



MEMO

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TO: Town Council

FROM: Michael Maniscalco, Town Manager

CC: Dean Michelson, Public Works Foreman
Jeff Jylkka, Finance Director

DATE: 6/7/16

SUBJECT: 2016 Summer Road Work

After negotiations, the Town has been successful in keeping the low bidder prices stable from the previous years' work. As a result we are requesting the Town move forward with the lowest bidder, B&W Paving, to pave both Lake Drive (in the amount of \$235,601) and Depot Hill Road (in the amount of \$295,064).

Funds for these two projects will come from:

- Upgrade Unimproved Road Fund \$487,771.
- Town Aid Road Fund \$ 42,894.

The Project Total is: \$530,665.

ACTION: The Council can make a motion to award the paving contract to B&W Paving of Waterford, CT in the amount of \$530,665 to pave Lake Drive and Depot Hill Road with funds coming from Upgrade Unimproved Roads Capital fund in the amount of \$487,771 and Town Aid Road Capital Fund in the amount of \$42,894.

BID TABULATION
TOWN OF EAST HAMPTON
2015 ROAD IMPROVEMENT PROJECT
BID OPENING: OCTOBER 8, 2015, 10:00 AM

ITEM NO.	BID ITEM	UNIT	Bidder												
			B+W	Post-yak	BID UNIT PRICE										
1	OAKUM DOCK ROAD	LS	168,505 -	-											
2	OLD DEPOT HILL ROAD	LS	41,750 -	-											
3	LONG CROSSING ROAD	LS	8,000 -	15,600 -											
4	DEPOT HILL ROAD	LS	295,064 -	326,876 -											
5	OLD WEST STREET (WEST)	LS	66,594 -	-											
6	OLD WEST STREET (EAST)	LS	57,495 -	93,060 -											
7	LAKE DRIVE	LS	235,601 -	-											
8	RAYMOND ROAD	LS	59,252 -	-											
9	COLLIE BROOK ROAD (WEST)	LS	53,000 -	114,500 -											
10	COLLIE BROOK ROAD (EAST)	LS	273,687 -	309,100 -											
	Subtotal Base Bid		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11	Add Alternative #1 - 10' HDPE Pipe	LF	125 -	40 -											
12	Add Alternative #2 - 12' HDPE Pipe	LF	125 -	45 -											
13	Add Alternative #3 - 15' HDPE Pipe	LF	150 -	50 -											
14	Add Alternative #4 - New Bismarck Catching	LF	8 -	5.50											
15	Add Alternative #5 - Catch Basin Repair	EA	1500 -	2,500 -											
16	Add/Deduct Alternative #6 - Apron Removal and Replacement	SY	45 -	35 -											
17	Deduct Alternative #7 - Elimination of Catch Basin Top Replacement	EA	350 -	400 -											
	Bid Security Submitted														
	Affidavits Acknowledged														
	Non-Collusion Affidavit														
	Bidder Qualification Statement														



Town of East Hampton, Connecticut
Memorial School Addition and Alterations

Request for Qualifications for Architectural Pre-Referendum Services

RFQ Issue Date: June 1, 2016

Qualification Packages are due no later than June 14, 2016 at 3:00 p.m.

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I. Project Overview

On behalf of the Board of Education, the town of East Hampton, Connecticut is soliciting qualification packages from qualified firms to provide pre-referendum services only for the Memorial School Addition and Renovations. This project is phase 1 of a three-phase town project to relocate grades 4 and 5 from the existing Center School (7 Summit Street, East Hampton, CT) to the existing Memorial School (20 Smith Street, East Hampton, CT). This RFP/RFQ is seeking services for Phase 1 of the project only.

Pending the completion of the educational specifications, and approval of town funds via referendum, the board of education intends to submit a grant application for a school addition/renovation project to the state of Connecticut Office of School Construction Grants (OSCG). If the referendum vote passes, the Board of Education will proceed with the design phase for the project and such design services will be solicited by a separate RFQ/RFP procurement in accordance with applicable law. .

Phase 2 (under a separate project) is subject to completion of Phase 1. Phase 2 will relocate the town hall to the Center School. This potential project will renovate the entire building to house all town hall functions, the police department and potentially the Board of Education. Services for this project will be solicited separately.

Phase 3 will be the final sale of the existing town hall.

II. Scope of Services

A. Development of Educational Specifications

Provide professional guidance and assistance to the Board of Education to develop a final educational specification that will be submitted to the Board for final approval. Services shall consist of multiple meetings with the superintendent of schools, Board of Education staff and individual school staff at Memorial and Center Schools.

As noted above, grades 4 and 5 will be relocated from the existing Center School to the Memorial School.

B. Evaluation of existing Memorial School spaces and programming

The successful proposer ("Consultant"), in cooperation with the Board of Education and school staff, shall evaluate the existing Memorial School building configuration, functions and programming in concert with the

newly developed educational specifications. It is not the intent to renovate or modify the existing building other than minor alterations in select areas as necessary. It is anticipated that an addition will be required to accommodate grades 4 and 5 from the Center School. The size of the addition will be determined based on the combinations of factors including, but not limited to, the projected student enrollment, existing size of the Memorial School, zoning restrictions, amount of eligible reimbursement, and total project cost.

