

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

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

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

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

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

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

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

Tier 1 - \$8,500

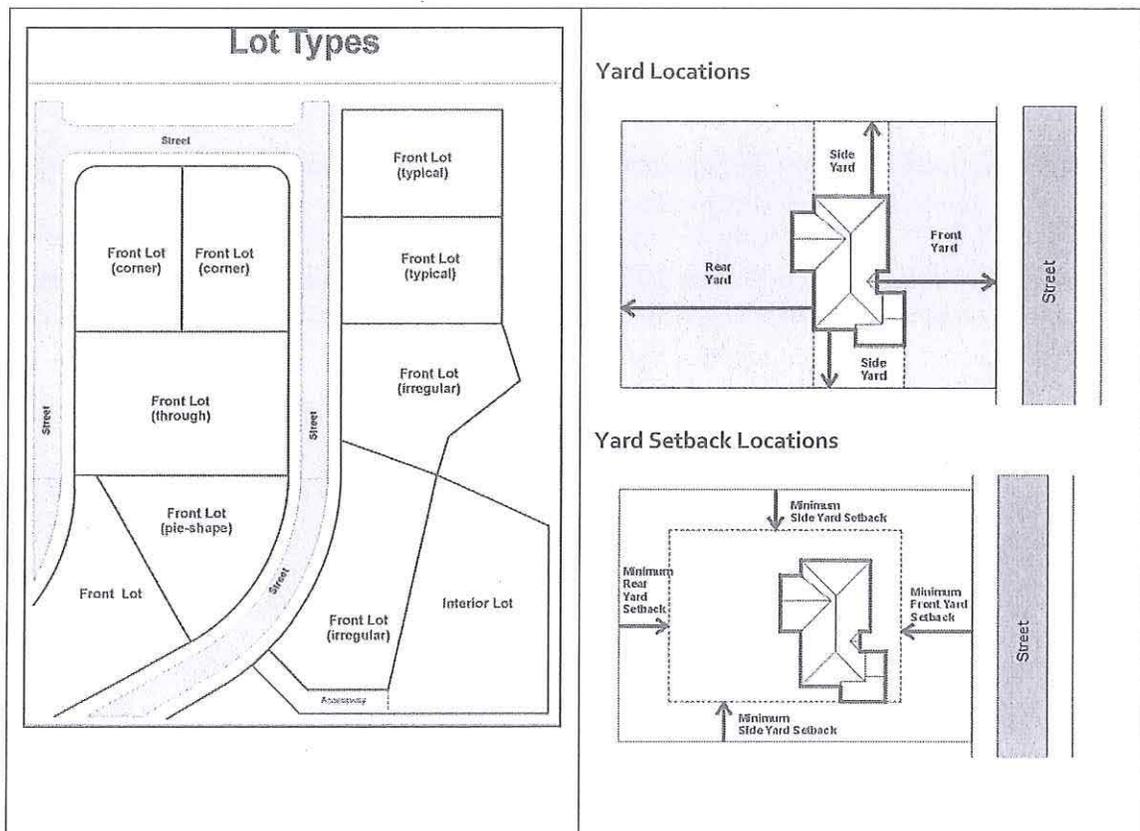
- We will prepare a "Proposed Zoning Program" which outlines the suggested organization / format and review the Program with Staff.
- We will review and update definitions to:
 - identify and remove definitions that are not used in the regulations,
 - address any contradictions or redundancies,
 - update 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

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)
TOTAL	\$8,500	\$11,000	\$15,000

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 & Community Development, Tolland, CT (860) 871-3601 lfarmer@tolland.org</p>	<ul style="list-style-type: none"> • Tolland Technology Corridor Zoning (2013) • Tolland Village Area Zoning Regulations, Design Guidelines and 3-D Village Model (2011) • Plan of Conservation and Development, 2009 • Tolland Gateway / South Green Area Study (2007) • Residential Zoning Strategies (2005)
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"> • Plan of Conservation and Development (underway) • Incentive Housing Zone (2012) • Zoning Regulations (2005 and 2007) • 3-D Modeling of Downtown Development Scenarios (2009) • Subdivision Regulations (2008) • Plan of Conservation and Development (2003)
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"> • Route 140 Business Corridor – Zoning, Design Guidelines and Town Plan Amendment (2012) • Plan of Conservation and Development (2004)
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"> • Zoning Reorganization and Low Impact Development Regulations (2010)
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"> • Plan of Conservation and Development (1999 and 2010) • Zoning Regulations, including Village District (2007) • Bennett Farm Municipal Development Plan (2002) • Branchville Village Plan (2002)

