

**TOWN OF EAST HAMPTON
AGENDA REPORT**

AGENDA ITEM: 6a

DATE: May 23, 2014
SUBJECT: Police/Town Vehicle Repair
DEPARTMENT: All

BACKGROUND:

The East Hampton Police Department sought bids for vehicle repair and towing service from private contractors. Bell Town Motors Inc. was selected as they currently employ five (5) ASE certified mechanics; they are equipped with computerized diagnostic capabilities and can provide 24 hour towing service.

Product	Contract Period	Cost	MISC
Hourly Rate	5/27/2014 -12/30/2015	\$93.00 Hr	
“Mark Up” on Parts	5/27/2014 -12/30/2015	% 3 average	
Towing	5/27/2014 -12/30/2015	\$60.00	Plus \$6.00 per mile
Storage	5/27/2014 -12/30/2015	\$27.00	
Tire Storage	5/27/2014 -12/30/2015	\$00.00	Up to 30 Tires
Disposal Fees	5/27/2014 -12/30/2015	\$00.00	
Diagnostic Fees	5/27/2014 -12/30/2015	\$93.00	

Please note that minor repairs and routine maintenance will be conducted by the Department of Public Works.

RECOMMENDED MOTION

Resolved that the Finance Director be authorized to purchase vehicle repair services from Bell Town Motors Inc. for the time period specified above.

The contract period will be from Date of Award through December 30, 2015. The East Hampton Police Department reserves the right to extend this contract for a period of up to the full original contract term or parts thereof not to exceed three (3) years.

ALTERNATIVE ACTIONS

Re- issue new bid for services.

FISCAL IMPACT

The Police department has budgeted \$20,000 for vehicle repairs in the 2014/2015 fiscal year.

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Agenda Item: 8a

Item to be presented by: VFS

DATE: May 23, 2014

SUBJECT: 2014/15 Public Water System Operating Budget & Water Rate Recommendation
Second Reading

DEPARTMENT: WPCA

RECOMMENDED ACTION –to approve the 2014/15 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 6, 2014. 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 \$118,993.00 and represents an increase of 1.12% or \$1,315.00 over last year.

Village Center Water System

The VCWS continues to perform within parameters. Since being placed on line in 2009 we have experienced very few mechanical issues, however, this year we saw an increase in alarms as a result of the air stripper. These alarms did not affect water quality however, we have increased the budget should this be a trend that continues.

During the year we added one new customer at 97 Main Street bringing the total to 29 customers.

Royal Oaks Water System

ROWS continues to suffer from very poor raw water quality. During the year well pump #4 failed. The cost to reconditioning the well (Aqua Freed process), installing the Aqua Guard preventative well maintenance system, new pump and auto flush valve totaled \$18,481.48.

A Sanitary Survey was conducted by the Department of Public Health on July 10, 2013. There were no Regulatory Violations at the time of the survey.

The last of the original iron and manganese filters has been replaced. Bringing our treatment capacity up to 7.5 cubic feet, an increase of 2.5 times over what was originally installed by the developer. We will be contracting Subsurface Technologies of Rock Tavern, New York to perform well cleaning and rehabilitation of Well #3 and now well #4 in order to minimize the iron concentration in the raw water and preserve pump life.

During the year the system experienced two violations under the Safe Water Drinking Act, both were color exceedances. Color associated with rock wells is common in East Hampton. These events required the delivery of Tier 2 notices to all customers which was accomplished as part of

the monthly billing. 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:

Based on the information provided in the Tighe & Bond 2013 Connecticut Water Rate Survey, typical 2013 annual water costs, for 72,000 gallons per year, in Connecticut ranged from a low of **\$161** per household to a high of **\$814**. The 2013 average was **\$467** per household, representing an 11.6% increase over the 2011 average. The 2013 median is **\$458** per household.

The 2014/15 budget of \$118,993.00 will require an increase in water rates. A proposed increase of 2.0% (\$0.25) in the Equivalent Meter Units and a 2.0% (\$0.11) in the Commodity Charge has been recommended by the WPCA bringing the charges for the new fiscal year to \$12.50/EMU and the commodity charge to \$5.45/1000 gallons. Projected annual cost of 72,000 gallons with the recommended rates is \$541.80. As in previous years we have reviewed the water rate structure of our pier group containing 6 water utilities (4 municipal and 2 private).

