

# AIA<sup>®</sup> Document G802<sup>™</sup> – 2007

## Amendment to the Professional Services Agreement

Amendment Number: 001

**TO:** Town of East Hampton  
(Owner or Owner's Representative)

In accordance with the Agreement dated: November 14, 2012

**BETWEEN** the Owner:  
(Name and address)  
Town of East Hampton  
20 East High Street  
East Hampton, CT 06424

and the Architect:  
(Name and address)  
The S/L/A/M Collaborative, Inc. ("SLAM")  
80 Glastonbury Boulevard  
Glastonbury, CT 06033

for the Project:  
(Name and address)  
Addition & Renovation - As-New at High School  
15 North Maple Street  
East Hampton, CT 06424

Authorization is requested  
 to proceed with Additional Services.  
 to incur additional Reimbursable Expenses.

As follows:  
Engage Fuss & O'Neill to conduct PCB testing as requested and approved by the Town of East Hampton.

The following adjustments shall be made to compensation and time.  
(Insert provisions in accordance with the Agreement, or as otherwise agreed by the parties.)

Compensation:  
Allowance of \$15,533.10 which includes Fuss & O'Neill testing costs and reimbursable expenses along with a 10% mark-up for SLAM coordination. See attached Fuss & O'Neill proposal for scope of testing services.

Time:  
N/A

**SUBMITTED BY:**  
  
(Signature)  
Glenn R. Gollenberg, AIA, Principal  
(Printed name and title)  
5.9.13  
(Date)

**AGREED TO:**  
  
(Signature)  
  
(Printed name and title)  
  
(Date)

**Town of East Hampton**  
 20 East High Street  
 East Hampton, Connecticut 06424  
 Tel. (860) 267-9601 Fax. (860) 267-6430  
 Planning, Zoning & Building Department

TO: M. Maniscalco, Town Manager  
 FROM: James P. Carey, Planning, Zoning and Building Administrator  
 RE: Bid Results for Zoning Regulations Edit and Reformat Proposal and Request for Town Council Approval/Award Bid  
 DATE: 04/17/2013  
 CC: East Hampton Town Council

The Planning and Zoning Commission reviewed the one bid that we received for the project referenced above. The bid was from Planimetrics of Avon Connecticut. The firm is highly qualified to do the work and the Town has used them numerous times in the past to assist the land-use boards and commissions.

Glenn Chalder, principal planner, proposed three tiers to be considered. Attached please find the document provided by Planimetrics, describing the work included in each tier. The cost, as shown, ranges from \$8,500 for Tier 1, \$11,000 for Tiers 1 and 2 and \$15,000 for Tiers 1, 2 and 3. The Department's budget for fiscal year 2012-2013 is \$15,000.

At this time the Planning & Zoning Commission feels that authorizing Tiers 1 and 2 represents the best value and accomplishes what needs to be done within this fiscal year. It is felt that once the Zoning Regulations are streamlined and reformatted, better understanding of the structure and organization of the document will provide a solid foundation on which to build a document that will respond to present and future challenges.

This project is not designed for major revisions of the existing regulations, that project will require extensive public and staff participation. This effort is slated to occur after the existing regulation is reformatted and changes can be more efficiently incorporated. The \$15,000 that has been allocated this year does not include extensive meeting participation and attendance by Planimetrics which is very costly. It is felt that most of the conceptual discussions and proposals to amend the regulations are best done in-house, with elected and appointed officials, town departments, and the public. The Commission is also interested in incorporating any of the findings of the new regional planning commission which has been charged with creating a new regional plan for the new region.

The Commission requests that the remaining \$4,000 of the project funds be encumbered to Planimetrics for technical assistance when the Commission takes up the revision process in fiscal year 2013-2014.

INVITATION TO BID

Edit & Reformat Planning & Zoning Regulations

Sealed bids will be received at the Office of the Planning, Zoning, and Building Administrator, East Hampton Town Hall, 20 East High Street, East Hampton, Connecticut 06424 until 10:00 a.m. local time, April 3, 2013 at which time they will be publicly opened and read aloud.

Information for Bidders may be obtained at the Office of the Planning, Zoning, and Building Administrator, 20 East High Street, East Hampton, Connecticut 06424.

The right is reserved to reject any or all bids, or any part of any bid, where such action is deemed in the best interest of the Town.

TOWN OF EAST HAMPTON

James P. Carey  
Planning, Zoning, and Building Administrator

# REQUEST FOR PROPOSAL

The East Hampton Planning and Zoning Commission (Town) is seeking proposals to procure the services of a professional planner to aid the Planning and Zoning Commission with the creation of reformed Planning and Zoning Regulations.

Twelve copies of the proposal must be received no later than 10:00 a.m. local time, on April 3, 2013 to the attention of the Planning, Zoning, and Building Administrator, 20 East High St., East Hampton, CT. 06424. The Planning, Zoning, and Building Department Administrator (Administrator) reserves the right to accept or reject any and all proposals or parts thereof for any reason, to negotiate changes to proposal terms and/or a contract with the successful firm.

## **EDIT AND REFORMAT EAST HAMPTON PLANNING & ZONING REGULATIONS**

### **SCOPE:**

The Town is seeking proposals to procure the professional services of a planner. Proposals should include, but are not limited to, editing existing regulations to develop a precise document capable of guiding residents, developers, businesses, and trades people through the complex issues of East Hampton planning and zoning; elimination of redundancy and incongruity of terms and requirements; support the East Hampton Plan of Conservation and Development; and allow ease and convenient future amendments. The final document must support and be consistent with State of Connecticut and federal law.

