

TOWN OF EAST HAMPTON AGENDA REPORT

Agenda Item: 4A

Town Manager Approval: RGD 

Item to be presented by: Frank Grzyb
Facilities Manager

DATE: April 12, 2011

SUBJECT: SNOW REMOVAL COSTS
For Four School Roofs

DEPARTMENT: Facilities

RECOMMENDED ACTION

None required.

BACKGROUND

Costs of cleaning off the roofs and moving the snow away from the building for the following facilities:

<i>Memorial School</i>		<i>High School</i>	
Quality Roofing	40,515	Carlevale Construction	76,712
B&S Landscaping	7,560	Crane Service	950
Crane Service	950		
Total...	49,025	Total...	77,662
<i>Center School</i>		<i>Middle School</i>	
B&B Construction	15,835	B&B Construction	79,815
Olzacky	618	Olzacky	237
Crane Service	950	Crane Service	950
Total...	17,403	Total...	81,002
GRAND TOTAL ... \$225,092			

ALTERNATIVE ACTIONS

Other direction as determined by the Town Council.

FISCAL IMPACT

None

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Agenda Item: 4A

Town Manager Approval: RGD (CD)

Item to be presented by: Frank Grzyb
Facilities Manager

DATE: April 12, 2011
SUBJECT: SNOW REMOVAL COSTS
For Roofs of Two Town Buildings
DEPARTMENT: Facilities

RECOMMENDED ACTION

None required.

BACKGROUND

Costs of cleaning off the roofs and moving the snow away from the building for the following facilities:

<i>Library/Senior Center</i>		<i>Ambulance Building</i>	
Green River Construction	1,300	Green River Construction	2,400
Higgins Enterprises	2,325	Higgins Enterprises	1,500
Total...	3,625	Total...	3,900
GRAND TOTAL ... \$7,525			

ALTERNATIVE ACTIONS

Other direction as determined by the Town Council.

FISCAL IMPACT

None

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Agenda Item: 4B

Town Manager Approval: RGD (cs)

Item to be presented by: Frank Grzyb
Facilities Manager

DATE: April 12, 2011

SUBJECT: SENIOR CENTER--ADDITION & RENOVATION
105 Main Street; East Hampton, CT

DEPARTMENT: Facilities

RECOMMENDED ACTION

None required.

BACKGROUND

We issued a Letter of Intent to award the contract to T.M. Builders. They are currently working on getting us their Performance, Labor & Material Payment Bonds and Insurance Certificate. When these items are received, I will schedule a contract signing and preconstruction meeting. This will occur within the next ten days. We are still negotiating with them to reduce the scope of work and costs for this project. They will begin submitting their shop drawings for approval next week.

ALTERNATIVE ACTIONS

Other direction as determined by the Town Council.

FISCAL IMPACT

None

TOWN OF EAST HAMPTON AGENDA REPORT

Agenda Item: 4C

Town Manager Approval: ROD (CD)

Item to be presented by: Frank Grzyb
Facilities Manager

DATE: April 12, 2011
SUBJECT: SEARS PARK--BAND SHELL
68 North Main Street; East Hampton, CT
DEPARTMENT: Facilities

RECOMMENDED ACTION

None required.

BACKGROUND

The Town received a STEAP grant in the amount of \$200,000 to construct a band shell in Sears Park as a memorial to the Late Governor William O'Neill. We posted a Request For Proposal for architectural/engineering services on the State DAS website on March 24, 2011. Proposals are due on Tuesday, April 12, 2011, at 11:00 a.m. A Committee of three has been formed for the selection process. The tentative project schedule is as follows:

Design	(summer)
Bid for construction	(late summer)
Construction	(fall)
Completion	(by the end of the year)

ALTERNATIVE ACTIONS

Other direction as determined by the Town Council.

FISCAL IMPACT

None

TOWN OF EAST HAMPTON AGENDA REPORT

AGENDA ITEM: 4D

Town Manager Approval: RGD (ea)

Item to be presented by: Keith Hayden
Director of Public Works

DATE: April 12, 2011
SUBJECT: Update on Pine Brook Culvert
DEPARTMENT: Public Works

RECOMMENDED ACTION

Continue to pursue emergency Town Aid Road (TAR) funding for double metal arch pipe culvert (option #5).

Investigate available Town funding and support for option #1 or #5 if emergency TAR funds are unavailable.

Note: An emergency authorization has been granted by the USACOE that would allow the work to proceed with permitting done concurrently.

BACKGROUND

Options investigated included:

1. Replace the existing pipe in-kind and armor the road surface with gabion blankets.
2. Concrete box culvert located in old channel location.
3. Aluminum box culvert located in old channel location.
4. Metal pipe arch culvert located in old channel location.
5. Double metal arch culvert designed for 100 year flow. Installed in stages with one arch installed in old channel location and one installed in the current culvert location.
6. Bridge constructed parallel to the existing road to utilize the existing culvert to maintain access during construction.
7. Temporary metal bridge installed as a permanent replacement on a parallel alignment.