Comparable annual cost summary based upon 72,000 gallons:

- MDC Glastonbury Division (M) - \$629.00
- Connecticut Water Company (P) – Baker Hill/Spice Hill \$661.00
- Town of Colchester (M) - \$566.00
- Aquarion Water Company (P) – Boulder Road area \$561.00
- Town of East Hampton (M) - \$541.80**
- Town of Portland (M) - \$432.00
- Town of Middletown (M) - \$308.00

ALTERNATIVE ACTIONS – at the discretion of the Town Council

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



2014 – 2015 Public Water Systems Operation Budget

***63-59-0000-XXXX VCWS
63-59-0590-XXXX ROWS***

Recommended by WPCA: May 6, 2014

First Reading Date: May 13, 2014

Public Hearing Date: June 3, 2014

Town Council Adoption: June XX, 2014

Drop in Location:
20 Gildersleeve Drive
East Hampton, CT 06424

**East Hampton Water Pollution Control Authority
Community Water Systems Fiscal Year Budget - 2014-15**

REVENUES

Residential Consumption Estimated

	VCWS	ROWS	
daily production (gals.)	7,500	10,000	
Est. daily cons./unit (gals.)	259	120	
Mthly. commodity cost (\$/1000gals.)	\$5.45	\$5.45	
Monthly commodity charge (\$)	\$40.88	\$54.50	
Monthly meter cost (1EMU = X.XX)	\$12.50	\$12.50	
<u>Per unit monthly cost (\$)</u>	<u>\$53.38</u>	<u>\$67.00</u>	
Homes/units	29	83	
Estimated monthly revenue	\$1,548	\$5,561	
 Est. <u>Residential</u> yearly revenue	 <u>\$18,574.50</u>	 <u>\$66,732.00</u>	 <u>\$85,307</u>
	Ctr. Sch.	Mem. Sch.	
Monthly meter cost (15 EMU = \$X.XX)	\$187.50		
daily consumption (gals/day)	500		
Monthly commodity charge (\$)	\$81.75		
Monthly meter cost (20 EMU = \$X.XX)		\$250.00	
daily consumption (gals/day)		2,000	
Monthly commodity charge (\$)		\$327.00	
Estimated monthly revenue	\$269.25	\$577.00	
 Est. <u>Institutional</u> yearly revenue	 <u>\$3,231.00</u>	 <u>\$6,924.00</u>	 <u>\$10,155</u>
 Estimated total revenue 13/14	 \$21,805.50	 \$73,656.00	 \$95,462
 Transfer From Annual Town Budget..... Village Water System			 \$23,532
 Proposed fiscal year Operating Budget			 \$118,993



Community Water Systems Expense Budget 2014-15

<u>EXPENDITURES</u>					
	Approved 13-14 Budget	Proposed 14-15 Budget	\$ +/-	%	+/-
5120 - PIT Seasonal PIR	5,128	5,128	0		0.00%
5220 - Social Security (.062)	318	318	0		0.00%
5122 - Medicare (.0145)	74	74	0		0.48%
5319 - Meetings/Conf.	1,075	1,075	0		0.00%
5330 - Prof/Tech Services	7,600	5,786	(1,814)		-23.87%
5430 - Bldg & Equip. Mnt & Rep.	17,650	18,300	650		3.68%
5436 - UTT/Oper. Labor	26,250	27,038	788		3.00%
5520 - Prop/Liab Ins	3,087	3,087	0		0.00%
5530 - Communications	1,800	1,800	0		0.00%
5540 - Newspaper Advertising	150	150	0		0.00%
5580 - Travel	6,000	6,000	0		0.00%
5590 - Other Purch. Services	10,881	11,573	692		6.36%
5611 - Off Supp/Minor Equip/Material	200	200	0		0.00%
5615 - Uniform Allowance	300	300	0		0.00%
5622 - Electricity	18,900	18,900	0		0.00%
5627 - Motor Fuel (Veh & Gen)	1,250	1,250	0		0.00%
5680 - Chemicals	9,000	10,000	1,000		11.11%
5690 - Other Supp/Materials	900	900	0		0.00%
5744 - Computer Equip	75	75	0		0.00%
5810 - Dues & Fees	1,140	1,140	0		0.00%
5923 - Oper. Transfer to S.F.	2,500	2,500	0		0.00%
5980 - Res for Cap & NR	1,000	1,000	0		0.00%
5990 - Contingency	2,400	2,400	0		0.00%
TOTAL	117,678	118,993	1,315		1.12%