### **REFERENCE INFORMATION:**

- East Hampton has a charter form of government.
- The Planning and Zoning Commission is empowered by ordinance.

### **BIDDER REQUIREMENTS**

Bidders are required to submit the following with their bid response in order to be considered for an award:

1. Itemized recommendations.
2. Brief description of the recommendations.
3. Brief description of final product.
4. Incremental pricing per section/or multiple section for the reformed product being bid.
5. Sample product (used by other municipality).
6. Microsoft Office compatible.
7. Three copies and an electronic version must be substantially complete and delivered to the Administrator by May 31, 2013.

All proposals must be signed by an authorized official of the company submitting the proposal.

Firms must guarantee prices for a minimum period of 10 days.

**NOTE: Failure to provide the information above will mean disqualification of the bid response, since it will not allow for proper evaluation.**

## **SPECIAL TERMS AND CONDITIONS**

### ***FAMILIARITY WITH REQUIREMENTS, LAWS AND SPECIAL CONDITIONS***

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The bidders must be familiar with all Federal, State and Local laws, ordinances or regulations that may, in any manner, relate to his performance if he receives the proposal award. Submission of a proposal shall be construed to mean that such examination has been made.

### ***DEMONSTRATION / SITE VISIT***

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You may be asked to provide a functional review of the reformed regulation. This demonstration of the product will be used by Town staff to gain familiarity with the document and use of the regulations.

### ***OPEN PROCUREMENT***

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The vendor should include any latitudes, prohibitions or limitations placed on the purchase of the items presented in the vendor's proposal. If some items cannot be purchased independently of others, this should be stated. Items and/or services which are meant to be offered on a unit price basis should be identified. The objective is to clarify all purchase options.

The Administrator reserves the right to negotiate with proposers regarding variations to the original proposal(s), to include cost, which may be in the best interest of the Town.

The Administrator reserves the right to accept or reject any or all proposals in whole or in part.

### ***DOCUMENT ACCEPTANCE***

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The Administrator shall review the final reformation and each component thereof to ensure acceptable compliance as specified. The document shall be presented at public hearing and accepted by the Town pursuant to town, state, and federal law.

### ***RIGHTS TO SUBMITTED MATERIAL***

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All proposal, response inquiries, or correspondence relating to or in reference to this proposal, and all reports, charts, displays, schedules, exhibits and other documentation submitted by vendors shall become the property of the Town when received.

## PROPOSAL EXPENSES

Proposers are responsible for all costs and expenses incurred in the preparation of proposals and for any subsequent work on the proposal that is required by the Town.

## STATEMENT OF TIME

Time when stated as a number of days, shall include Sundays through Saturdays, excluding legal holidays.

## IMPLEMENTATION AND SUPPORT

The vendor must provide a plan for implementing the proposed reformed regulation and all submission must be both hard copy and electronic. The proposal should include pricing and a plan and schedule for meeting this objective.

## CLIENT REFERENCES

Vendors should provide at least five (5) client references which are similar in size and complexity to the Town, and have utilized the proposed services in a comparable environment. Submit references for fully completed projects to the extent possible.

## DELIVERY

Your proposal should include what your experience has shown to be a realistic delivery and implementation schedule. The schedule should not be dated, but should break out the implementation schedule in terms of weeks following contract-signing. The schedule should show periods of performance and milestones for deliverables. Tasks to be performed by the vendor as well as by the Town should be specifically stated and included in the schedule.

## **STANDARD BID and CONTRACT TERMS and CONDITIONS**

- 1.0 The attached proposal is signed by the contractor with full knowledge of and agreement with the general specifications, conditions and requirements of this RFP.
- 1.1 RFPs received later than the date and time specified will not be considered. Amendments to or withdrawals of RFPs received later than the date and time for opening will not be considered.
- 1.2 All deliveries of commodities hereunder shall comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut. Purchases made by the Town are exempt from the payment of Federal Excise Taxes and the State of Connecticut Sales Tax and such taxes must not be included in all prices. **All prices are FOB to EAST HAMPTON, CT.**
- 1.3 The Administrator reserves the right to reject any and all RFPs and to waive technical defects and to make such awards as it is deemed to be in the best interests of the Town.

