



TOWN HALL

FACILITY PRESENTATION

"The Front Door of East Hampton"



TOWN HALL AT A GLANCE

- Built in 1946
- Purchased by the Town in 1972 for \$119,000
- Renovations done in 1973 cost \$225,000
- Houses 7 Departments including:
 - Town Manager
 - Assessor
 - Tax Collector
 - Town Clerk
 - Finance
 - Human Resources
 - Building Planning & Zoning



AT A GLANCE CONTINUED...

- Town Hall is 7,000 square feet
- Building Department is 1,000 square feet
- 18 Full Time employees work in the Town Hall
- 3 part time employees work in the Town Hall
- 29 Parking Spaces around the Building
- 1 Handicap Accessible Parking spot
- Heating and A/C is a patchwork of different units



FACILITY CHALLENGES

- STORAGE
- PARKING
- ADA ACCESSIBILITY
- CONDITION
- BUILDING DEPT. & ANNEX



STORAGE



- Record retention governed by CGS 1-18 and multiple other related statutes.
- At minimum municipalities must keep a document for 3 years, in some cases documents must be kept forever.



PARKING

- The Town Hall has 8 resident parking spots
- Around Tax season, Dog Licensing, and Voter registration parking is difficult
- When we are doing our audit resident parking goes from 8 spaces to 5 spaces
- When a meeting occurs for Town business resident parking can go to 0 spaces



ADA ACCESSIBILITY

- One way in and One way out
- No elevator to get to Lower level



CONDITION



BUILDING DEPARTMENT

- 1000 square feet
- 4FTE
- Temporary building
- Problems with the floor and the roof
- Not efficient with energy



ANNEX

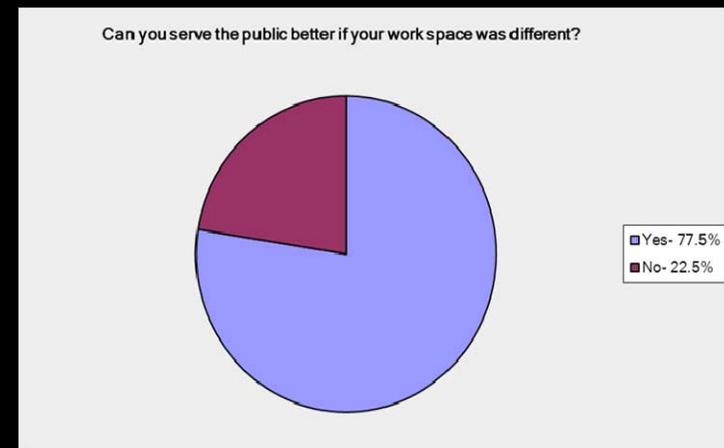
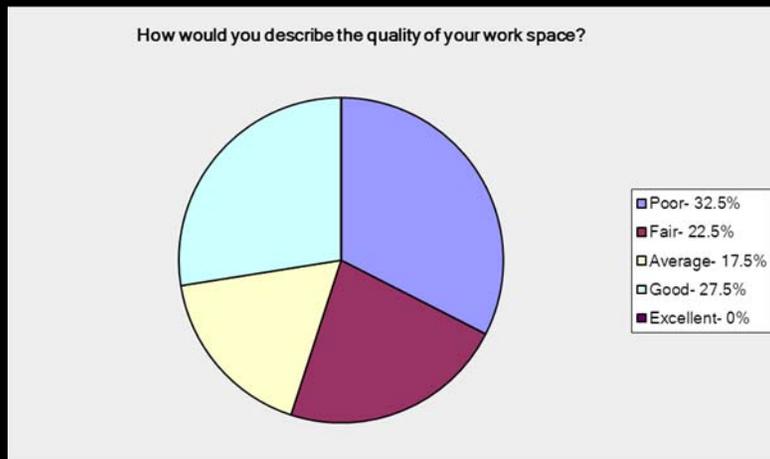
- Houses two departments:
 - Youth and Family Services
 - Parks and Recreation
- 2,048 Square feet
- 3FTE and 2PTE
- Costs \$48,405 per year and increasing
- Lease expires 2017