2014-15 Individual Water System Expense Breakdown

	25%			
	TCWS	ROWS	Mem Sch	Total
5120 - PIT Seasonal PIR	2,564	1,923	641	5,128
5220 - Social Security (.062)	159	119	40	318
5122 - Medicare (.0145)	37	28	9	74
5319 - Meetings/Conf.	500	406	169	1,075
Certification Training	125	125	75	
Conf./Seminars	375	281	94	
5330 - Prof/Tech Services	2,539	2,601	646	5,786
DOHS Water Quality Testing	2,329	1,811	621	
Misc. Engr.		500		
B102 Tank Insp/engr	n/a	n/a	n/a	
Annual Auditing Reports	210	290	25	
5430 - Bldg & Equip. M & Rep.	3,650	13,550	1,100	18,300
JF Labor	250	500		
well pump replacement	750	750	750	
Dist/WTP system maint.	1,500	500	150	
plumbing parts & repairs	400	800	200	
Greensand Solenoid Valves		2,500		
Greensand media changeout		2,750		
Emrg. Gen. Maint. & An. Insp.	750	750		
Storage tank cleaning				
Aqua Guard		5,000		
5436 - UTT/Oper. Labor	13,519	13,519		27,038
5520 - Prop/Liab Ins (Inc 10%)	1,543	1,301	242	3,087
5530 - Communications	900	675	225	1,800
5540 - Newspaper Advertising	75	75		150
5580 - Travel	3,000	3,000		6,000
5590 - Other Purch. Services	3,172	8,303	98	11,573
Billing Administration (112 cust.)	2,297	6,278	73	
Shut offs/Final bills	100	400		
Locate leaks/R & R meter & radio	150	300		
Flushing water mains 2X/yr	450	1,300		
Annual Cross Connection Report	175	25	25	
5611 - Office Supplies	100	75	25	200
5615 - Uniform Allowance	150	112	38	300
5622 - Electricity	9,450	9,450		18,900
5627 - Motor Fuel (Veh & Gen)	600	600	50	1,250
Veh. \$200/200/50 - Gen. \$400/400				
5680 - Chemicals	1,750	6,000	2,250	10,000
5690 - Other Supp/Materials	600	300		900
5744 - Computer Equip	25	25	25	75
5810 - Dues & Fees	570	521	49	1,140
AWWA	45	34	11	
CWWA	150	113	38	
DEEP Annual Diversion permit	250	250		
DEEP Generator Permit	125	125		
5923 - Oper. Transfer to S.F.	1,000	1,000	500	2,500
5980 - Res for Cap & NR	500	375	125	1,000
5990 - Contingency	1,200	900	300	2,400
TOTAL	47,603	64,859	6,531	118,993
Approved Operating Budget 13-14	50,984	56,034	10,660	\$ 117,678
"+/-	(3,381)	8,825	(4,129)	1,315
"+/-	-6.63%	15.75%	-38.73%	1.12%

Chapter 117. PURCHASING

[HISTORY: Adopted by the Town Council of the Town of East Hampton 10-30-2001 (Ord. No. 12.07). Amendments noted where applicable.]

GENERAL REFERENCES

Code of Ethics -See Ch. E.

§ 117 -1. Declaration of policy.