CLA Engineers have prepared cost estimates for several options.

Option #1 - \$250,000 to replace the culvert in-kind and armor the road surface.

Option #2-5 - \$400,000 to replace the culvert with box culvert or pipe arch. The price difference between the various materials is not that significant with all options approximately \$400,000.

Option #6 - \$750,000 to replace the existing culvert with a bridge designed for the 100-year flow. The new bridge will be constructed parallel to the existing road eliminating the need of a temporary bridge.

Option #7 - Cost estimates pending.

Actions to date:

March 21, 2011 - Met with Brian Long CLA Engineers and 2 representatives of the plastic pipe manufacturer to determine if sleeving the damaged culvert was still an option. They concluded that the pipe cannot be sleeved.

March 30, 2011 - Notified the East Hampton Inland Wetlands Agency of the washout and emergency repairs to date.

April 1, 2011 – Sent a letter to Cori Rose of the USACOE requesting emergency authorization to replace the Pine Brook culvert.

April 6, 2011 – Sent letter to Gov. Malloy requesting \$400,000 in emergency Town Aid Road funds to replace the existing culvert with 2 metal pipe arches.

April 7, 2011 – Received authorization for option #5 from USACOE under the Emergency Procedures of the Connecticut Programmatic General Permit.

Pending:

Governor Malloy's decision on emergency funding request.

Option selection

Funding approval

Considerations:

Option #1 would require the road to be shut during the excavation and replacement of the culvert. The work could be expedited to minimize the shut down to 1-3 days. Replacement in-kind would not require the level of permitting as new culverts with increased flows.

Options #2-5 provide essentially the same result. However option #5 would provide several advantages during construction. Cofferdams can isolate the work areas allowing the work to be performed in the dry. The existing culvert will maintain stream flow while the first culvert is installed allowing the work to proceed without having to wait for low flows in the late summer or early fall. Longer culvert lengths would allow traffic to be staged providing uninterrupted access to the residences.

ALTERNATIVE ACTIONS

N/A

FISCAL IMPACT

Dependent on the availability of emergency TAR funds and the option selected.

Subj: **Policy - Use of Attorney**
Date: 3/25/2011 10:00:31 A.M. Eastern Daylight Time
From: execsec@easthamptonct.org
To: tissahale@aol.com

Hi Melissa,

Attached is a copy of the policy that you requested. It was voted on at the January 8, 2008 meeting.

Policy Regarding Use of Legal Resources: Chairperson Engel reviewed the policy regarding the use of the Town Attorney and other legal and professional consultants by department heads, elected and appointed officials. This policy will avoid frivolous use of these consultants. Mr. Goff made a motion to adopt the policy as written. Seconded by Mr. Devine. So voted (7-0). This policy will be shared with all commissions and outside counsels.

I'm thinking that maybe the new labor attorney didn't know about the policy.

Thanks.

Cathy Sirois
Administrative Assistant
to the Town Manager

**Policy Regarding the Use of the Town Attorney and Other
Legal and Professional Consultants by Department Heads,
Elected and Appointed Officials**

All requests for legal advice or consultation services shall be approved by and coordinated by the Town Manager prior to the use of such services.

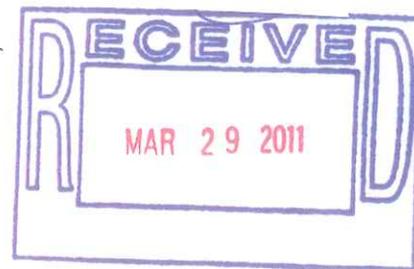
Upon approval by the Town Manager or his designee, the opinion of legal counsel or consultant shall be shared with the entire board, agency, commission or council. This shall apply to general questions as well as requests for written opinions.

The purpose of this policy is to ensure that all members receive the same information from professional/legal consultants and to prevent the unnecessary expenditure of Town funds.

Upon approval of this policy, the Town Attorney and other professional consultants will be advised to follow the protocol outlined above.

Dated: 1-8-2008

APPROVED / ADOPTED
By The East Hampton Town Council
Date: 1 / 8 / 08



March 28, 2011

Richard E. Hayber, Esq.
The Hayber Law Firm LLC
221 Main Street Suite 502
Hartford, CT 06106

RE: Sergeant Michael H. Green

Dear Attorney Hayber:

I have received your correspondence dated March 15, 2011. The Town questions how your client came into possession of one of Sergeant Kelly's personal emails, and certainly does not agree that the email reveals any evidence of bias in an official internal investigation.