Supplemental Information

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

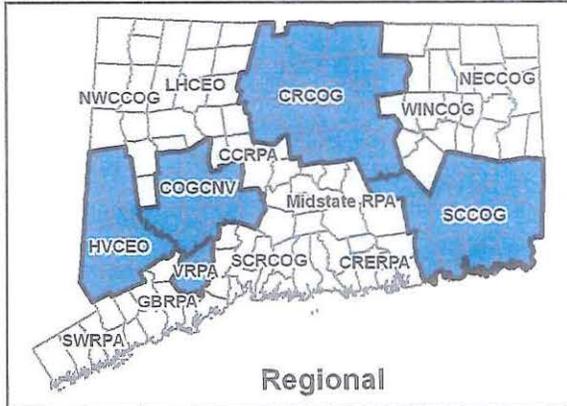
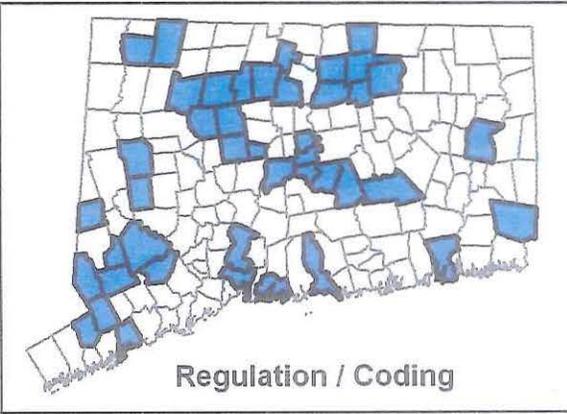
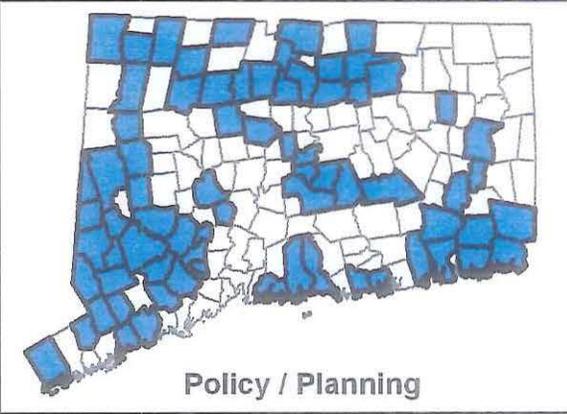
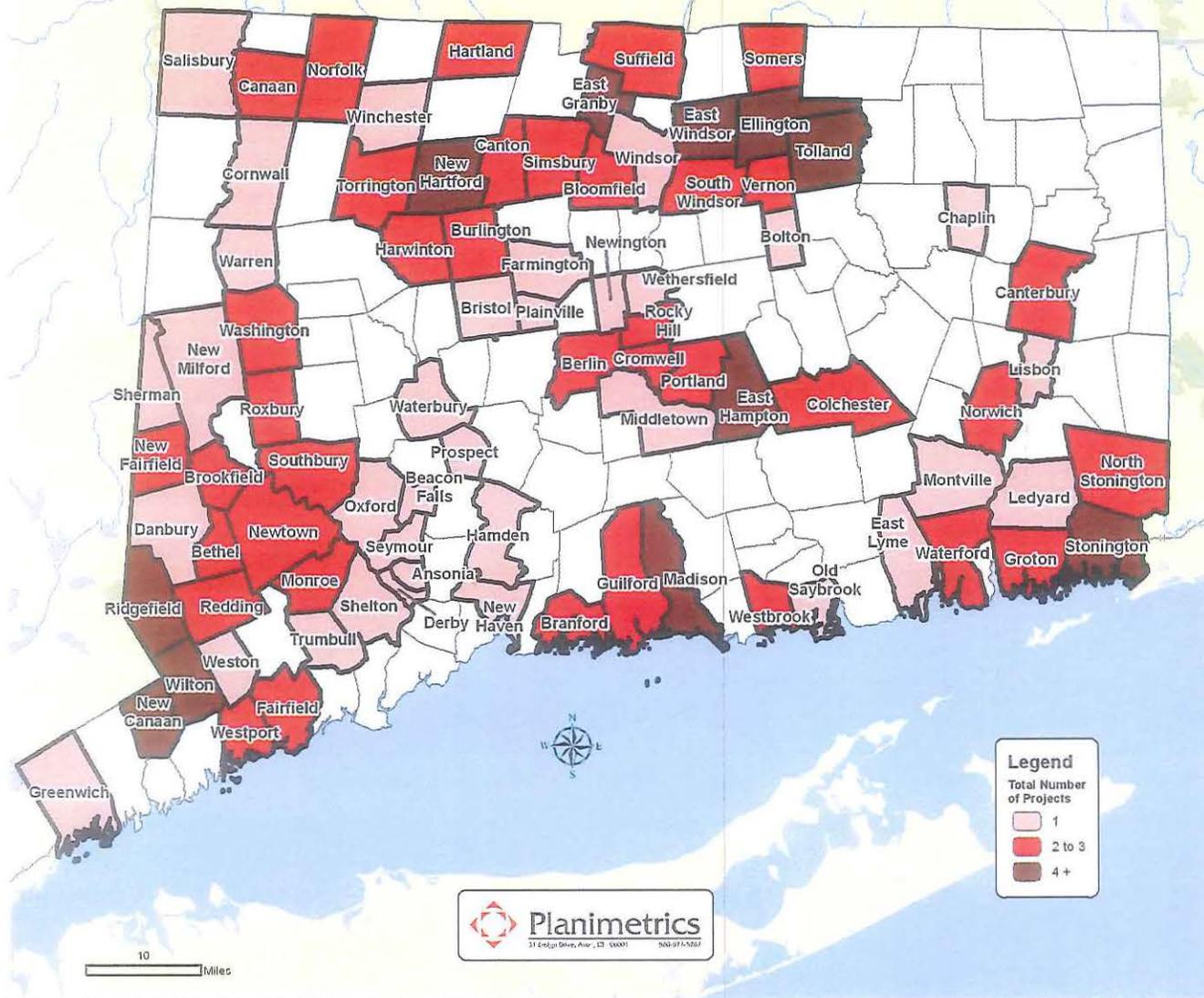
Incentive Housing Zone Study, Town of New Canaan (2012)
Kensington Village Zoning, Berlin, CT (2012)
Route 140 Business Corridor Zoning and Design Guide, East Windsor, CT (2012)
Tolland Village Zoning and Design Guidelines, Tolland, CT (2011)
East Hampton Downtown Zoning (2011)
Incentive Housing Zone 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)