- 1.4 The Town may withhold acceptance of work and payment, thereof, when it is determined that said work or materials do not meet the specified requirements. Payment will not be made until corrections are made which are acceptable to the Administrator and/or his authorized agent.
- 1.5 The Town may make such investigation as deemed necessary to determine the ability of the contractor to discharge his contract. The contractor shall furnish the Town with all such information and data as may be required for that purpose. The Administrator reserves the right to reject any RFP if the contractor fails to satisfactorily convince the Administrator that he/she is properly qualified by experience and/or does have the facilities to carry out the work called for herein.
- 1.6 Specifications cannot be relieved by anyone other than the assigned agent for the Town.
- 1.7 All work done under this RFP must comply with all state and federal law and licensed tradesmen will be used where applicable.
- 1.8 Payments for labor and materials will only be made upon delivery.
- 1.9 Offer of Gratuities:  
The contractor warrants, represents, and certifies that no elected or appointed official or employee of the Town has, or agrees to, benefit financially or materially from this procurement. This proposal may be terminated by Town without liability attaching to the Town if it is determined that gratuities of any kind were either offered to, or received by, any of the aforementioned officials or employees from the contractor, the contractor's agent(s), representatives(s) or employees(s).
- 1.10 Americans with Disabilities Act:  
The contractor shall comply with the Americans with Disabilities Act in accordance with Public Law 101-336 and any other applicable federal laws and regulations.
- 1.11 Contractor must complete the Affirmative Action Policy (**Exhibit A**) to be submitted with the proposal. Sign and attach along with your proposal.
- 1.12 Any alleged oral agreements or arrangements made by proposers with any Town agency or employee will be disregarded in any Town proposal, evaluation, or associated award.
- 1.13 All proposal, response inquiries, or correspondence relating to or in reference to this proposal and all reports, charts, displays, schedules, exhibits, and other documentation submitted by vendors shall become the property of the Town when received.
- 1.14 Proposers are responsible for all costs and expenses incurred in the preparation of proposals and for any subsequent work on the proposal that is required by the Town.
- 1.15 Availability of funds:  
If the Town should not, for any reason at any time appropriate or otherwise, make available funds sufficient to purchase, lease, operate, or maintain the items procured

pursuant to this proposal, the Town may unilaterally terminate upon thirty (30) days written notice to the successful vendor, any and all contractual or other obligations without penalty.

The Town will make every effort to give timely notice of any termination due to unavailability of funds. However, the failure to give notice will not stop the Town from claiming termination.

1.16 Execution of contract:

Upon the acceptance of a vendor's proposal, the Town will prepare and submit a contract to the successful vendor for signing. In the event that the successful vendor fails, neglects or refuses to execute the contract within thirty (30) days after receiving a copy of the contract from the Town, the Town may at its option terminate and cancel its action in awarding the contract and the contract shall become null and void and of no effect.

Incorporated by reference into the contract which is to be entered into by the Town and the successful vendor pursuant to this proposal will be (a) all of the information presented in or with this proposal and the vendor's response thereto, and (b) all written communications between the Town and the successful vendor whose proposal is accepted. The contract shall be executed by a designated official of the vendor and the Town.

The Administrator may delete, supersede or modify any of these standard instructions for a particular proposal.

**General Questions**

Questions for the purpose of clarifying the Bid must be submitted in writing and must be received by the Administrator's Office no later than noon on March 27, 2013. Questions must be delivered, faxed or e-mailed to the following:

Town of East Hampton  
Planning, Zoning, and Building Department  
20 East High Street  
East Hampton, CT 06424  
Attn. Daphne Schaub  
Fax # 860-267-9601  
E-mail: [dschaub@easthamptonct.org](mailto:dschaub@easthamptonct.org)

EXHIBIT A

TOWN OF EAST HAMPTON  
20 EAST HIGH STREET  
EAST HAMPTON, CT 06424

TO: All Vendors  
FROM: Finance Director  
RE: Affirmative Action

The Town of East Hampton is an Equal Opportunity Employer. The Town of East Hampton has made it a matter of policy that it will not transact business with firms which are not in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination.

In order to have your firm listed on our acceptable vendor's list and thereby be eligible for consideration as a source for goods and services, please complete and return the following Statement of Policy to us.

STATEMENT OF POLICY

It is the employment policy of \_\_\_\_\_ that there shall be no discrimination against anyone on the grounds of race, color, religious creed, age, physical disability, sex, or national origin, ancestry, marital status, sexual orientation, or mental disorder, in any of its educational activities or employment policies.

In addition, this firm is in full compliance with the letter and intent of the various Equal Employment Opportunities and Civil Rights Statutes noted above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed (Name/Title of Company Officer)

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/State



# Planimetrics

31 Ensign Drive, Avon, CT 06001

860-677-5267

April 3, 2013

James P. Carey  
Planning, Zoning, and Building Administrator  
East Hampton Town Hall  
20 East High Street  
East Hampton, CT 06424

**Subject: Edit and Reformat Zoning Regulations**  
Town of East Hampton, Connecticut

Dear Mr. Carey;

As requested, we are pleased to submit a proposal for reformatting and updating the Town of East Hampton Zoning Regulations. We believe our past work in East Hampton and our experience overhauling zoning regulations for communities throughout Connecticut will ensure an efficient process that meets the goals of staff and the Planning and Zoning Commission.

Planimetrics has helped communities modify and update their land use regulations to:

- make them clearer and more "user-friendly",
- address important local issues,
- reflect contemporary land use practices,
- reflect current state legislation, and
- incorporate statutory procedures.

Our proposal provides three options, or tiers, so that the Town can choose the best approach based upon its goals and budget.

- **Tier 1** reorganizes the regulations so that provisions can be more easily found by all users of the zoning regulations, provides clarity and addresses outdated or redundant provisions.
- **Tier 2** includes graphics and illustrations to better convey definitions and standards, updates administrative procedures and addresses recent legislative changes to bonding requirements.
- **Tier 3** addresses policy-related updates from the Plan of Conservation and Development and includes working meetings with the Planning and Zoning Commission.

We look forward to bringing our experience and energy to the Town. We would be pleased to provide you and others with any additional information you may require.

Sincerely,

A handwritten signature in cursive script that reads "Glenn Chalder".