Regardless, please be advised that as of March 24, 2011, the internal investigation regarding Sergeant Green's alleged failure to adequately supervise certain criminal matters has been assigned to Attorney Eric Daigle, an outside contractor based in Southington.

Sincerely,

Lisa S. Lazarek

44198

CC: Chief Matthew Reimondo
Robert Drewry, Town Manager
Melissa Engel, Council Chair

Subj: **BAA alternates**
 Date: 3/25/2011 10:24:29 A.M. Eastern Daylight Time
 From: ghcoshow@sbcglobal.net
 To: TissaHale@aol.com

Dear Melissa,

Once again BAA is roaring into action without a life-line. God forbid anyone of us should not be available due to sickness or emergency, but who's to know. It seems like a very simple task to create alternates for the board, and if someone can move fast enough it might be done in time for November elections if needed, or be appointed by TC as allowed by statutes. Obviously Jeff never got to it, and Bob hasn't either.

George Coshow

26 Shipyard Road, Middle Haddam, CT 06456-0118

(860) 267-1412

ghcoshow@sbcglobal.net

----- Forwarded Message -----

From: "O'Keefe, Jeff" <jokeefe@easthamptonct.org>
To: ghcoshow@sbcglobal.net; "Engel, Melissa" <tissahale@aol.com>
Cc: "Tyler, Carol Ann" <ctyler@easthamptonct.org>; "Connors, Linda" <Assessor3@easthamptonct.org>; "Sirois, Cathy" <execsec@easthamptonct.org>
Sent: Fri, July 9, 2010 4:55:36 PM
Subject: Re: BAA alternates

Melissa. I agree we should do this. I have seen first hand the increasing work load these three board members have been faced with the past few years. If you agree I will put it on the councils agenda for their August meeting.

----- Original Message -----

From: George Coshow <ghcoshow@sbcglobal.net>
 To: Engel, Melissa; O'Keefe, Jeff
 Cc: Tyler, Carol Ann; Connors, Linda
 Sent: Fri Jul 09 16:43:38 2010
 Subject: BAA alternates

Barbara Suprono, BAA chairman, Kevin Flannery and I talked of the necessity of alternates last time we met and I said I'd do something. While the re-charter committee was in full bore I suggested to them that BAA alternates should be considered. I received a round-about reply that this is more properly the subject of an ordinance. Attached is a portion of the state's general regs that discusses BAA and alternates.

Background. There is no BAA ordinance, the town acts in accordance with CGS 9-199 without repeating it via local law. The first paragraph of the attached copy discusses election of BAA members, and section (b) says that the town council may appoint an alternate for each member of the board. That sounds authoritative enough and actionable.

Discussion. BAA is up against hard, state-mandated dates to complete its spring and fall work. With the possibility of illness, family emergency or whatever, the town would be in a tough position to meet the dates. I have no idea of any penalties involved, just hard work into the night by staff and board members to catch up and answer state inquiries. And as with any emergency, illness, etc., there is no guarantee the absent member would finally present him or herself to get the job done, and form the mandatory three-member BAA. Alternates might be appointed at the last minute by a fast-acting TC, but at a minimum a member should be conversant in valuing property and have access to a mentor if not formally trained. Board members require some classroom training (infrequently given) as the regulations are very specific. This makes last-minute scrambling by TC to appoint a replacement ineffective to the task of qualified and motivated people addressing appeals.

Recommendation. Town Council should act without an ordinance to appoint an alternate for each elected BAA member. I recommend availing the public opportunity to comment on the proposed action, and that TC request each partisan town committee represented on the board to nominate alternates.

Note: I have undertaken this on my own after discussion some time ago with the other board members, and ask that the assessors send a copy of this e-mail to each.

George Coshow
26 Shipyard Road, Middle Haddam, CT 06456-0118
(860) 267-1412
ghcoshow@sbcglobal.net

Sec. 9-199. Assessors and boards of assessment appeals. Alternate members. (a) Unless otherwise provided by law, each town shall elect three assessors and a board of assessment appeals consisting of three members and shall elect such officers at regular municipal elections for terms of four years. Such assessors and members of the board of assessment appeals shall hold office for the term for which they are elected and until their successors are elected and have qualified. When the number of assessors or the number of members of the board of assessment appeals to be elected by any town is even, no person shall vote for more than one-half the number, and when the number to be elected is odd, no person shall vote for more than a bare majority of the number, provided the legislative body of any town may provide that the electors of such town vote for the full number of assessors or members to be elected thereat, any provision of the special acts to the contrary notwithstanding. The candidates in number sufficient to fill such offices who have the highest number of votes shall be elected. Nothing in this section shall be construed to affect the method of rotation of assessors or members of a board of assessment appeals legally in effect on October 1, 1976.