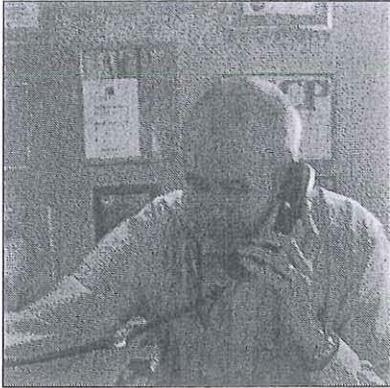
**Award winner – CT Chapter of the American Planning Association.*

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

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

**EAST HAMPTON HIGH SCHOOL
BUILDING COMMITTEE RESOLUTION**

Whereas, the Town Council adopted a Resolution on _____, 2007 establishing the East Hampton High School Committee; and

Whereas, the correct name of said Committee should have been the East Hampton High School Building Committee; and

Whereas, the Town Council wishes to amend and restate the Resolution in order to correct the error as follows:

Now Therefore, the East Hampton Town Council adopts the following Amended Resolution:

Whereas, the New England Association of Schools and Colleges (“NEASC”), which provides accreditation services for, among other institutions, public schools in Connecticut, issued its report (the NEASC Report”) dated April 27 – May 2, 2007 pertaining to the facilities of the East Hampton High School; and

Whereas, in the NEASC Report, it has determined that renovations to the East Hampton High School are or will be required to maintain its accreditation; and

Whereas, the NEASC Report was accepted by the East Hampton Board of Education on October 22, 2007; and