It is the intent of the Town to provide consistent rules for the purchase of equipment, services, supplies and materials to facilitate efficient municipal operations and to provide fairness to all parties, including but not limited to individuals, corporations, or government agencies whose equipment, services and supplies are purchased by the Town of East Hampton, including the Board of Education. Purchases shall be made considering price, quality and availability as important determining factors in the selection of equipment, services and supplies.

Where Federal or State law or regulations including grant requirements require other procedures, such other procedures will be followed in lieu of those specified within this policy.

Responsibility for Compliance

Compliance with this Purchasing Policy shall be monitored as follows:

- The Town Manager shall bear primary, non-delegable responsibility for ensuring compliance with this policy. The Superintendent of Schools shall bear primary, non-delegable responsibility for ensuring compliance with this policy for purchases made by the Board of Education (BOE).
- All employees, including Department Heads, supervisors and any other authorized personnel who make purchases for the Town are responsible for following the provisions outlined in this policy and the purchasing procedures manual when making purchases with Town funds.

§ 117 -2. Definitions.

As used in this chapter, the following terms shall have the meanings indicated as follows:

BID / REQUEST FOR PROPOSAL (RFP)

A notice in writing in a sealed envelope delivered to the Town Manager (or designee) or Superintendent of Schools (or designee), as the case may be, by a specified date, to be opened in public at a specified date and time by the Town Manager (or designee) or by the Superintendent of

Schools (or designee), as the case may be, whereby a vendor informs the Town of the price for which he/she shall furnish supplies, materials, equipment, or services to the Town.

CAPITAL EQUIPMENT

Equipment, including rolling stock, vehicles, machinery, etc., other than supplies, which is used to provide a service to the community.

QUALIFIED

Meeting such qualifications as the Town may set forth in its requests for bids, quotations, or proposals.

QUOTATION

A notice, in writing, whereby a vendor informs the Town of the price for which he/she will furnish supplies, materials, equipment or services to the Town. A written promise from a supplier, vendor, contractor or professional guaranteeing the cost of specific supplies, materials, equipment or services. Any and all quotes deemed not to be in the best interests of the Town may be rejected and any quote deemed to be in its best interests may be accepted.

RESPONSIBLE

Having the experience and financial strengths, in the reasonable judgment of the Town, necessary to perform in the delivery of services, materials, equipment or supplies.

SERVICES

Includes contractual services rendered to the Town by a vendor.

SUPPLIES

Goods in a manufactured state kept in the ordinary course of business for regular use or consumption.

MATERIALS

Basic ingredients in a relatively raw, unrefined or unmanufactured state that may be worked into a more finished form (i.e., sand, wood, asphalt).

TOWN

All Town agencies, including the Board of Education and excluding Town of Colchester-Town of East Hampton Joint Facilities (Joint Facilities).

STUDENT EDUCATIONAL

Shall mean tuition paid to public or private institutions as well as special education services provided to children as identified in the child's Individualized Educational Program (IEP).

LEGAL SERVICES

Services provided by firms and individuals licensed to practice law in the state of Connecticut.

PROFESSIONAL ENGINEERING

A person or firm who is licensed to practice in the State of Connecticut and qualified by reason of his knowledge of mathematics, the physical sciences and the principles of engineering, acquired by professional education and practical experience, to engage in engineering practice, including rendering or offering to render to clients any professional service such as consultation, investigation, evaluation, planning, design or responsible supervision of construction, in connection with any public or privately-owned structures, buildings, machines, equipment, processes, works or projects in which the public welfare or the safeguarding of life, public health or property is concerned or involved.

§ 117-3. Purchases of capital equipment, services, materials and supplies.