(b) The legislative body of a municipality or, in the case of a municipality for which the legislative body is a town meeting or a representative town meeting, the board of selectmen may appoint an alternate for each member of the board of assessment appeals. Each alternate member shall be an elector of the municipality. When seated, an alternate member shall have all the powers and duties of a member of the board of assessment appeals.

(c) Notwithstanding the provisions of subsection (a) of this section or of any special act, municipal charter or home rule ordinance, a municipality may, by ordinance, authorize its legislative body to appoint additional members to the board of assessment appeals for any assessment year.

(1949 Rev., S. 501, 502, 503, 515; 1951, S. 106b; 1953, S. 680d; P.A. 76-173, S. 7; P.A. 95-132, S. 4, 5; 95-283, S. 28, 68; P.A. 00-120, S. 11, 13; P.A. 02-49, S. 4.)

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Agenda Item: 5B

Town Manager Approval: RGD (CW)

Item to be presented by: Robert Drewry

DATE: April 12, 2011

SUBJECT: Set Town Meeting Date and Set Budget Referendum Date for 2011-2012
Budget

DEPARTMENT: Town Manager

RECOMMENDED ACTION

Move to set Town Meeting date of Monday, April 25, 2011 at 7:00 p.m. in the Town Hall Meeting Room and set budget referendum date of Tuesday, May 3, 2011.

BACKGROUND

Each year the Council must set the Town Meeting date and budget referendum date.

ALTERNATIVE ACTIONS

As determined by Town Council

FISCAL IMPACT

N/A

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Agenda Item: 8A

Town Manager Approval: RGD (C)

Item to be presented by: Ruth G. Plummer, Parks & Recreation Director
Keith Hayden, Public Works Director

DATE: April 12, 2011

SUBJECT: Recommend Engineering Firm for Air Line Trail Expansion Project

DEPARTMENT: Parks and Recreation

RECOMMENDED ACTION

Award the project to Anchor Engineering Services, Inc. 41 Sequin Drive, Glastonbury, CT 06033. Anchor engineering fees for professional services are \$30,000.00.

BACKGROUND

12 engineering firms responded to the Request for Proposals-Project #010611ATR; Engineering Services for Extending the Air Line State Park Trail from Watrous Street to the Village Center.

A committee made up of 3 town staff, 2 DEP employees and 1 member of EDC reviewed, short listed and interviewed 5 of the 12 proposals. Anchor Engineering scored the highest based on presentation, overall concept, experience and budget.

ALTERNATIVE ACTIONS

N/A

FISCAL IMPACT

The Projected will be funded by a STEAP Grant awarded to the town of East Hampton, CT in the amount of \$200,000.00. Fiscal impact to the town will be the time spent by staff overseeing the project and administering the grant.

**Town of East Hampton
Additional Appropriation / Transfer Request Form
Fiscal Year 2010-2011**

Fund: General Fund
Department: Public Works

Additional Appropriation
Transfer

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

Estimated Revenue

State of CT - DEP 01510000-4454 **\$ 800**

Appropriation

Other Supplies & Minor Equipment 01510000-5690 **\$ 800**

Explanation

The town has been approved for reimbursement under the Department of Environmental Protection's (DEP) Lawn Equipment Exchange Fund (LEEF) Program. The Program was announced last fall and provided Connecticut's municipalities the opportunity to both help improve local air quality and save a substantial amount of money on the purchase of new lawn and grounds maintenance equipment. The Program generated considerable interest and demand exceeded LEEF Program funds by over a 4:1 ratio.

Our award was based on the cost effectiveness of the proposed equipment exchange's air quality benefits. DEP and its contractor estimated emission benefits using EPA's NONROAD Model with the cost and utilization factors provided in our application.

	Equipment Category	Machine Mfr.	Model Year	Model Number	Engine horsepower	Engine Mfr.	Engine Family Number	Quoted Price (\$)
1	Old Equipment							
	Chainsaw	Stihl	2000	029 Super	56CC	Stihl	YA8XS.0645RA	
	New Equipment							
	Chainsaw	Stihl	2011	MS 311	4.2	Stihl	AA8XS.0595RD	\$ 500.00
2	Old Equipment							
	Chainsaw	Stihl	2000	029 Super	56CC	Stihl	YA8XS.0645RA	
	New Equipment							
	Chainsaw	Stihl	2011	MS 311	4.2	Stihl	AA8XS.0595RD	\$ 500.00

Source of Funds

State of Connecticut DEP \$800 & Public Works operating budget \$200.

Approved **Yes** **No** **Date**

Board of Finance X 3-28-2011

Town Council

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

April 8, 2011

To: The East Hampton Town Council

Please find copies of tax refunds for your review. The total refunds equal \$649.64.

Thank you for your assistance.

Nancy Hasselman, CCMC

Nancy Hasselman, CCMC
Collector of Revenue

33.88 +
183.36 +
89.62 +
339.66 +
3.12 +
649.64 *

0.00