Whereas, the Board of Education, at its January 9, 2012 meeting, passed a motion to request that the Town Council create a school building committee for the purpose of planning and overseeing the necessary renovations to the East Hampton High School; and

Whereas, there is a recognized need by the Town to comply with State mandates, State Statutes and the NEASC Report in order for the East Hampton School District to maintain its accreditation; and

Whereas, it is necessary that Town’s legislative body create a High School Building Committee in order for the Town of East Hampton to receive funding from the State for any school renovations; and

Whereas, it is integral to our community that our students receive the proper and necessary education required for the 21st century; at the same time it is also essential that such renovations be planned and completed in the most cost efficient and transparent manner for the benefit of our taxpayers; it is therefore,

Resolved by the East Hampton Town Council, effective as of the date hereof, that the East Hampton High School Building Committee is established to plan and provide the necessary oversight for or with respect to the facility renovations at the East Hampton High School in order to fulfill the mandates of the NEASC Report to maintain the High School accreditation; and is further resolved that the East Hampton High School Committee shall have the following powers and duties and be constituted as follows:

Creation, Compensation, Composition, Term, Vacancies

- (a) *Membership.* There shall be one (1) school building committee with a membership composed of seven (7) members and 2 alternates. All members shall serve without compensation and shall be appointed by the Town Council. Alternate members, when seated shall have all the powers and duties of a member of the committee. When alternates are not seated, they are encouraged to be active participants in all member discussions.
- (b) *Composition.* The members shall be comprised of residents or tax taxpayers with a diversity of professional expertise, specialization and life experience. Membership may also include representation from the field of education and/or resident parents with school age children. Such diversity may be represented with expertise in the following professional backgrounds: architecture, landscape and/or building planning, finance and banking, network/IT, construction, purchasing/procurement, engineering, education, public works.
- (c) *Term.* The term of office shall be for the length of the proposed project.

The duly authorized school building committee shall continue as a complete committee during the entire course of the project regardless of changes in the composition of the Town Council, the Board of Education and the Board of Finance.
- (d) *Removal.* A member of the committee may be removed for cause by a majority of Town Council or by a two-thirds (2/3) vote of the entire membership of the Town Council.
- (e) *Vacancies.* The school building committee shall fill a vacancy from the alternates when a member of the committee resigns and the Town Council shall replace the alternate by appointment.
- (f) *Resignations.* Any member may resign from the committee by notifying the Town Manager with a 30 day written notice.
- (g) *Ex officio members.* The Superintendent of Schools, the Town Manager and the Director of Facilities or their designee shall be ex officio members of the school building committee without vote.
- (h) *Town Staff.* The Board of Education shall provide appropriate support staff for the building committee.
- (i) *Parents and/or Residents.* The high school principal shall be responsible for annually appointing two (2) parents who are residents and registered voters of the town to represent student interests who may act as reporting liaisons to the PTO or other such organizations or committees.
- (j) All committee members shall be governed by the Town of East Hampton Code of Conduct and Code of Ethics.

Powers and Duties

| The **East Hampton High School** Building Committee shall have the following duties and powers:

- 1) To determine the scope of work for the project and select an architect through a Request for Proposal process as prescribed in Chapter 117 of the East Hampton Purchasing Ordinance.
- 2) To request the Town Council and Board of Finance to appropriate necessary funds for preliminary planning and site studies.
- 3) Upon appropriation of such funds, to hire an architect to *draft plans* for construction of new science labs in order to meet programmatic requirements and other such school building projects to meet building code/ADA requirements and to upgrade technology and improve facility infrastructure.
- 4) The **East Hampton High School Bbuilding Ccommittee** shall retain a construction and/or project manager to fulfill its duties and responsibilities.
- 5) The committee and architect shall review any and all existing conceptual plans that have been developed for the High School renovation project, which includes, among other things, demolishing the two school wings (class rooms 40-46 and 51-54 et al.). The committee shall consider and determine the feasibility of maintaining these two sections for future town use by the creation of (i.e.) new firewalls and other means to divide and make these two wings separate buildings apart from the main high school structure.
- 6) To approve *preliminary plans and specifications* for the project; obtain approval of preliminary plans and specifications by the Board of Education; initiate filing applications with the state department of education for review of preliminary plans and specifications; and request the Town Council and Board of Finance to appropriate necessary funds for the total project costs.
- 7) To analyze and approve final plans and specifications of such project; obtain approval of such final plans and specifications by the Board of Education; initiate filing application with the State Department of Education for review of *final plans and specifications*; and through the Town purchasing agent advertise for and receive bids for the construction of the project or any portion thereof.
- 8) Upon recommendation of the Town purchasing agent to vote award of construction contract bid to the most responsible bidder and, upon a majority vote of the Town Council to authorize the Town Manager to sign on behalf of the Town to enter into contract for construction of such project.
- 9) To be responsible for construction of such project through their appropriate agents and town's inspectors.
- 10) To examine and approve all payments in connection with the construction of such project with the advice of its agents, the project architect, and the town inspector.
- 11) To analyze and approve any change orders in the approved plans for such project within the limits of the total project appropriations.
- 12) To have province over and final approval of all expenditures of the project, including furnishings, equipment or any other appurtenances to the buildings or grounds.