Glenn Chalder, AICP  
President  
[g.chalder@planimetrics.net](mailto:g.chalder@planimetrics.net)

## Tier 1 - \$8,500

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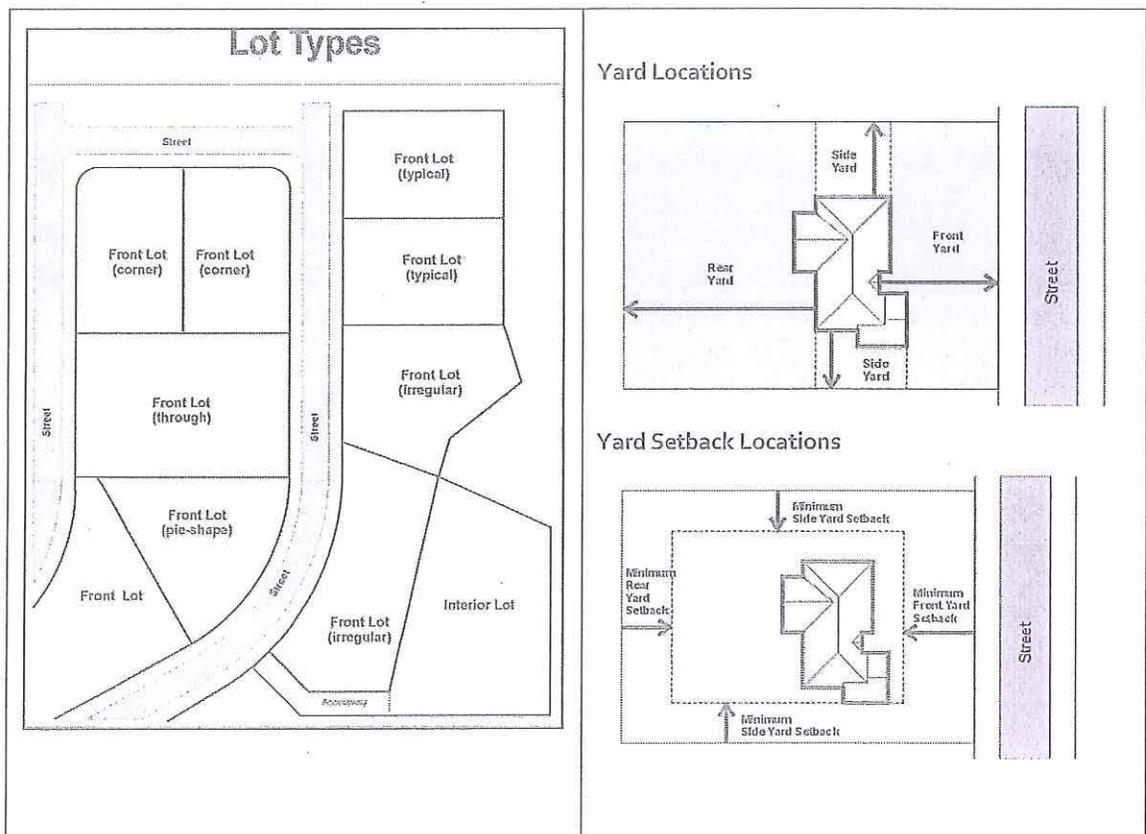
- We will prepare a "Proposed Zoning Program" which outlines the suggested organization / format and review the Program with Staff.
- We will review and update definitions to:
  - identify and remove definitions that are not used in the regulations,
  - address any contradictions or redundancies,
  - update definitions to ensure clarity, and
  - add definitions for key terms used throughout the regulations that might need to be defined.
- We will identify and address additional sections that should be updated due to:
  - redundancies or internal contradictions
  - lack of conformity with legal / statutory requirements, and
  - unclear or confusing provisions.
- In our review of the zoning regulations, we can also provide a summary of policy-related issues that the Commission might wish to address in the future.
- We will provide Staff with a first draft of the reorganized and updated regulations and meet with Staff to review the draft. Based upon Staff direction, we will make updates and provide a final draft.

## Tier 2 - \$11,000

This option would include all tasks from Tier 1 plus:

- We will incorporate graphics and illustrations that clarify key definitions and standards.
- We will update administrative procedures for site plan requirements, special permits, amendment and zoning changes and administration and enforcement and provide applicant check-lists.
- We will recommend options for addressing the new bonding restrictions enacted by the Connecticut State Legislature and update regulations accordingly.

### Sample Zoning Graphics



### Tier 3 - \$15,000

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This Tier includes tasks for Tiers 1 and 2.

In addition, we will work directly with the Planning and Zoning Commission to address key policy issues (such as those identified in the Plan of Conservation and Development) to the extent the budget permits. Policy issues could include reviewing permitted uses, lot and dimensional standards, or updating special standards.

## Summary of Tiers

	Tier 1	Tier 2	Tier 3
Reorganize regs.	✓	✓	✓
Update definitions	✓	✓	✓
Update for clarity, consistency, statutory requirements	✓	✓	✓
Incorporate graphics	--	✓	✓
Update administrative procedures	--	✓	✓
Address new bonding requirements	--	✓	✓
Policy issues	Will provide list of policy issues for PZC to consider in future.	Will provide list of policy issues for PZC to consider in future.	✓
Meetings with Staff	✓	✓	✓
Meetings with PZC	--	--	✓
Work Products	Interim products: electronic pdf  Final product: 3 printed copies, electronic pdf and word version	Interim products: electronic pdf  Final product: 3 printed copies, electronic pdf and word version	Interim products: electronic pdf  Final product: 3 printed copies, electronic pdf and word version
Complete by	May 31, 2013	May 31, 2013	August 31, 2013 (dependent upon PZC schedule & availability)
<b>TOTAL</b>	<b>\$8,500</b>	<b>\$11,000</b>	<b>\$15,000</b>