All purchases in excess of \$2,000 require a purchase order, standing purchase order or requisition. The following requirements shall govern the purchase of supplies, equipment and services:

- A. If the estimated value is less than \$10,000, the department or agency head may make the purchase after careful review of the most competitive price considering the quality of the proposed purchased items.
- B. If the estimated value is equal to or greater than \$10,000 but less than \$20,000, the purchase may be made with the approval of the Town Manager or his designee (or in the case of Board of Education purchases, the Superintendent of Schools or his designee) after the department head or agency head has received at least three written quotations, and the purchase shall be the lowest qualified and responsible quote. If for any reason three quotes are not obtained, the purchase may be made after providing written documentation for the files, indicating why three quotes could not be obtained.
- C. If the estimated value is equal to or greater than \$20,000, the purchase shall generally be made from the lowest qualified and responsible bidder using a sealed bid procedure described in § 117-5 below, with two exceptions hereafter described. The award shall be made by the Town Council or, in the case of Education purchases, the Board of Education, unless it is a joint bid with another Town agency, in which case the Council shall make the award. The first exception is where the proposal of the lowest qualified and responsible bidder exceeds the Town's budget for the item, in which case the Town may reject all proposals by majority vote of the Town Council or Board of Education, as the case may be. The second exception applies where it is deemed to be in the best interests of the Town of East Hampton to make the award to a bidder other than the lowest qualified and responsible bidder. This latter exception requires an affirmative vote of 3/4 of the elected membership of the Town Council at a regular or special meeting.
- D. Contracts for service and/or maintenance shall be acquired or bid in accordance with the provisions of this section. Such contracts may be entered for periods renewable on a month-to-month basis and shall be terminable upon written thirty-day notice by the Town/Board of Education or the vendor/supplier. Such contracts shall remain in effect until such termination and shall not require quotation or re-bid until such termination.

- E. Splitting of contracts to avoid any of the limits of this section shall be prohibited.
- F. Consulting services shall be acquired through a "Request For Proposals" process, unless a written justification is provided to the Town Council or Board of Education that a single source is uniquely qualified to provide the desired services.

§ 117-4. Exemptions.

The items listed below will not require sealed bids and are exempt from the requirements of §117-3, but do require **Town Manager** approval or, in the case of Education purchases, the Superintendent of Schools.

- A. Legal, physician, professional engineering and student educational services. Auditing services shall be exempt and shall be approved by the Board of Finance.
- B. Purchases made from any agency or office of the federal, state or local government or other governmental unit, or nonprofit organization or sole-source supplier shall be exempt.
- C. Nothing in this chapter shall prohibit the Town from purchasing items under state bids and/or contracts and/or participation in regional purchasing councils who have used a sealed bid procedure.
- D. Nothing in this chapter shall prohibit the Town from contracting for repairs of an immediate nature for health and safety reasons and to prevent damage or injury.
- E. Materials. When multiple suppliers of material are not within the transportable range the Public Works Department shall seek to obtain the best price within the transportable range.
- F. Existing maintenance or service contracts which have no fixed duration shall remain in effect on a renewable basis and shall not be subject to the acquisition and/or bid requirements outlined in §117-3 until such time as said contract is terminated in accordance with §117-3D.
- G. Purchases of used equipment where comparable bids are unavailable, and it has been determined by the Town Manager that the purchase of a particular piece of equipment is of good value to the Town, shall be exempt.
- H. Services furnished by a monopoly utility.
- I. Annual maintenance agreements that are provided by a specialized vendor for specialized types of equipment. i.e., telephone or computer system service contract.
- J. Those exempted or determined by law.

K. On-Line Reverse Auctions pursuant to State Public Act 08-141 approved June 5, 2008.

L. Items that will maintain consistency with other like items previously purchased.

M. The purchase of surety bonds and insurance shall be exempt

§ 117-5. Sealed bid procedure.

- A. All requests for bids shall be advertised in a newspaper suitable for notifying multiple prospective bidders or advertised on the State of Connecticut Department of Administrative Services Web page. *Editor's Note: The Department of Administrative Services Web page can be accessed at www.das.state.ct.us.* When necessary, the Town shall also directly solicit potential qualified sources for bids. The goal shall be to obtain at least three bids. If, however, after due diligence has been exercised, fewer than three bids have been received, the Town may award the contract if it is in the best interest of the Town.
- B. A copy of the invitation to bid or the legal notice will be posted at the Town Hall in the office of the Town Clerk until the bids have been opened.
- C. Bid documents shall be available to all firms indicating an interest in bidding. A fee may or may not be charged for bid documents.

D.

§ 117-6. Insurance and licensing requirements.