- 13) To select a name for the school building project thus constructed.
- 14) To approve and accept the completed project subject to the advice of its agents, the project architect and the town's inspectors.
- 15) To turn the building and grounds over to the Board of Education as soon as possible after final completion and acceptance.
- 16) To obtain the necessary clearance and approval of any local or state board or agency as may be required for any of the duties and powers enumerated in this resolution.
- 17) The East Hampton High School Building Committee created by this resolution shall cease and its membership be terminated without further action of the Town Council once the assigned project has been turned over to the Board of Education; provided, having that any and all insurance coverage applicable to the building committee and its members shall continue in accordance with the Town of East Hampton standard practices and policies.

Reports on work progress required.

The East Hampton High School Building Committee shall submit, on a quarterly basis, budget and expenditure reports prepared in accordance with generally accepted accounting principals to the Town Council, Board of Education and the Board of Finance. Prior to their submission, such reports shall be reviewed by the Town's Finance Director. Annual budget and expenditure reports prepared in accordance with generally accepted accounting principals shall be audited by the Town's outside auditors and submitted to the Town Council, Board of Education and the Board of Finance. In conjunction with such annual reports, the Board of Education, along with the Finance Director, shall provide and/or update any revisions to any projected expenditures for the project. The Finance Director shall further certify that the building committee has established and explained generally accepted internal control measures. The school building committee shall also periodically report on the progress of its work to the Town Council and Board of Education.

Adopted this _____ day of _____, 2012.

Town Council

Susan B. Weintraub, Chairperson

Glenn S. Suprono, Vice Chairman

Kyle R. Dostaler

Derek M. Johnson

Ted Hintz, Jr.

George Pfaffenbach

Barbara W. Moore

**AMENDMENT
2013-1
TO THE
TOWN OF EAST HAMPTON
RETIREMENT INCOME PLAN**

The Town of East Hampton Retirement Income Plan (the "Plan") is hereby amended effective May 1, 2013, pursuant to Section 15.1 of the Plan, as follows:

I.

1.14. "Eligible Employee" means:

(a) Any Employee whose terms and conditions of employment are governed by a collective bargaining agreement that provides for participation in the Plan.

(b) Any Employee whose Employment Commencement Date was prior to May 1, 2013, who is employed as:

- a nursing, clerical, custodial, or cafeteria employee of the Board of Education, or
- a town employee

whose customary employment is for more than five months per calendar year and for more than 25 hours per week.

The following Employees are not Eligible Employees: (i) any Employee classified as a seasonal part-time employee; (ii) any Employee who was hired prior to July 1, 1996 and who was eligible to, but elected not to continue as an Active Participant by having Pick Up Contributions made to the Plan on his behalf; (iii) any elected official or the Chief Administrative Officer of the Employer; or (iv) any Ineligible Temporary Employee.

II.

Section 4.1 of the Plan is deleted in its entirety and the following new Section 4.1 is substituted therefore:

4.1. Participation

Each Employee who is an Eligible Employee on his Employment Commencement Date shall become an Active Participant on the Entry Date immediately following his Employment Commencement Date. Each Employee who becomes an Eligible Employee after his Employment Commencement Date shall become an Active Participant on the Entry Date immediately following the date he became an Eligible Employee.

Each Eligible Employee who was an Active Participant prior to May 1, 2013, shall

continue as an Active Participant hereunder.

III.