## Conceptual Timeline – Tiers 1 and 2

	Week				
	1	2	3	4	5
Prepare outline of suggested reorganization (deliverable)					
Town reviews outline and meets with Consultant to review					
Prepare first draft of updated regulations (deliverable)					
Town reviews draft					
Meet with Town to review					
Make updates based on staff review and meet					
Submit final product to staff (deliverable)					

## Conceptual Timeline – Tier 3

We would expect that Tier 3 would add three months, provided that Planning and Zoning Commission (PZC) is able to schedule meetings as necessary during the timeframe and dedicate the full meeting to the Zoning Regulation updates. The time frame would also account for additional research and edits to address the policy-related updates to the POCD. The conceptual schedule is shown as months due to this longer timeframe.

	Month - 2013				
	A	M	J	J	A
Prepare outline of suggested reorganization (deliverable)					
PZC meeting to review outline and determine possible policy-related updates					
Prepare first draft of updated regulations (deliverable)					
PZC and Staff reviews draft					
Meet with Staff and PZC to review					
Make updates based on PZC review (deliverable)					
Meet with PZC and Staff to review changes					
Make final edits and submit final product to staff. (deliverable)					

## References

Town of Tolland	
<p>Linda Farmer, AICP Director of Planning &amp; Community Development, Tolland, CT (860) 871-3601 lfarmer@tolland.org</p>	<ul style="list-style-type: none"> <li>• Tolland Technology Corridor Zoning (2013)</li> <li>• Tolland Village Area Zoning Regulations, Design Guidelines and 3-D Village Model (2011)</li> <li>• Plan of Conservation and Development, 2009</li> <li>• Tolland Gateway / South Green Area Study (2007)</li> <li>• Residential Zoning Strategies (2005)</li> </ul>
Town of New Canaan	
<p>Steve Kleppin, AICP Town Planner, New Canaan, CT (203) 594-3042 Steven.Kleppin@newcanaanct.gov</p>	<ul style="list-style-type: none"> <li>• Plan of Conservation and Development (underway)</li> <li>• Incentive Housing Zone (2012)</li> <li>• Zoning Regulations (2005 and 2007)</li> <li>• 3-D Modeling of Downtown Development Scenarios (2009)</li> <li>• Subdivision Regulations (2008)</li> <li>• Plan of Conservation and Development (2003)</li> </ul>
Town of East Windsor	
<p>Laurie Whitten Town Planner, East Windsor, CT (860) 623-6030 lwhitten@eastwindsorct.com</p>	<ul style="list-style-type: none"> <li>• Route 140 Business Corridor – Zoning, Design Guidelines and Town Plan Amendment (2012)</li> <li>• Plan of Conservation and Development (2004)</li> </ul>
Town of Plainville	
<p>Mark DeVoe, AICP Director of Planning and Economic Development, Plainville, CT (860) 793-0221 devoe@plainville-ct.gov</p>	<ul style="list-style-type: none"> <li>• Zoning Reorganization and Low Impact Development Regulations (2010)</li> </ul>
Town of Ridgefield	
<p>Betty Brosius, MPA, AICP Director of Planning, Ridgefield, CT (203) 431-2769 planningdirector@ridgefieldct.org</p>	<ul style="list-style-type: none"> <li>• Plan of Conservation and Development (1999 and 2010)</li> <li>• Zoning Regulations, including Village District (2007)</li> <li>• Bennett Farm Municipal Development Plan (2002)</li> <li>• Branchville Village Plan (2002)</li> </ul>

## Supplemental Information

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### Firm Overview

Planimetrics is a land use consulting firm, located in Avon, Connecticut, that provides planning, zoning, and development services – primarily to public agencies. The firm has been helping municipalities plan for 16 years. Glenn Chalder, AICP, is the firm's co-founder and President.

The staff of Planimetrics has years of experience working with land use planning and development issues throughout Connecticut and southern New England. Senior level staff have served as planning directors and gained familiarity and insight to the needs of communities – both large and small. Senior level staff have achieved and maintain their AICP professional designations in order to stay up to date on planning issues and solutions. Due to their recognized expertise, staff often teach or present at professional seminars.

Planimetrics has extensive GIS capabilities and has learned how to apply digital technology to help communities understand and address local issues.

Planimetrics has assisted public agencies with:

- preparation of town plans,
- preparation of special planning studies,
- review and drafting of zoning and other land use regulations, and
- plan review, administrative assistance, and other services as required.

For private clients, Planimetrics has provided:

- physical and economic feasibility studies (such as development potential analysis),
- drafting and review of zoning and other land use regulations,
- assistance in local, state and federal permitting procedures, and
- project management services and other services as requested.

Members of the firm are active in professional and civic organizations including the American Planning Association and the American Institute of Certified Planners.