RESULTS



- Internal survey of staff was conducted in 2013 with over 40 responses from Town Staff
- When asked how can your work space operate better?
 - Over 50% said "more space would improve their work environment" followed by 24% citing the "quality" of their work environment and 16% citing a need for "equipment"



CONNECTICUT NATURAL GAS EXPANSION



*"Building Infrastructure for East Hampton's
Future"*

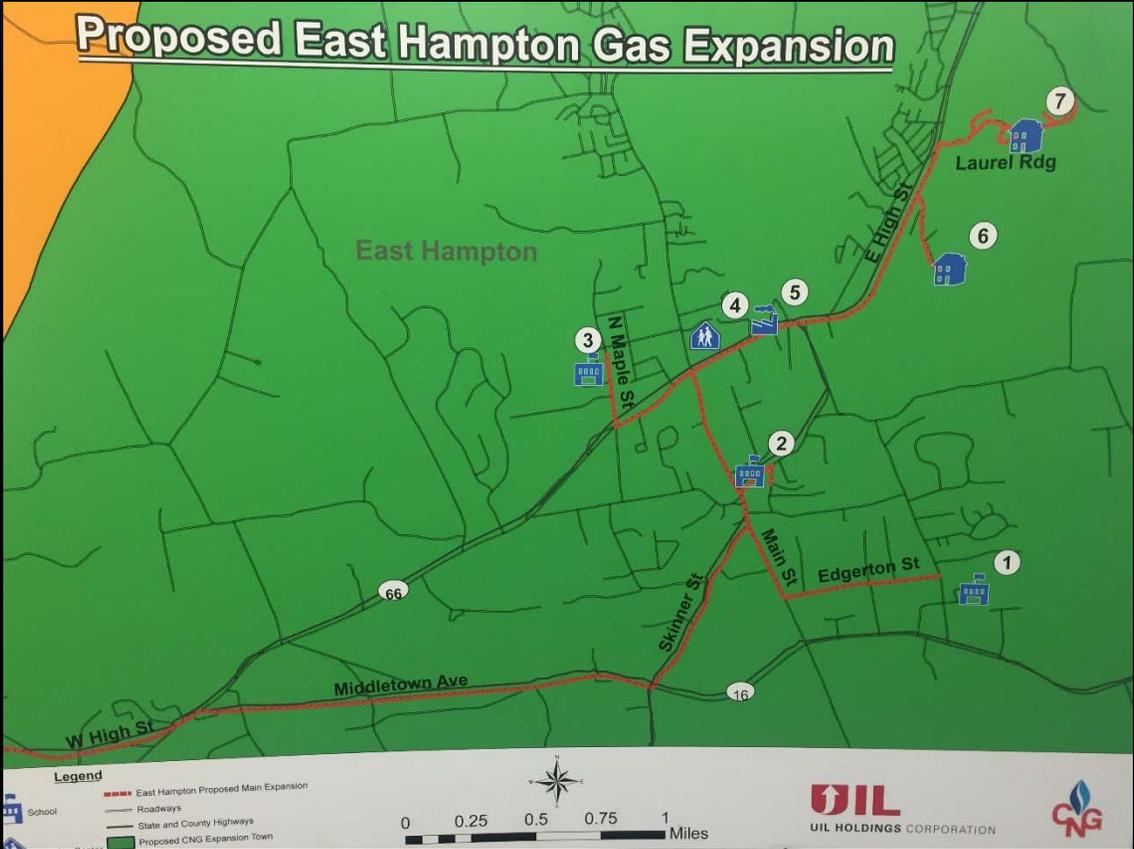


THE FACTS

- Planned to occur in the Spring of 2015
- Will cover a total of 9 miles
- Will serve every major commercial customer
- Will utilize 1.5 million dollars in non firm margin funding if the Town
 - Hooks all of its facilities up to natural gas-\$1.2 million
 - Pave all Town roads where trenching occurs- \$84,000
 - Provides a community contribution
- Will save or add revenue to the Town:
 - \$273,000 in fuel savings annually
 - \$100,000 in approximately new tax revenue



PROPOSED ROUTE



WHAT IS LEFT TO DO...

- Approve and sign service agreements for Town Facilities (must be done by January 31)
- Identify funding sources for the Boilers and Paving
- Develop and implement community contribution agreement.