C. Preliminary Design and Cost Estimates

The Consultant shall provide the following services based upon the approved educational specifications and evaluation of the existing Memorial School spaces and programming.

- 1. Preliminary Floor Plans:** Provide plans showing proposed addition(s) and alterations to the Memorial School. Consultant shall assume up to three (3) different plans to be provided showing different configurations, if possible. Plans shall be in the latest version of AutoCAD. Up to two primary elevations shall be provided for each configuration also. Note: Consultant shall provide AutoCAD files of configurations to the Town of East Hampton and/or the Board of Education for unrestricted use.
- 2. Professional Cost Estimates:** Provide professional cost estimate in UNIFORMAT II that conforms to the OSCG guidelines for professional costs estimates.

D. Attendance at Public Meetings

The Consultant shall attend all public meetings and working group meetings as requested. For purposes of the proposals, each proposing firm shall assume 15 public meetings. All public meetings are assumed to be in the evening.

The Consultant shall make their own assumptions for meetings required with the Board of Education staff for preparing the educational specifications.

All costs for meetings shall be included in the lump sum proposal.

E. Referendum Assistance

Provide assistance to the Town of East Hampton and/or the Board of Education with preparation of materials (floor plans, elevations, publications) for the town referendum. Date of referendum is expected to be in early 2017.

III. Special Requirements

The project will be subject to the State of Connecticut Department of Construction Services Office of School Construction Grants (CTDCS OSCG) requirements. Candidates shall demonstrate project experience and knowledge of these requirements. Experience must contain at least one elementary school similar to the size and scope of this project.

IV. Statement of Qualification Minimum Requirements

Appendix B contains a checklist of requirements for use by the submitting firm. Inclusion of the checklist with the Statement of Qualification is not required.

1. Letter of Interest
2. Copy of architectural/engineering licensure by Connecticut Department of Consumer Protection. A copy of the lead firm and all proposed sub-consultants shall be provided.
3. Profile of the lead design firm. Profile shall include:
 - Resume of principals
 - Resumes of lead architect/engineer, and staff designated to the project. Include a brief description of the role of each key staff member.
 - Geographic location of the design team.
 - Description of equipment, facilities and other resources assigned to this project.
 - Statement of financial condition of the firm and the ability to appropriately finance the required efforts for a project of this size and scope.
4. List of sub-consultants and roles. Provide the names and addresses of each sub-consultant, or "in-house" if self-performed by the lead design firm. At a minimum, provide the following sub-consultants:
 - Land surveyor
 - Geotechnical Engineer
 - Civil Engineer
 - Structural Engineer
 - MEP Engineer(s)
 - Interior design
 - Information Technology Consultant
 - List of projects completed with the proposed design team.

5. List a minimum of five completed school projects that are similar in size and scope to this project with at least two of the five being elementary schools. Information for each project shall include the following:
 - Project name, location and owner.
 - Owner's representative including contact information. Note: Owner's representative may be contacted for a referral during the review process.
 - Superintendent of the school district under which the project was designed including contact information. Note: The superintendent may be contacted for a referral during the review process.
 - 100% design estimate with base bid and alternates (if applicable).
 - Contract base bid award amount with accepted alternates (if applicable)
 - Final construction amount.
 - Original design fee including services during construction.

6. Include statement of experience with CT DAS OSCG as described in Paragraph III above.

V. Evaluation Criteria

The East Hampton Town Council will utilize the following criteria to evaluate each firm's Statement of Qualification.

Criteria Number	Selection Criteria Category	Rating Points
1	Experience with Projects of Similar Size and Scope	35
2	Organization/Team Structure for this Project	20
3	Past Performance on Projects of Similar Size and Scope	20
4	Experience with CT DCS OSCG Requirements/Permitting	20
5	Proximity of Lead Design Firm to Project	5
	Available Rating Points per Rating Member	100

VI. Selection Process

A. Review Process

The East Hampton Town Council will evaluate firms based on evaluation criteria noted in paragraph V. Based on that evaluation, no more than four (4) firms will be selected to provide proposals for the scope of work. Firms submitting proposals will be interviewed and selection will be made shortly thereafter.

VII. Instructions for Submission of Proposal

A. Submission Logistics

One (1) original and twelve (12) copies of each firm's proposal must be received at the following location on or before 3:00 P.M. on, June 14, 2016:

Mr. Michael Maniscalco
Town Manager
Town of East Hampton
20 East High Street
East Hampton, CT 06424

Questions regarding this request for proposals should be directed to Mr. Charles E. Warrington, Jr., P.E. at Charles.warrington@colliers.com. All questions will be responded to via addendum to RFQ: #EHMEM06012016 and posted to the Town of East Hampton website: <http://www.easthamptonct.gov>, as well as to the RFP as posted on the State of Connecticut, Department of Administrative Services Contracting Portal.