## Planimetrics Zoning Experience (partial list)

### Comprehensive Zoning Review & Reorganization

Norfolk, CT (2012)  
New Hartford, CT (2011)  
Cromwell, CT (2011)  
Plainville, CT (2010)  
Bethel, CT (2010)  
Bloomfield, CT (2009)\*  
Hamden, CT (Zoning/Smart Code) (2009)  
New Canaan, CT (2007)\*  
Ridgefield, CT (2007)  
Portland, CT (2007)  
East Granby, CT (2007)  
Rocky Hill, CT (2006)  
Falls Village, CT (2006)

### Partial Updates of Zoning

Branford, CT (2011)  
Canterbury, CT (2010)  
Madison, CT (2012 and 2009)  
Wilton, CT (2008)  
Harwinton, CT (2007)  
East Windsor, CT (2006)

### Special Zoning Projects

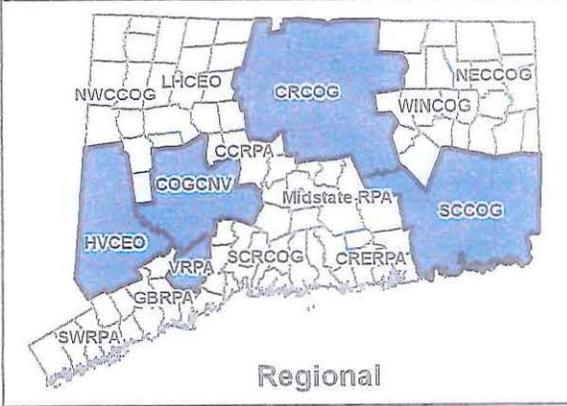
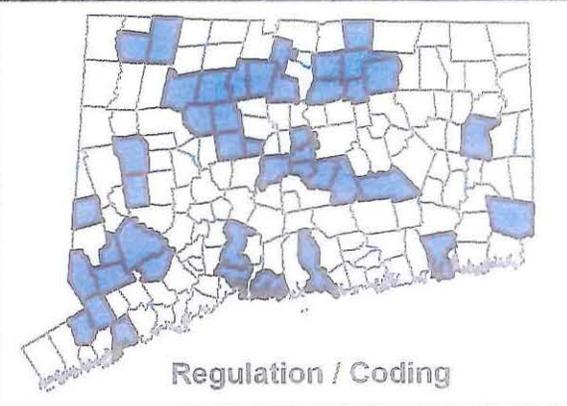
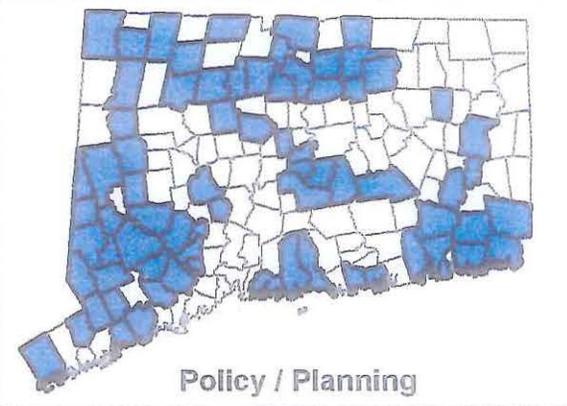
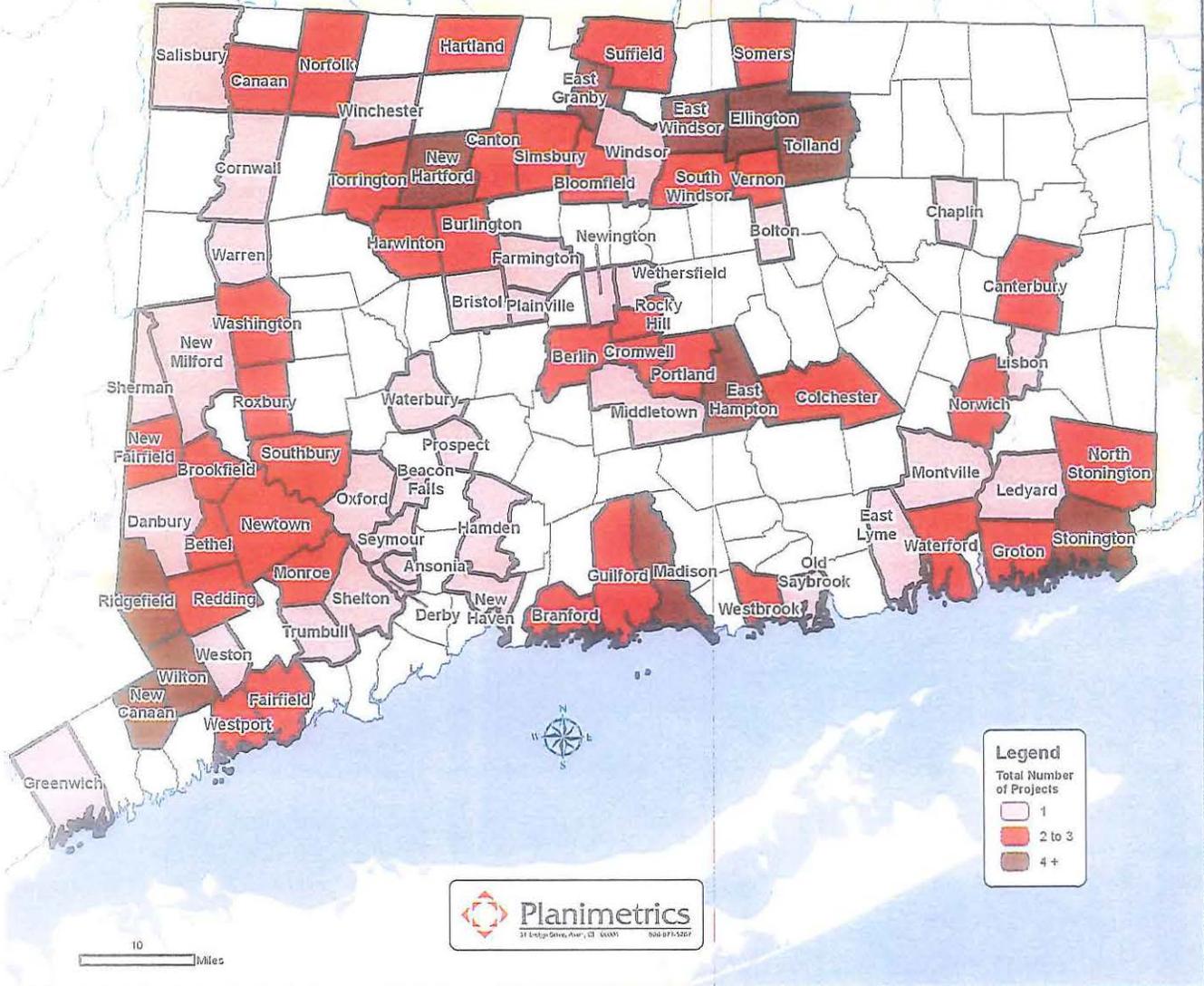
Incentive Housing Zone Study, Town of New Canaan (2012)  
Kensington Village Zoning, Berlin, CT (2012)  
Route 140 Business Corridor Zoning and Design Guide, East Windsor, CT (2012)  
Tolland Village Zoning and Design Guidelines, Tolland, CT (2011)  
East Hampton Downtown Zoning (2011)  
Incentive Housing Zone Study, Town of Canterbury (2011)  
Torrington Downtown Housing Zone (2010)  
Residential Zoning, Ellington, CT (2010)  
Residential Zoning, Westport, CT (2009)  
Residential Zoning, Tolland, CT (2005)