If there shall be any inconsistency between the provisions of this Amendment and the provisions of the Plan as amended, this Amendment shall control.

Executed this _____ day of _____, 2013.

TOWN OF EAST HAMPTON

By: _____
Its

ETHICS COMMISSION

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§ 43-1. Intent and purpose.

The Town of East Hampton requires that its officials and employees be impartial, responsible to its residents, not have interests that would be incompatible with the proper discharge of their official responsibilities, and strive to avoid even the appearance of impropriety. The purpose of the Town's Code of Ethics and Code of Conduct is to maintain and enhance a tradition of responsible and effective public service by setting forth standards of ethical conduct to guide its officials and employees in the conduct of their public responsibilities. An independent Ethics Commission to investigate and hear complaints under our Code of Ethics and Code of Conduct is a critical link between our established ethical standards, Town officials and employees, and our residents' confidence in the integrity of Town governance.

§ 43-2. Definitions.

Unless otherwise indicated or defined herein, the terms and conditions used in this chapter shall have the same meanings as used in the Code of Ethics adopted on September 4, 1975, revised and updated on January 28, 1997. Editor's Note: See Ch. E, Code of Ethics.

CODE

The Code of Ethics adopted on September 4, 1975, revised and updated on January 28, 1997, and as further amended by those certain Conflict of Interest and Recusal Guidelines as adopted by Town Council on September 27, 2005. Editor's Note: The Conflict of Interest and Recusal Guidelines are included at the end of Ch. E, Code of Ethics.

CODE OF CONDUCT

That certain Code of Conduct adopted by the Town Council on January 28, 2003. Editor's Note: See Ch. D, Code of Conduct.

COMPLAINANT

The party initiating a complaint alleging a violation of the Code, ~~or~~ Code of Conduct or requesting an advisory opinion.

RESPONDENT

The party against whom the complainant has alleged a violation of the Code or Code of Conduct.

§ 43-3. Establishment; membership.

The Town Council shall appoint an Ethics Commission consisting of five regular members and two alternate members. No more than two of the regular members may be affiliated with any one political party or slate committee. The alternate members may not be affiliated with the same political party or slate committee. At all times, at least one regular member shall not be affiliated with any political party

or slate committee. The members of the Commission shall serve four-year terms, provided, however, that with the first appointments by the Town Council, three regular members and one alternate shall be appointed for two-year terms, with the remaining regular members and alternate appointed for four-year terms. Thereafter, the Town Council shall appoint Commission members in the manner provided for in the Town Charter, subject to the terms of this chapter.

§ 43-4. Organization and procedure.

The Commission shall elect a Chairman and Vice Chairman, who shall serve for two-year terms. The Commission shall establish its own rules and procedures consistent with the Town Charter, this chapter, the Town's duly established ordinances and generally applicable law, including, without limitation, Section 1-82a(a) through (e) of the Connecticut General Statutes, as the same may be amended from time to time. The first rules and procedures shall be established within six months of the date on which the Town Council initially appoints members of the Commission. The rules and procedures must be approved by the Town Council and posted publicly. The Commission shall hold meetings at the call of the Chairman or two of the Commission members and at such other times as may be provided by rules and procedures adopted by the Commission.

§ 43-5. Qualifications of members; compensation.

Each member and each alternate member shall be a resident elector of the Town and shall not be compensated for service on the Commission. No member or alternate member shall:

- A. Hold or campaign for any Town or state office.
- B. Have held Town, state or federal office, including the town committee of a local political party, for a period of two years prior to being appointed as a member or alternate member of the Commission.
- C. Hold office in any political party, political action committee or be a member of any other type of political committee.
- D. Serve as a member of any other Town agency or commission.
- E. Have been found in violation of any state, municipal or professional code of ethics.
- F. Have been found in violation of any municipal, state or federal law.
- GF. Be employed by the Town or have been employed by the Town during the period two years prior to the date of appointment as a member or alternate member of the Commission.

§ 43-6. Quorum and Minimum affirmative vote requirements.

For the Commission to hold a meeting they must have a quorum which for purposes of the Commission will be a simple majority. A determination of a violation cannot be found ~~Not less than four~~ without four affirmative votes. ~~shall be required for a finding of and recommended penalty relating to a violation of the Code and/or Code of Conduct.~~

§ 43-7. Powers and duties; complaint procedures.