Please clearly mark all qualification statements with "**East Hampton Memorial School Additions and Alterations**".

B. Statement of Qualifications

Qualification statements will be reviewed and evaluated in executive session by the East Hampton Town Council shortly after receiving the statements of qualifications. Short listed firms will be notified immediately after evaluations are completed.

VIII. Other Requirements

A. Insurance Requirements

The Consultant will carry the following insurance coverages with an insurance company(s) licensed in the State of Connecticut and satisfactory to the Town of East Hampton, in compliance with the law, and in the following form and amount:

Workers Compensation:

Coverage A: Statutory

Coverage B: Employers Liability:

Bodily injury by accident	\$500,000 per person
Bodily injury by disease	\$500,000 per person
Bodily injury by disease	\$500,000 aggregate

Commercial General Liability:

Bodily Injury General Aggregate Limit	\$3,000,000 per person
(Other than Products/Completed Operations)	
Products/Completed Operations	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage Limit	\$300,000
Medical Expenses	\$10,000

Umbrella Liability:

Each Occurrence	\$500,000
Aggregate	\$500,000

Automobile Liability:

Limits of Liability:

Bodily Injury	\$1,000,000 per person
Aggregate	\$3,000,000
Property Damage	\$1,000,000

Professional Liability

Each Occurrence	\$1,000,000
Aggregate	\$1,000,000

The Town of East Hampton shall be added as an additional named insured to the Consultants Commercial Liability and Auto policies and so stated in certificates on a primary and non-contributory basis. The Consultant and its insurers shall waive subrogation against the Town of East

Hampton and the Board of Education. The Town of East Hampton, the Board of Education and their insurers shall retain all rights of subrogation.

B. Other

1. Any and all modifications to the statement of qualifications must be written and not oral.
2. The Town of East Hampton reserves the right to reject any and all proposals in whole or in part or to waive any informality in the RFQ/RFP process if it is determined by the Town to be in the best interest of the Town of East Hampton, in its sole discretion.
3. Proposals may be held by the Town of East Hampton for a period not to exceed ninety (90) days from the date of receipt for the purpose of reviewing the proposals and investigating the qualifications of the proposer prior to awarding the contract, if any.
4. The proposer is required to prepare its proposal in accordance with the RFP, including any modifying addenda. There shall be no exceptions taken to the requirements of this RFQ/RFP. Any exceptions taken may be deemed by the Town as non-responsive and subject to rejection.
5. Proposers must inform the Town of information concerning any:
 - a. Listing on the State's Disbarment List or List of Parties Excluded from Federal Procurement.
 - b. Ineligibility, per Connecticut General Statute Section 31-57b to be awarded the contract because of occupational safety and health violations.
 - c. Arbitrations and litigation.
 - d. Criminal proceedings.
 - e. State or local ethics law, regulation, ordinance and /or policy violations.
6. The Town reserves its right to request additional information from proposers, subsequent to the opening of proposals.
7. The proposer is solely responsible for the costs of its proposal.
8. Submitted proposals are the Town's property and will not be returned.

9. The proposer is presumed to have full knowledge of the RFQ/RFP and any addenda, the project scope or work to be done, and all applicable laws.
10. Any and all information received from proposers is subject to the Freedom of Information Act (FOI) and may be disclosed to the general public. If any information is deemed to be proprietary and confidential by the proposer, it should be indicated at the time of proposal submission. The proposer should be prepared to defend not disclosing any such information pursuant to a FOI request.
11. The making of a preliminary award to a proposer does not constitute a contract and does not provide the proposer with any rights and does not impose upon the Town any obligations. A proposer has rights, and the Town has obligations, only if and when a contract is executed by the Town and the proposer that is acceptable to the Town.
12. By offering a submission to this RFP the respondent certifies that it has not divulged to, discussed or compared its proposal with other proposers and has not colluded with any other proposer or parties to this proposal whatsoever.
13. All work product developed or created by the Consultant and its subconsultants and subcontractors shall be the property of the Town of East Hampton and/or the Board of Education. The Town of East Hampton and/or the Board of Education may use such work product without restriction or condition for whatever purposes it sees fit.

C. Right to Annul or Terminate

The Town reserves the right to amend or terminate the RFQ/RFP at its sole discretion, before or after receiving proposals.

In the event a contract is awarded to the Consultant and the contract is terminated for cause or convenience, the Consultant's recovery shall be limited to the value of services properly performed and accepted by the Town in proportion to the total contract sum. The Consultant shall waive all consequential and indirect damages of any kind or nature.

D. Non-Discrimination Clause

During the performance of any services that results from this RFQ/RFP, the proposer and its subcontractors or subconsultants shall not deny the

agreement's benefits to any person on the basis of religion, color, ethnic group identification, sex, age, sexual orientation, physical or mental disability, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sexual orientation, physical or mental disability, medical condition, marital status, age or sex. The proposer shall insure that evaluation and treatment of employees and applicants for employment are free of such discrimination. This project must abide by all relevant HUD policies regarding non-discrimination.