### Low Impact Development Regulations

Harwinton, CT (2011)  
East Granby, CT (2011)  
Torrington, CT (2010)

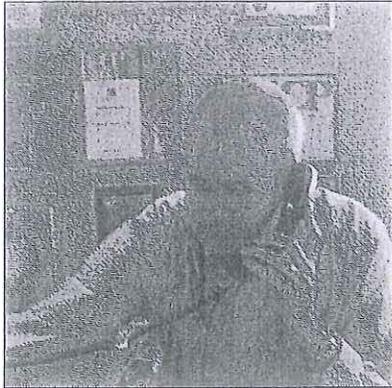
*\*Award winner – CT Chapter of the American Planning Association.*

# Planimetrics - Connecticut Projects



President

## Glenn Chalder, AICP



### Professional Background

Glenn has been a planning consultant since 1990. Prior to that he worked as a municipal planning director and for real estate development companies. Glenn credits understanding the land use process "from both sides" as helping him provide meaningful guidance to clients.

Glenn's primary interests are working for communities in order to help make them better places for future generations.

### Education

Master of City Planning, Harvard University  
Bachelor of Science, McGill University

### Professional Affiliations & Activities

American Institute of Certified Planners  
(AICP)

Connecticut Chapter, American Planning  
Association (CCAPA)

CCAPA Executive Committee (1990-1994)

CCAPA Legislative Committee Co-Chair  
(1990 - 94), Member (1980 - 1994)

CCAPA Professional Planner Award (1997)

CCAPA Presidents Recognition Service  
Award (1991)

### Legislative Task Forces:

State, Regional, & Local Planning (1991 -  
1994)

Manufactured Housing (1982-1983)

### Professional Experience

#### Comprehensive Plans (partial list)

- Wethersfield, CT (underway)
- Norwich, CT (underway)
- Pinehurst, NC (2x)
- New Canaan, CT
- Westport, CT
- Shelton, CT
- Colchester, CT
- Simsbury, CT
- Narragansett, RI

#### Regulations / Coding (partial list)

- Zoning Regulations, Norfolk, CT
- Zoning Regulations, New Canaan, CT
- Zoning Regulations, Ridgefield, CT
- Subdivision Regulations, New Canaan, CT
- Form-Based Coding, Hamden, CT

#### Other Projects (partial list)

- Smart Growth Strategies, Guilford, CT
- Soil-Based Density Zoning, Washington,  
CT
- Center Study, Cromwell, CT
- Fiscal Impact Study, Central Naugatuck  
Valley

Senior Planner

## Heidi Samokar, AICP



### Professional Background

Heidi has been a professional planner for 16 years, specializing in comprehensive planning, working with local boards and commissions, and public participation. Heidi has been the project manager for a number of comprehensive plans and other planning projects.

Her planning experience includes projects in CT, MA, RI and NY.