A. The Commission shall have the authority to prepare and recommend to the Town Council any amendments or revisions to the Code and/or Code of Conduct or guidelines explaining the same that, in the judgment of the Commission, are appropriate or necessary to establish practicable ethical provisions, maintain the public's confidence in the integrity of Town government and ensure the highest ethical standards for Town officials and employees.

B. The Commission shall have the authority and power to render opinions, conclusions or findings of fact to the Town Council with respect to the applicability of or any violation under either the Code and/or Code of Conduct by any public officer or employee. Such findings shall include recommended penalties for any determined violation(s) of the Code and/or Code of Conduct. The Commission may employ the Town Attorney and ~~inform~~ direct the Town Manager in furtherance of its duties hereunder.

C. The Commission's procedures shall specify how the public may initiate complaints alleging a violation of the Code or Code of Conduct or requests for advisory opinions. ~~The Commission, by majority vote, may also initiate a complaint or advisory opinion.~~ The Commission shall have the power to hold hearings concerning the applicability of the Code and/or Code of Conduct and alleged violations and may administer oaths and compel the attendance of witnesses by subpoena to the extent permitted by state law. As required by Section 7-148h(a) of the Connecticut General Statutes, the provisions of Section 1-82a(a) through (e) of the Connecticut General Statutes (as the same may be amended from time to time) shall apply to all investigations and hearings held under this chapter.

D. If the Commission determines that any Town officer or employee has violated the provisions of this Code or Code of Conduct, the Commission shall file a memorandum of decision within 20 days following its finding of a violation with the Town Council and give notice of such memorandum to the respondent and the complainant. The Commission shall also file its memorandum of decision with the Town Manager within 20 days after its finding of a violation if the respondent is an employee appointed or under the jurisdiction of the Town Manager and with the Board of Education if the respondent is a member of the Board of Education.

E. If the Commission determines that the respondent has not violated the provisions of the Code and/or Code of Conduct, the Commission shall so notify the respondent and complainant, and the Town Council, Town Manager or the Board of Education, as the case may be, within 20 days of such finding. In the event the Commission determines that the respondent has not violated the provisions of the Code and/or Code of Conduct, the contents of the Commission's investigations shall remain confidential.

F. Except as expressly set forth herein, nothing in this chapter shall limit the authority of the Town Council, Town Manager or the Board of Education under the Town Charter or any other applicable ordinance, regulation, statute or law. The Commission's actions shall be deemed supplemental to the authority of the Town Council, Town Manager or Board of Education granted under any ordinance, statute or any other law.

G. Respondent may provide his defense at their own cost unless determined by the Town Manager, or when respondent is the Town Manager the Town Council Chair, that the complaint is in direct relation to ones duties as a public official or public employee in which case the Town will provide a legal defense consistent with the Charter and Connecticut State Statute.

H. No complaint may be brought after three years from the date the action giving rise to the complaint occurred.

§ 43-8. Penalties for offenses.

A. General provisions. In the event that a failure to comply with the Code and/or Code of Conduct by a Town Official or employee is determined by the Commission, the Commission shall recommend to the Town Council (for Town officials) or Town Manager (for Town employees) either that no penalties be imposed or one or more of the following penalties be imposed: censure, reprimand, suspension, demotion, removal, or dismissal of officers and employees, as is applicable. In the event that a failure to comply with the Code and/or Code of Conduct by a member of the Board of Education is determined by the Commission, the Commission shall make its recommendation to the Board of Education.

B. Enforcement. The Commission's findings and conclusions regarding alleged violations of the Code and Code of Conduct shall be binding on the respondent and complainant. The Town Council, Town Manager, or the Board of Education, as is the case, shall retain exclusive authority regarding the determination and imposition of any penalties arising from any Code or Code of Conduct violation. The Town Council, Town Manager and the Board of Education shall, however, in making their penalty determination, give due deference to the Commission's penalty recommendation. No member of the Town Council or the Board of Education or the Town Manager may participate or vote in any penalty determination in which he or she is the respondent.

C. General limitation. In the event that the provisions of this § 43-8 are inconsistent with any remedies and procedures specified in applicable state and federal law, the Town Charter, other applicable Town ordinances, personnel rules, contract grievance rules, or other work rules, policies and procedures, the latter shall govern.