The successful proposer shall defend, indemnify and save harmless the Town of East Hampton, the Board of Education, its officers and employees against liability for injury or damage cause by any negligent act or omission of any of its employees or volunteers or agents in the performance of this agreement and shall hold the Town harmless for any loss occasioned as a result of the performance of this contract by the proposer.

The Town of East Hampton is an Equal Opportunity Employer

RESOLUTION
APPRECIATION OF THE NEW PARTNERSHIP FORMED
BETWEEN
TOWN OF EAST HAMPTON and TOWN OF GLASTONBURY

WHEREAS, on December 30, 2015 the Town of East Hampton was notified that Colchester Emergency Communications was no longer going to provide emergency dispatch services to East Hampton for all 911 calls;

WHEREAS, the regionalization of dispatch services has been identified to take anywhere from twelve to eighteen months;

WHEREAS, The Town Manager of Glastonbury, Richard Johnson, stepped forward to work with East Hampton to develop and implement a regional dispatch service to benefit both communities;

WHEREAS, The Glastonbury Town Council approved a Memorandum of Understanding and funding to solidifying the regionalization of both communities emergency dispatch services;

WHEREAS, Chief Caron, Captain Woessner, Chief Thurz, the Glastonbury Police Department, Glastonbury Fire Department and Glastonbury Dispatchers worked tirelessly to meet the quick six month deadline to move dispatch services to Glastonbury;

NOW THEREFORE BE IT RESOLVED, the Town Council of East Hampton recognizes the efforts of all of those involved in ensuring the public safety of both of our communities; the determination and tireless work done to meet the short deadline; and the regional venture undertaken for the betterment of both of our communities.

FURTHERMORE RESOLVE, it is the hope that this will only be the beginning of a fruitful partnership for both communities to work together in regional efforts in the future for our citizens.

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Item to be presented by: TLS

DATE: June 8, 2016
SUBJECT: 2016/17 Public Water System Operating Budget & Water Rate Recommendation
First Reading
DEPARTMENT: WPCA

RECOMMENDED ACTION --to approve the 2016/17 Operating Budget for the two Community Water Systems owned by the Town and operated by the WPCA

BACKGROUND – Management has reviewed the operations of the two (2) public water systems as well as the projected operations costs of the new Hampton Woods system and has developed the following 2016/17 Public Water System Operating Budget. Based upon current operating conditions and known operational changes necessary to operate the systems as efficiently as possible the recommended budget for all systems totals \$190,128.00 and represents an increase of 55% or \$67,713.00 over last year. Increases in repairs and maintenance and capital equals \$30,897.00 for existing systems and \$36,591.00 of which is contributable to the new Hampton Woods Water System.

Village Center Water System

The VCWS continues to perform within parameters. The treatment plant, built in 2009, has begun to experience an increase in call-outs as a result of mechanical failures. To date these issues have been minor, within budget and has not affected water quality. The media in the greensand filters is approaching the end of its useful life and we will continue to monitor water quality to determine the optimum time to schedule a change-out. This is an expensive process (estimate \$10K) and will need to be paid for when required, it has not been budgeted for in FY 16-17.

We experienced no violation under the Safe Water Drinking Act for FY 15-16. VCWS revenues are tracking above projected (budgeted \$36,802.00, as of 4/26/16 \$47,374.00). Future revenues are discussed separately.

Royal Oaks Water System

The ROWS continues to suffer from deteriorating raw water quality. In July, well pump #3 & #4 failed due to iron plugging the pump and discharge piping. Reconditioning both wells (Aqua Free process) and installing new pumps totaled \$10,500.

We continue to increase the iron and manganese filter capacity at the plant with every change-out of the media. Currently our treatment capacity is 9.0 cubic feet. This will be the last increase as there is physically no additional room in the building. The pursuit of a new well needs to be the focus for FY 16-17 the costs for this project will be \$10,000 - \$20,000. We will need to replace both pumps for well #3 & #4 again this year which are failing due to high iron content.

We are pleased to report that during the year the system experienced no violations under the Safe Water Drinking Act.

ROWS revenues are tracking as projected (budgeted \$85,382.000, as of 4/26/16-\$62,476.00) at the present time management does not expect revenues to support the operation of the system for this fiscal year due to the high iron content creating extensive maintenance issues. The Sinking fund will be able to cover the deficit.

Hampton Woods Water System

The HWWS is new to the East Hampton WPCA for FY 2016-17; Phase I A of the development has 34 individual homes of which 6 are connected to the water system that is still being constructed. This facility will be expandable to serve a total of 255 homes. The Town will not be responsible for a financial deficit associated with the operation prior to the full build out of the development, as per Developers agreement.

WATER RATE RECOMMENDATION; WATER RATE RECOMMENDATION:

The 2016/17 budget of \$190,128.00, will not require an increase in water rates as a result of the Town's desire to make the water systems self-sufficient and eliminate the historical Town Contribution in 2015-16 the current rates cover the costs of future Capital projects and repairs for FY 16-17.