### Education

Master of Community Planning, University of Rhode Island

Bachelor of Science, University of Connecticut

### Professional Affiliations & Activities

American Institute of Certified Planners (AICP)

American Planning Association (APA)

Connecticut and Massachusetts Chapters, American Planning Association (CCAPA, MA-APA)

Treasurer, CCAPA Executive Committee (2012 –)

Program Committee, CCAPA (2010 – 2012)

Secretary, MA-APA Board of Directors, (2004-2007)

2012 Co-Chair, Southern New England Planning Conference; committee member for numerous conferences from 2001-present)

### Professional Experience

Comprehensive Plans (Project Manager, partial list)

- South Windsor, CT (underway)
- Vernon, CT
- New Milford, CT
- Ridgefield, CT
- Tolland, CT
- Wilton, CT

### Other Community Plans

- Saugus, MA
- Reading, MA
- Winthrop, MA

### Regulations / Coding

- Route 140 Corridor Zoning, East Windsor, CT
- Technology Corridor Zoning, Tolland, CT
- Zoning Regulations, New Hartford, CT
- Zoning Regulation Updates, Wilton, CT
- Zoning Regulation Updates, Salem, CT

### Other Projects (partial list)

- Tolland Village Area Zoning and Design Guidelines
- Design Guidelines, Canton, MA

# TOWN OF EAST HAMPTON AGENDA REPORT

Agenda Item: 11a

Item to be presented by: VFS

DATE: May 9, 2013

SUBJECT: 2013/14 Public Water System Operating Budget & Water Rate Recommendation  
First Reading

DEPARTMENT: WPCA

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**RECOMMENDED ACTION** –to direct the WPCA to conduct a public hearing on the 2013/14 Operating Budget for the two Community Water Systems owned by the Town and operated by the WPCA

**BACKGROUND** – The operating budget for the two (2) public water systems has been recommended by the WPCA at its' regular scheduled meeting of May 7, 2013. As with past budgets it was developed based upon current operating conditions and known operational changes necessary to operate the systems as efficiently as possible. The recommended budget for both systems totals \$117,678.00 and represents an increase of 4.22% or \$4,768.00 over last year.

### **Town Center Water System**

The TCWS continues to perform within parameters and over the last year has experienced few repairs. During the year the carbon filters were evaluated to determine their useful life. At this time the results have not been received. The final year of the three year program to perform hydrant maintenance was postponed due to the required hydrant maintenance as a result of the snow storm *CHARLOTTE*. Financially, we continue to lag behind revenue projections due to the number of vacant buildings in the Village Center. We are pleased to report we have no outstanding balances.

This year's budget includes the final year of the hydrant maintenance program and pursuant to the state health code cleaning and inspection of the finish water storage tank.

### **Royal Oaks Water System**

This year the ROWS maintained its reputation as a high maintenance water system. In addition to the daily visits we saw an increase in operator callouts primarily due to property turn over. During the year both water storage tanks (20,000 gallons each) were drained, cleaned and inspected by a professional tank services and corrosion company from Essex, CT. We are pleased to say both tanks showed no signs of corrosion and that the interior wall linings of the tanks were in exceptional condition. Work will begin shortly to replace one of the three iron and manganese filters that has had a history of control valve failures and now interior piping failures. Once again we will be contracting Subsurface Technologies of Rock Tavern, New York to perform well cleaning and rehabilitation of Well #3 in order to minimize the iron concentration in the raw water. During the year we experienced several color exceedances. Color associated with rock wells is common in East Hampton. These events required the delivery of Tier 2 notices to all customers. Color violations are not associated with any health effects, however, they are indicators that a possible health concern may exist and require that we provide for additional disinfection which has become part of the standard operational procedure.

This budget reflects known operation adjustments and maintenance procedures that have become routine with the full build-out of the system. From time to time “failure to pay” does require termination of service, however, revenues continue to support the operation of the system.

WATER RATE RECOMMENDATION:

As in previous years we have reviewed the water rate structure of our pier group containing 6 water utilities (4 municipal and 2 private). After several years of little to no increases in the pier group we are starting to see some movement in this area.

This year’s budget of \$117,678.00 will require an increase in water rates. A proposed increase of 2.1% (\$0.25) in the Equivalent Meter Units and a 4.6% (\$0.23) in the Commodity Charge has been recommended by the WPCA bringing the charges for the new fiscal year to \$12.25/EMU and the commodity charge to \$5.34/1000 gallons. Projected annual cost of 72,000 gallons with the recommended rates is \$531.48.

Comparable annual cost summary based upon 72,000 gallons:

Connecticut Water Company (P) – Baker Hill/Spice Hill \$661.00

Town of Colchester (M) - \$566.00

**Town of East Hampton (M) - \$531.48**

\* Aquarion Water Company (P) – Boulder Road area \$504.00

Town of Portland (M)- \$411.00

MDC Glastonbury Division (M) - \$365.00

Town of Middletown (M) - \$308.00

\* Currently before PURA for a requested 16.8% increase

ALTERNATIVE ACTIONS – at the discretion of the Town Council

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

**Sirois, Cathy**

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**From:** Checko, Ruth  
**Sent:** Thursday, May 09, 2013 10:40 AM  
**To:** Maniscalco, Mike  
**Cc:** Sirois, Cathy  
**Subject:** Sears Park update

Mike,

Sears Park construction project is coming along. We unearthed a 10 ton rock while excavating. That has been taken care of; they dug a hole and buried it. CL&P moved the guy wire off the trees we need removed for the playscape, so the tree contractor will be back out today to remove those remaining trees. The earth work will be wrapped up today or tomorrow. They will begin to bring in base material and start making their fills next and they are looking at substantial completion within 3 weeks, barring no unforeseen problems.

Ruth Checko  
Parks and Recreation Director

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

May 9, 2013

To: The East Hampton Town Council

Documentation of tax refunds are available in the tax office for your review if you so desire. The total refunds equal \$54.09.

Thank you for your assistance.

*Nancy Hasselman, CCMC*

Nancy Hasselman, CCMC  
Collector of Revenue

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