

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Agenda Item: 9a

Item to be presented by: TLS

DATE: September 17, 2015

SUBJECT: Update on WDTF

DEPARTMENT: WPCA

RECOMMENDED ACTION – None

BACKGROUND – The WPCA, Water Development Task Force has discussed many different options for providing drinking water to the Town of East Hampton residents and businesses. This an update of the ideas and options discussed.

1. A phased interconnection of existing systems eventually creating one community water system. Cost: \$5 - 30 million
2. The Town self-funding the build of a town-wide community water system.
Cost: \$ 20-70 million
3. A Public/Private Partnership. Cost ???

Town of East Hampton

Information Technology Specialist

Description

The Information Technology Specialist is responsible for the configuration, installation, administration and maintenance for all technology, equipment and software applications, including file servers, application servers and print servers. The IT Specialist understands programming languages and is the front line of technical support for all staff of varied technical levels.

The IT Specialist is responsible for all technology support including troubleshooting hardware and software applications, assisting with the coordination of integration of new systems and applications to existing systems and networks, backup and restoration as well as telephone, cellular and equipment issues and coordinates repairs as assigned.

Responsibilities

- Troubleshoot hardware and software applications.
- Update hardware and software as directed.
- Backup, restoration and testing of information systems critical data.
- Authorize system access to users and maintain necessary documentation of authorities assigned.
- Troubleshoot telephone and cellular service and equipment issues.
- Front line technical support.
- Desktop Support for Windows - including maintenance and deployment.
- Coordinate and participate with other company departments on technology projects as required
- Provide end-user support for a variety of software applications
- Performs other related work as required.

Knowledge, Skills and Abilities

- Ability to maintain and support a variety of PC software and operating systems.
- Knowledge of IT security administration and license management.
- Knowledge of procurement and inventory of computer equipment.
- Ability to problem-solve and high-quality customer service skills, and a strong work ethic.
- Must be a team player with the ability to work well independently and in a group.
- Skilled in process development and documentation
- Must possess above-average organizational skills
- Excellent verbal and written communication skills
- Knowledge of Office 365 administration, VMWare, windows server 2012 or newer

Education

- Bachelor's Degree In Computer Science or related field, or a combination of formal education and experience totaling at least five years.
- Exceptional multi-tasking skills, as well as excellent communication skills, both verbal and written.
- Demonstrated problem solving and troubleshooting skills in technical areas.
- Experience with Munis financial software a plus.

Physical Requirements

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. While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perceptions and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an 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. Work is performed mostly in an office setting. The noise level in the work environment is usually quiet.

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. This is an exempt position.

GrowSMART

A collection of small town ideas can lead to BIG regional solutions.

Regional Summit

Tuesday, September 22, 2015 4:00 - 8:00pm

Location: The Riverhouse at Goodspeed Station, 55 Bridge Road, Haddam, CT

The GrowSMART Regional Summit is only one week away! Mark your calendar for Tuesday, September 22nd at the Riverhouse in Haddam. Drop-in any time between 4:00 - 8:00pm to share your vision for the region's economic future! This event will include a short presentation on the state of our regional economy, interactive brainstorming exercises, and the opportunity to network with fellow residents. Participants will assist in brainstorming BIG ideas for the region, and help create a strategy that grows and strengthens our economy, yet preserves what makes our region special. Children's activities and refreshments will be provided. The Riverhouse at Goodspeed Station is located at 55 Bridge Road, Haddam, CT 06438.

If you are unable to attend the Regional Summit, we're taking the exact same workshop on the road through early October! Look for our *GrowSMART Pop-Up Workshop* around the region and stop by to share your input and vision. If it says confirmed - we'll be there!

- **CONFIRMED!** - September 28th at the Middlesex Chamber of Commerce Business to Business Expo from 11:00 - 7:00pm at booth #407. The Expo is held at the Crowne Plaza Hotel in Cromwell.
- **CONFIRMED!** - September 28th at the Regional Planning Committee meeting from 6:00 - 7:30pm at the RiverCOG Offices, 145 Dennison Road in Essex.
- *Tentative* - September 30th at the East Haddam Farmer's Market
- *Tentative* - October 3rd at the East Hampton Harvest Festival
- *Tentative* - October 7th at the Old Saybrook Farmer's Market.
- *Tentative* - October 8th at the Middletown South Green Farmer's Market.