§ 43-9. Good faith disclosures.

No person shall take or threaten to take official action against an individual for such individual's disclosure of information to the Commission under this chapter. After receipt of information from an individual under the provisions of this chapter, the Commission shall not disclose the identity of such individual without such individual's consent unless the Commission determines that such disclosure is unavoidable during the course of its investigation. No person shall be subject to civil liability for any good faith disclosure that such person makes to the Commission.



ANCHOR

ENGINEERING SERVICES, INC.

41 Sequin Drive • Glastonbury, CT • 06033

AGENDA
ITEM # 10b

T: 860.633.8770
F: 860.633.5971
www.anchorengr.com

March 21, 2013

Mr. Keith Hayden, P.E., Director of Public Works
Town of East Hampton
20 East High Street
East Hampton, CT 06424

RE: Chatham Historical Society
6 Bevin Boulevard, East Hampton, CT

Dear Mr. Hayden,

In response to your request, Anchor Engineering Services, Inc. (Anchor) visited the Chatham Historical Society (Society) site located at 6 Bevin Boulevard in East Hampton, CT on March 5th. The purpose of our site visit was to evaluate the general conditions of the property and surrounding area to determine the potential for installing a Non-Discharging Sewage Disposal System in lieu of a conventional subsurface sewage disposal system. We understand that the facility is only open to the public once a month and the costs associated with constructing a conventional bathroom with water and sewer utility connections are prohibitive.

While on site we observed the following:

- A red single-story structure to the south, a gray multi-story structure to the northwest with an outbuilding to the rear of the property.
- No utilities were apparent on the parcel.
- Sewer manholes were noted in Bevin Boulevard along the property frontage.
- No water utilities were noted in Bevin Boulevard along the property frontage.

Following our site visit we obtained additional utility information for the property and surrounding area from the Town of East Hampton Water & Sewer Authority.

CONCLUSION

SANITARY SEWER

Based upon mapping provided by the Water and Sewer Authority, public sewer is available along Bevin Boulevard and a sewer lateral stub has already been installed from the public sewer to the site for future connection. Given the presence of sewers and the available on-site stub, it is our opinion that the direct discharge of the wastewater to the public sewer main is the most practical, cost-effective solution for the facility.

Mr. Keith Hayden
March 21, 2013

Chatham Historical Society
East Hampton, CT

Page 2

It is our understanding that a non-discharging system would not be acceptable to the State Department of Public Health (DPH) given the availability of sewers to the site. To confirm our understanding, we spoke with Amanda Clark with DPH and presented the data. Ms. Clark confirmed that an alternate, non-discharging system would not be acceptable given the presence of sewers. It is our opinion that a non-discharging system would not be a feasible solution.

We should note that a portable chemical toilet system would be an acceptable, cost-effective solution for the property given the limited use. We recommend that the Society consider this option in an evaluation of short and long-term operations and maintenance costs.

DOMESTIC WATER

Based upon mapping provided by the Water and Sewer Authority, public water is available to the site at the intersection of Bevin Boulevard with Bevin Road. No water lateral stub from the water main to the site apparently exists. In order to provide domestic water to the site for current and future uses, we recommend that a direct lateral connection be installed from the public water main.

The following alternate solutions were considered:

1. Installation of water storage tank. Given the infrequent use of the building (once a month), stagnation of the stored water is likely. Mandy Smith with DPH confirmed that due to likelihood of stagnation and the presence of public water, a water storage tank would not be a solution recommended by the State.
2. Installation of an on-site well. Based upon the potential presence of ledge between the site and the available water main, a well permit exception may be acceptable to DPH for the installation of an on-site well. A cost-benefit analysis has not been performed to compare the option of direct connection to the public water main vs. installation and operation of an on-site well.

As presented in the Sanitary Sewer Conclusion section above, we recommend that a portable chemical toilet option be considered by the Society. If considered, we further recommend that hand sanitizer be provided in lieu of a hand washing station, thereby eliminating the need for a water connection.

Should you have any questions or comments, please don't hesitate to contact us at (860) 633-8770.

Sincerely,



Brandon J. Handfield, P.E.
Project Manager

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

April 19, 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 \$361.32.

Thank you for your assistance.

Nancy Hasselman, CCMC

Nancy Hasselman, CCMC
Collector of Revenue

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