Avg. Monthly Cost	VCWS Residential	ROWS Residential	Center School	Memorial School
Current Rates	\$60.25	\$71.21	\$690.00	\$920.00
WPCA recommendation No change	\$60.25	\$71.21	\$690.00	\$920.00

ALTERNATIVE ACTIONS – at the discretion of the Town Council

FISCAL IMPACT – variable depending upon the ultimate action of the Town Council.

**East Hampton Water Pollution Control Authority
Community Water Systems Fiscal Year Budget - 2016-17**

REVENUES
Residential Consumption Estimated

	VCWS	ROWS	HWWWS
daily consumption (gals.)	8,000	12,500	4,080
Est. daily cons./unit (gals.)	85	151	120
Mthly. commodity cost (\$/1000gals.)	\$5.58	\$5.58	\$5.58
Monthly commodity charge (\$)	\$14.25	\$25.21	\$20.09
Monthly meter cost (1EMU = X.XX)	\$46.00	\$46.00	\$46.00
Per unit monthly cost (\$)	\$60.25	\$71.21	\$66.09
Homes/units	94	83	34
Estimated monthly revenue	\$5,663	\$5,911	\$2,247
Est. Residential yearly revenue	\$67,958.40	\$70,927.35	\$26,963.90

\$165,850

Monthly meter cost (15 EMU = \$X.XX)	\$690.00
daily consumption (gals/day)	755
Monthly commodity charge (\$)	\$126.39
Monthly meter cost (20 EMU = \$X.XX)	\$816.39
daily consumption (gals/day)	
Monthly commodity charge (\$)	
Estimated monthly revenue	\$816.39

Mem. Sch.	
	\$920.00
	1,700
	\$284.60
	\$1,204.60

Est. Institutional yearly revenue	\$9,796.73	\$14,455.14	\$24,252
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Estimated total revenue 16/17	\$77,755.13	\$85,382.49	\$26,963.90
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Transfer from Capital /operating fund			\$27
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Proposed fiscal year Operating Budget \$190,128

Annual Cost based upon 72,000 gals. \$953.78

Quarterly Report, East Hampton High School Renovation
State Project No. 042-0041 EA/RR
Period Ending March 31, 2016

TO: Town Council
FROM: Building Committee
RE: EHHS Quarterly Report No. 11

Dear Council Members:

The following quarterly report (No. 11) summarizes the past months, January through March, of construction activities and forecasts the upcoming work for the East Hampton High School Renovation project.

Additionally, the project is currently tracking on budget and on schedule, with an approximate project completion of forty (40) percent.

January 2016:

Science Wing & Locker Rooms:

- Continued work on punch list items; FF&E was installed in these areas

Auditorium & Boiler Room:

- Finish work in the auditorium completed including, but not limited to, mill work installation, painting, installation of additional seats, hanging of ceiling clouds.
- Boiler room work ongoing, insulate piping ongoing.

New Gym & FCS:

- Finish work in gym completed including final coat floor polyurethane, installation of gym equipment such as, bleachers, volley ball net, batting cage, etc.

- Family Consumer Science room turned over to the school on January 15; owner training was provided and the space is now in use by the school.

Project Site:

- Site work included removal of oil tank west side of site, installation of temporary egress at new gym, installation of pavers at east entrance.
- Additionally, filled and primed the fire suppression water storage tanks to feed renovated areas.

Area A (20's Wing):

- Demolition of six existing classrooms and bathrooms.
- Began new construction of the space, framing, MEP rough-ins, sewer line installation, window installation began and structural modifications under way (new columns and beam reinforcement).

February 2016:

Auditorium & Boilers:

- Auditorium is substantially complete, with ongoing punch list items being resolved.
- Board of Education installed additional sound equipment.
- Boiler room completion will continue until final phase.
- A cold weather event occurred causing the temporary boiler to shut down resulting in pipe freeze ups in the 40 and 50 wings.

New Gym:

- Minor punch list items remain to be addressed in the gymnasium. In addition, concern regarding the volleyball net orientation and sun glare are being reviewed by the project team.

Areas A (T Bell/Fitness/Library):

- Locker room work consisted of abatement, demo, MEP rough-ins.
- T-Bell/Library work consisted of demo, MEP rough-ins and framing of upper exterior walls.

Area A (20s Wing Classrooms):

- Installation of MEP systems ongoing (chilled beams, data drops, power, ductwork, etc.)
- Abatement of exterior windows and installation of new ongoing in the class rooms.
- Classroom gyp board installation, painting, smart board hook up ongoing.
- Bathroom tiling ongoing
- Hallway wall treatment proceeding

Site Work:

- Domestic water and fire suppression system installed.
- Continued work on rear drop off area.

Special meeting was held February 29th to review IP phone proposal from Carousel, which was subsequently approved.

March 2016:

Auditorium & Boiler:

- Auditorium punchlist ongoing.
- Boiler room to be completed with final phase.

Area A (20s Wing):

- Construction substantially complete, FF&E/Move completed, punchlist items being addressed, school using classrooms.