Visit our website www.growsmartregion.org for up-to-date information on Pop-Up Workshop locations and future events!

Chester · Clinton · Cromwell · Deen River · Durham · East Haddam · East Hamnton
Essex · Haddam · Killinoworth · Lyme · Middlefield · Middletown · Old Lyme
Old Saybrook · Portland · Westbrook

GrowSMART

A collection of small town ideas can lead to big regional solutions.

Public Workshop Dates:

SEPTEMBER 22nd

REGIONAL SUMMIT - OPEN HOUSE

4:00 - 8:00 pm

The Riverhouse at Goodspeed Station
55 Bridge Road, Haddam, CT

SEPTEMBER 28th

MIDDLESEX CHAMBER OF COMMERCE

BUSINESS TO BUSINESS EXPO

11:00 - 7:00 pm

Crown Plaza Hotel
100 Berlin Road, Cromwell, CT
Visit us at booth #407!

SEPTEMBER 30th

POP-UP WORKSHOP

4:00 - 7:00 pm

East Haddam Farmer's Market
Ballek's Farm
90 Maple Avenue, East Haddam, CT

OCTOBER 3rd

POP-UP WORKSHOP

10:00 - 2:00pm

East Hampton Harvest Festival
Congregational Church of East Hampton
59 Main Street, East Hampton

OCTOBER 7th

(TENTATIVE) POP-UP WORKSHOP

10:00 - 1:00pm

Old Saybrook Farmer's Market

OCTOBER 8th

(TENTATIVE) POP-UP WORKSHOP

8:00 - 1:00 pm

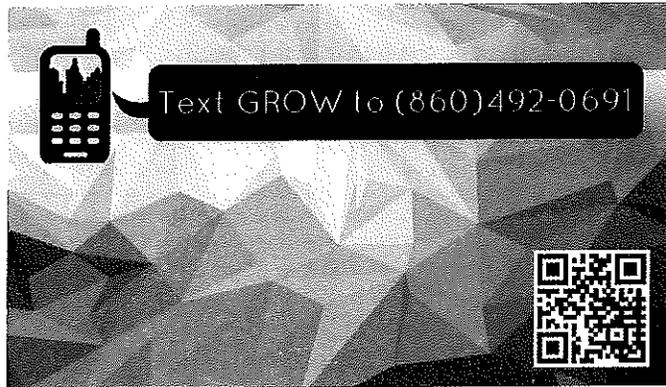
Middletown South Green Farmer's Market

GrowSMART

An Economic Growth Strategy for the
Lower Connecticut River Valley

Visit our website to learn about this study.
While you're there, take a short survey and
provide your insight for the chance to win
\$100 in DBD Dollars for use in most
Downtown Middletown locations!

www.growSMARTregion.org



Text GROW to (860)492-0691



AGENDA
ITEM # 13

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

September 18, 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 \$833.43.

Thank you for your assistance.

Nancy Hasselman, CCMC

Nancy Hasselman, CCMC
Collector of Revenue

19.03	+
4.00	+
11.08	+
580.52	+
56.36	+
38.09	+
4.07	+
43.14	+
24.03	+
53.01	+
833.43	*
0.00	

Maniscalco, Mike

From: Sissick, Phil
Sent: Tuesday, October 07, 2014 11:18 AM
To: Maniscalco, Mike
Cc: Jylkka, Jeff
Subject: RE: Project estimates

Mike,

As you are aware, the Town must bear the design and inspection costs at 100%; in order to qualify for reimbursement the CTDOT QBS policy would need to be followed. The State also requires that a qualified inspector be present at all times when work is in progress. The estimate for inspections and work to date is noted below.

