes for Phase 1 (Science Wing and Locker Rooms) were received. Two of four package were approved by the building committee.

Most importantly, the general assembly passed notwithstanding legislation for the project changing the status to a "renovation" project and permitting the full building square footage to be eligible under the State Department of Education space standards. The project formerly exceeded the allowable spaces standards by approximately 20,000 square feet.

In terms of Construction, at this time:

Science Wing – The science wing roof and exterior walls have been installed. The exterior masonry brick is installed. The windows have just started to be installed currently. The mechanical, electrical and plumbing systems are well underway. Interior framing is complete with gypsum board installation being mostly completed. This wing is scheduled for completion in mid-October. Due to severe winter conditions, the original completion date of August has been pushed back approximately two months.

Gymnasium and Family Consumer Sciences – The concrete block walls have been installed at all four walls. The steel roof girders are being installed now. The steel for the FCS is approximately 75% complete.

Cafeteria – The structural steel for the cafeteria addition is complete and the roof has been installed. The exterior brick knee wall (bottom half of wall) is complete. The cafeteria curtain wall (windows) will be installed in the near future.

60's Wing (Locker Room Area) – The locker room area walls are complete. The mechanical, electrical and plumbing systems are mostly complete. Exterior brick façade on the south side is mostly complete.

Electrical Service – The primary electric service was installed successfully without significant disruption to town or board of education services.

Site Work - The front and side parking site work will be under heavy construction this summer with the front parking lot being completed for the start of school. The south parking lot and rear drop-off area will be completed in the fall.

Auditorium/Interior Renovations: The auditorium and select areas of Phase 2 are under construction this summer. A large portion of the remaining corridors are being removed due to asbestos containing material.

Budget: See Attached

EAST HAMPTON
High School Renovations
Financial Status Report - July 6, 2015
 \$(000)

A B C

	Budget		Approved Budget with Transfers
	Project Budget 2/24/15	Approved Transfers	
I. <u>Building Construction</u>	43,666.9	-	43,666.9
II. <u>Related Construction</u>	-	-	-
Total Construction	\$ 43,666.9	\$ -	\$ 43,666.9
III. <u>Furniture, Fixtures & Equipment (FF&E)</u>	1,828.0	-	1,828.0
IV. <u>Fees and Expenses</u>	5,630.4	-	5,630.4
V. <u>Contingency</u>			
A. Construction & Owner's Project	569.7	-	569.7
B. Additional Need	-	-	-
Total Contingency	\$ 569.7	\$ -	\$ 569.7
VI. <u>Inflation</u>	-	-	-
Total Project	\$ 51,695.0	\$ -	\$ 51,695.0

D E F G

	Approved for Payment	Total Contract	Planned, but not Contracted	D+E=F		C-F=G
				Anticipated Total Costs	Remaining Balance	
	7,638.4	43,666.9	-	43,666.9	-	-
	-	-	-	-	-	-
	\$ 7,638.4	\$ 43,666.9	\$ -	\$ 43,666.9	\$ -	\$ -
	-	79.1	1,748.9	1,828.0	-	-
	2,997.2	4,521.7	1,198.4	5,720.1	(89.7)	(89.7)
	-	-	-	-	569.7	569.7
	-	-	501.2	501.2	(501.2)	(501.2)
	\$ -	\$ -	\$ 501.2	\$ 501.2	\$ 68.5	\$ 68.5
Total Project	\$ 10,635.6	\$ 48,267.7	\$ 3,448.5	\$ 51,716.2	\$ (21.2)	\$ (21.2)

Transfers

From:

V. Contingency

To:

0.0 I.A Construction

% Contract Approved to Date:

Contractor 17.5%

FFE 0.0%

Architect 75.6%

OPM 40.4%

Note: OPM Percentage Includes CREC and Colliers Combined