Area A (T Bell/Fitness/Library):

- Fitness/Locker room demo complete, installation of new walls, MEP and bathroom tiling ongoing.
- Library/T Bell framing 90 percent complete, gypsum board installation and MEP installation ongoing.
- Ducted skylights installed awaiting motorized damper.

Phase 3A NE Classrooms (Phase 3 broken into multiple areas 3A, 3B Admin wing/Cafeteria):

- 3A has three areas to be abated in the coming months. Demo is currently underway in these class rooms.

Project Site:

- Rear drop off work ongoing. In addition, removal of existing septic tank is ongoing.

Special meeting was held this month to discuss the overall safety plan for East Hampton High School at completion of this project.

In terms of Construction, at this time:

TBell/Fitness/Library: Fitness and bathrooms to be turned over by the end of April for schools use, at which time the girls and boys bathrooms in the phase 3A north east classroom area will be taken over by Downes. TBell/Library is on schedule to be completed by the end of June 2016.

Phase 3 Classrooms: Renovation ongoing and on schedule to be completed over the summer.

Phase 3 Cafeteria: Turnover to the contractor is scheduled for April and move management is underway to assist in providing a temporary cafeteria for the rest of the school year.

Phase 3 FF/E and Moves: Planning for summer moves and FF&E installation will be ongoing throughout the coming months with cafeteria moves beginning next month followed by fitness center moves.

Site work: Continue to tie-in new systems into the building (i.e. domestic water approval, telephone and data tie-ins, site drainage, etc.). Additionally, driveway entrances and parking lots in the rear of the school will continue to be worked throughout the summer.

Budget: See Attached

EAST HAMPTON
High School Renovations
Financial Status Report - 3/18/16
 \$(000)

A B C D E F G

	Budget		Approved Budget with Transfers	Total Contract	Planned, but not Contracted	Anticipated Total Costs	Remaining Balance
	Project Budget 2/24/15	Approved Transfers					
I. <u>Building Construction</u>	43,666.9	(1,109.4)	42,557.5	42,473.5	-	42,473.5	84.0
II. <u>Related Construction</u>	-	-	-	-	-	-	-
Total Construction	\$ 43,666.9	\$ (1,109.4)	\$ 42,557.5	\$ 42,473.5	\$ -	\$ 42,473.5	\$ 84.0
III. <u>Furniture, Fixtures & Equipment (FF&E)</u>	1,828.0	-	1,828.0	1,564.2	222.7	1,786.9	41.1
IV. <u>Fees and Expenses</u>	5,630.4	64.4	5,694.8	4,802.2	1,060.0	5,862.2	(167.4)
V. <u>Contingency</u>	569.7	1,045.0	1,614.7	-	502.2	502.2	1,112.5
A. Construction & Owner's Project	-	-	-	-	1,070.2	1,070.2	(1,070.2)
B. Additional Need	569.7	1,045.0	1,614.7	-	1,572.4	1,572.4	42.3
Total Contingency	\$ 569.7	\$ 1,045.0	\$ 1,614.7	\$ -	\$ 1,572.4	\$ 1,572.4	\$ 42.3
VI. <u>Inflation</u>	-	-	-	-	-	-	-
Total Project	\$ 51,695.0	\$ (0.0)	\$ 51,695.0	\$ 48,839.9	\$ 2,855.1	\$ 51,695.0	\$ (0.0)

Transfers

From:

V. Contingency

To:

(1,109.4) I.A Construction

% Contract Approved to Date:

Contractor 60.5%

Architect 84.0%

FFE 33.1%

OPM 36.0%

Note: OPM Percentage Includes CREC and Colliers Combined

BOARD AND COMMISSION SUMMARY
MAY, 2016

AGENDA
ITEM # 166

Arts & Culture Commission

The Arts & Culture Commission met on May 19th at Sears Park. Student Art Awards and a Reception for East Hampton Students Justin Hotchkiss, Leah Kohler, Rachel Sweeney, Carli D'Antonio and Alyssa Sweet was held. The artwork will be hung in the Town Hall art gallery during the month of June. The regular portion of the meeting followed at the Goff House Museum. The commission needs approval from the town to create a web site that is separate from the town web site. Sue Berescik from the Library, who is the commission's town liaison, will discuss the matter with town officials and get back to us. The web site is for arts and culture related events and photos from East Hampton.

Grants - Once the Chatham Historical Society purchases its proposed display case, the bill will be submitted to the finance department for payment. Blackledge Music will provide an update on their proposal to book a venue for a concert in town.

Art Purchase Award – A piece of artwork will be selected at 10 a.m. during the Strawberry Fest/East Hampton Art Association Art Show on the church green on June 18. The work will be hung in the youth and family services department offices. A plaque for the artists and a placard for the artwork will be made.

Open Studio is planned for November. Goodspeed music director Wade Russo Presentation is tentatively scheduled for June 28. The Commission will not have a booth at Old Home Day this year. The Goff House Museum will be the new meeting location for the commission. The new Parks & Recreation director has been invited to come to an arts commission meeting. Josh Piteo of the Town Council will attend the meeting in June to discuss the town's 250th anniversary celebration.