Inspection costs could potentially be reduced at Christopher Brook if Main Street was completely closed, as opposed to maintaining a lane of traffic. If the road is kept open then the State will likely require a pedestrian bridge, which would also mandate additional rights of way be taken. Unfortunately, the State holds the cards and makes the majority of decisions for these projects.

As you know, these projects were planned and started before my time with the Town.

Brewer Road

- Inspection Fees
 - \$16,730.25 billed to date (July & August)
 - \$16,484.47 in fees for September (to be billed within the next few days)
 - Estimate approximately \$20,000 in additional fees to project closeout, including final inspections (estimate another two weeks +/-) and finalizing CTDOT inspection documents for project.
- Construction Costs
 - Original Contract Value of \$361,418.00
 - There will be change orders to reflect final quantities installed. These final quantities have not been established yet. We expect additional costs in the range of \$10,000 to \$20,000 over original contract value, which, from what I understand, is less than value of the contingency funds that the State has set aside for project.

North Main Street

- Final Design
 - Est. approximately \$15,000 in final design fees to address all State comments and prepare Bid Documents for bidding – includes provisions for temporary pedestrian bridge.
- Construction Costs
 - Est. construction cost of approximately \$800,000, including 10% contingency and 25% in incidentals. This includes est. \$50,000 for temporary pedestrian bridge. These costs to be refined during final design development.
- Inspection Fees
 - Est. project duration of 30 weeks. Presume 25 weeks in field with full time inspection with additional time for contract administration and project closeout. Est. Construction phase services fees of approximately \$120,000.

Please let me know if I can provide additional information.

Best,

Phil

Phillip J. Sissick, CLT
Director of Public Works
Town of East Hampton Connecticut
Phone: (860) 267-4747
Fax: (860) 267-4172

From: Maniscalco, Mike
Sent: Monday, September 29, 2014 2:45 PM
To: Sissick, Phil
Cc: Jylkka, Jeff
Subject: Cost overruns

Phil,

I have been working with Jeff on some projections. Can you give me an estimate of how much over you believe both Brewer and Christopher brook road projects will be?

Best,

Michael Maniscalco, MPA
Town Manager
Town of East Hampton
20 E. High St.
East Hampton CT, 06424

860-267-4468

Please note the change in email to: mmaniscalco@easthamptonct.gov

Follow us on Twitter @EHTown_manager

	Budget	Exp. To Date	Est. Future Exp.	Balance	Grants	Match to date	Additional Match
Brewer Road							
Engineering	\$ 46,000	\$ 66,847	\$ 20,000	\$ (40,847)	\$ -	\$ -	\$ 86,847
Construction & other	362,500	361,418	15,000	(13,918)	301,134	72,500	2,784
Total	\$ 408,500	\$ 428,265	\$ 35,000	\$ (54,765)	\$ 301,134	\$ 72,500	\$ 89,631

	Budget	Exp. To Date	Est. Future Exp.	Balance	Grants *	Match to date	Additional Match
Christopher Brook							
Engineering	\$ 125,000	\$ 117,667	\$ 135,000	\$ (127,667)	\$ -	\$ -	\$ 252,667
Construction & other	387,000	5,562	800,000	(418,562)	725,006	51,200	29,356
Total	\$ 512,000	\$ 123,229	\$ 935,000	\$ (546,229)	\$ 725,006	\$ 51,200	\$ 282,023

* - Assumes grants will cover the budget coverage at 90%.

Potential Additional Funding Sources

	Balance	Comment
Town Aid Road	\$ 116,249	Prior local match was from here
Bond Funds - 2012 Road Imp. Project	\$ 212,000	Needs TC and 8-24 approval. Phase 2 & 3 project costs are not final. Balance may change
Cap. Reserve Fund (Chip Sealing)	\$ 370,332	Needs Cap. Committee, BOF and TC approval
Cap. Reserve Fund (Upgrade Unimproved Roads)	\$ 561,556	Needs Cap. Committee, BOF and TC approval
Fund Balance	\$ 5,026,000	Subject to final audit. 12.7% of FY 2014 Budget