Commission Reports & Event Announcements – Town wide tag sale June 18, 9 a.m. to 2 p.m. \$15 for an application and to have tag sale site on the map. Rain date is the following Saturday. Applications are available at the town hall and library or from Debbie Day, 49 Champion Hill Road. Shirley will be passing out the maps at the historical society grounds the day of the sale. Strawberry Fest/Art Show is also June 18 on the church lawn and Center School Gazebo, live music, food, and vendors, starts at 10 a.m. Memorial Day Ceremony at the Rock Landing Cemetery in Haddam Neck, Sunday, 2 p.m. Art Association of East Hampton meeting is June 25 at the library community room features a potluck supper at 6 p.m. followed by a program with Daniel Riccio who teaches metalsmithing at CCSU and creates miniatures. Mindy spoke with parks and rec this month and she has been given approval to put in a community garden, most of which will benefit the food pantry and area soup kitchens. She is going to get the high school botany club, local boy scouts and garden clubs will be invited to participate. Volunteers will be able to work in the garden and take home produce. She hopes to have picnic tables put in. FROTH and Po's Rice and Spice are interested in doing a signature dish using some of the produce. Elementary school concert at the high school is Tuesday at 6:30 p.m. and the high school concert is Thursday at 7 p.m.

Board of Finance

The May Meeting of the Board of Finance was held at the Town Hall Meeting Room on Monday, May 16th. As a result of the events that transpired at the Town Meeting held just prior to the Board of Finance meeting, the bulk of the meeting revolved around submission of a budget back to the Town Council. Also, in following with Connecticut state statute, the auditor, Cohn Reznick, was appointed, through a unanimous vote, as the auditor for the 2015/2016 FY audit.

Brownfields Redevelopment Agency

The Brownfields Redevelopment Agency held their regular meeting on May 23rd. Anchor Engineering is finalizing the bid plan for 13 Watrous Street and it will shortly be submitted for approval to DECD. The Agency authorized Anchor to continue with tasks as related to 13 Watrous. Also discussed were the Agency storage website, the POCD draft and a possible clean-up of the parking lot at 103 Main.

Charter Revision Commission

The Charter Revision Commission held meetings on May 4th & 18th. Language was adopted for charter revision of section 2.1 (under Town Council chapter) as related to volunteering of post-term elected officials. Proposed text was voted on for a new charter section (1.4) as related to oaths of office. Budget bifurcation was discussed in-depth at both meetings, with all commission members being in favor of it. A vote on this possible change will be taken in June when all members can be present. The June 1st meeting has been cancelled.

Clean Energy Task Force

No meeting

Commission on Aging

No meeting

Conservation-Lake Commission

The Conservation-Lake Commission held their regular meeting on May 12th. Plans were reviewed/approved for 73 Meeks Point improvements. Northeast Aquatic Research is close to having a first draft of the watershed 9 point plan. In-lake treatment beta testing was discussed as a possibility for this year.

Design Review Board

The Board reviewed a sign application submitted by Tang Asian Bistro, LLC. A motion was passed to accept Board recommendations. The Board also reviewed a proposal submitted by Bevin House Bed and Breakfast for signage and changes to the parking area. A motion was passed to recommend the proposal as presented. The Board passed a motion to move their Regular Meetings to the third Thursday of the month. A motion was passed that the Hearing Review Checklist be given to applicants by P&Z Staff and completed prior to the DRB plan review. It was also decided that the DRB recording

clerk will communicate DRB recommendations to P&Z staff in the form of a letter prior to the next PZC Meeting when possible.

The Board also met on May 19th to review an application for a sign permit for 70 Main Street. A motion was passed to recommend approval of the sign to Planning & Zoning with concerns noted of the scale in association with the building and the final height of the sign off of the ground.

Economic Development Commission

The Economic Development Commission held their regular meeting on May 17th. The Commission voted to move forward with the East Hampton Events publication, which is a magazine that will be provided to the townspeople with articles, info and photos provided by the town departments/civic groups. Lakeside Designs is the first Belltown Spotlight on Business recipient for the month.

Ethics Commission

No meeting

Fire Commission

The Board of Fire Commissioners held their regular meeting on May 9th. Fireworks display is scheduled for August 20th, fundraising underway. Purchases approved include: annual mandated physicals for members, 4 replacement Scott bottles and 4 replacement helmets. Incident during training at Sears Park was addressed. There is one vacancy on the Board as Mr. Palmer intends to resign. A motion was made to pay Harlan Bacon \$2,500 from his awards program funds as he meets all requirements for disbursement.

A special meeting was held May 12th in which replacement of the servers at companies #1 & #2 was approved and the signing of the Spillman software agreement (for Glastonbury dispatch needs) was discussed.

High School Building Committee

The EH High School Building Committee held their regular meeting on May 19th. Work continues to progress on schedule. The building will be closed for the summer; outside athletic fields will remain open. Excessive copper in some water is being tested and investigated (not a global issue, only in certain areas) and potable water is being provided for students/staff. Invoices and the quarterly report were reviewed and approved. Discussion occurred around removing a time capsule that was placed behind the cornerstone in 1963. It will be removed, but a date for opening it will be determined at a later time, as well on discussion on putting in a new time capsule.

Inland Wetland Watercourses Agency

On Wednesday, May 25, 2016 the IWWA received a report from the Upland Review Agent indicating he had granted an approval for activity in the uplands review area at 16 Maplewood Drive to Steven Phillips for the installation of a 12' x 16' shed on a crushed stone pad (Map 19/Block 39A/Lot 10A-4) with conditions.

The Agency also heard and approved with conditions the application of Christopher Cozzi, 73 Meeks Point Road, for residential alterations in the upland review area (Map 10A/Block 82/Lot 12).

The Agency received a status report on Lake Study and reviewed open permits with the Planning and Zoning Official.

Joint Facilities

The Meeting of the Town of Colchester – Town of East Hampton Joint Facilities Committee was held at the Colchester - East Hampton Waste Water Treatment Plant Meeting Room on Tuesday May 17, 2016 at 5:00 P.M. After a tour of the RDT unit and progress, the members met with Mr. Kovacs of Kovacs Construction to allow him to provide his side to the issues with the project.

Middle Haddam Historic District Commission

The Middle Haddam Historic District Commission met on Thursday, May 26th. The Commission approved Application #503 for a Certificate of Appropriateness at 66 Middle Haddam Road to remove the chimney at the rear of the building, patch the cross, close the holes in the roof and to repoint the chimney in the parish hall for Christ Episcopal Church. The Commission also discussed a letter from Jeremy DeCarli, Planning & Zoning Official, regarding a new parking area at Cobalt Lodge Health & Rehabilitation Center that was installed without the proper permits.

Parks & Recreation Advisory Board

At the May 3, 2016 Regular Meeting of the Parks and Recreation Advisory Board, the board discussed the plans and options for the Seamster Park Playground project. There were several members of the public in attendance that gave opinions about the options that were presented. The advisory board also discussed summer seasonal staffing, summer programs and future plans for fall and winter programs.

Planning & Zoning Commission

On Wednesday, May 4, 2016 the PZC heard the following:

- The application of Clark Hill Estates LLC, 0000 Clark Hill Road, for a 3-Lot Subdivision – Map 11/Block 39/Lot 2 – Approved with conditions;
- The application of Stephen Acerbo, 000 Rear Old Young Street (AKA: Sexton Hill Road), for a 4-Lot Subdivision – Map 4/Block 31A/Lot – Continued to the next regularly scheduled meeting;
- The application of Dean Brown, 26 Barton Hill Road, Bevin Mansion Bed & Breakfast, for a Special Permit pursuant to Section 8.4.I. Standards for Specific Uses – Bed and Breakfasts – Approved with Conditions;
- July 1, 2016 Plan of Conservation and Development: Adopted (Effective July 1, 2016); and
- Extension of Permit: Application of Skyline Estates LLC for Five-Year Extensions of Permit Nos. PZ92335, PZ92364, and PZ92392 for the Skyline Estates Subdivision – Extended per Connecticut General Statute for the maximum of an additional Five- Years.

Additionally, the PZC continued to discuss the process and expectations for the Design Review Board and their Guidelines.

Water Development Task Force

No meeting

Water Pollution Control Authority

The Meeting of the Town of East Hampton Water Pollution Control Authority was held at the Colchester - East Hampton Waste Water Treatment Plant Meeting Room on Tuesday, May 3, 2016 at 6:00 P.M. Initial review of the FY 2016-2017 water budget was conducted with further review, discussion and approval to occur at the June Meeting. Discussion was also begun around reviewing and re-evaluating the connection fee policy. Further discussion will be held at the next meeting. Finally, Mr. Smith shared our lawyer's version of the Portland Sewer Commission/St. Clements agreement. The members agreed to accept this version and to move forward with sending it back to Portland.

Zoning Board of Appeals

On Monday, May 9, 2016 the ZBA heard the application of Robert & Tammy Filbig, 8 Fairlawn Avenue, for a Side Yard Variance to Reduce the Setback Requirement from 15' to 10' to Construct a Two-Car Garage – Approved with Conditions.

The Agency also amended the approval of the variance for Charles Yenkner, 65 Spellman Point Road – Map 09A/Block 70A/Lot 36 - Amendment to Variance Granted on 01/11/2016.

Friday, June 10, 2016

To All Council Members,

As per our Town Manager's contract, the Town Council is expected to complete the Manager's review by July 1st of each year – a goal that has yet to be met by previous Councils.

I've asked Mr. Reich to assist me with reviewing several other towns' evaluation forms to develop a more streamlined and effective evaluation form than one the Town Council has used in the past.

We have a meeting scheduled for Thursday the 16th and our goal is to have an evaluation form developed and sent to you by Monday the 20th.

Once the evaluation form is developed, I will be forwarding it to each of you for a swift turnaround in hopes this task can be completed in a timely manner.

Thank you,

Patience