All parties employed by the Town to perform work on Town-owned property shall carry the required level of insurance coverage, indemnity, and hold the Town harmless. The Town shall be named as additional insured on the insurance certificate. When required by law (such as the trades, etc.), all parties performing work for the Town shall have and maintain the required licenses and/or certifications to perform such work.

§ 117-7. Waivers.

With a vote of 3/4 of the elected membership of the Town Council, at a regular or special meeting, the Town Council may waive the bidding procedure with regard to any purchase upon finding that such waiver is in the best interest of the Town. Such waiver shall include in the record the reasons for the Council's action. Public notice shall be given at least seven days in advance of any vote to consider a waiver of the bidding procedure.

§ 117-8. Nondiscrimination.

Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. 1). Purchasing shall be conducted without regard to the political affiliation, race, sex, age, religion, national origin, disability, familial relationship or business associations of vendors and/or contractors. All purchasing will comply with the provisions of applicable state and federal laws pertaining to civil rights, equal opportunity and affirmative action.

§ 117-9. Conflicts of interest.

The Ethics Resolution as adopted and amended by the Town Council shall be applicable to this chapter. *Editor's Note: See Ch. E, Code of Ethics.*

§ 117-10. LOCAL VENDOR PREFERENCE

For all bids and quotes submitted for purchases, exceeding \$20,000, any qualified and registered local vendor who has submitted a bid or quote not more than 5% higher than the lowest qualified bid or quote will be awarded the contract or purchase order, so long as such local vendor agrees to provide the goods or services which are the subject of such contract or purchase order at the same price as the lowest qualified bid or quote received. In the event that more than one local vendor submits a bid or quote not more than 5% higher than the lowest qualified bid or quote, the award shall be to that local vendor originally submitting the lowest qualified bid or quote.

For purposes of this section, a qualified and registered local vendor is defined as one who maintains a principal place of business within the Town limits of East Hampton by occupying real property in which to conduct such business or by paying ad valorem taxes on business property to the Town. Evidence of the maintenance of such principal place of business may include the ownership or long-term lease of real estate from which the principal place of the business is operated or the payment of property taxes on the personal property of the business to be used in the performance of the bid. This section shall not apply in any situation where the preference created by this section would violate Federal or state law or any existing contracts.

This section shall not apply in those instances where the bid requested involves a cooperation purchasing arrangement between the Town and other municipalities or the State of Connecticut.

Chapter 117. PURCHASING

[HISTORY: Adopted by the Town Council of the Town of East Hampton 10-30-2001 (Ord. No. 12.07). Amendments noted where applicable.]

GENERAL REFERENCES

Code of Ethics -See Ch. E.

§ 117 -1. Declaration of policy.

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Where Federal or State law or regulations including grant requirements require other procedures, such other procedures will be followed in lieu of those specified within this policy.

Responsibility for Compliance

Compliance with this Purchasing Policy shall be monitored as follows:

- The Town Manager shall bear primary, non-delegable responsibility for ensuring compliance with this policy. ~~For purchases made by the Board of Education, The Superintendent of Schools shall bear primary, non-delegable responsibility for ensuring compliance with this policy for purchases made by the Board of Education (BOE).~~
- All employees, including Department Heads, supervisors and any other authorized personnel who make purchases for the Town are responsible for following the provisions outlined in this policy and the purchasing procedures manual when making purchases with Town funds.

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public at a specified date and time by the Town Manager (or designee) or by the Superintendent of Schools (or designee), as the case may be, whereby a vendor informs the Town of the price for which he/she shall furnish supplies, materials, equipment, or services to the Town.

CAPITAL EQUIPMENT

Equipment, including rolling stock, vehicles, machinery, etc., other than supplies, which is used to provide a service to the community.

QUALIFIED

Meeting such qualifications as the Town may set forth in its requests for bids, quotations, or proposals.

QUOTATION

A notice, in writing, whereby a vendor informs the Town of the price for which he/she will furnish supplies, materials, equipment or services to the Town. A written promise from a supplier, vendor, contractor or professional guaranteeing the cost of specific supplies, materials, equipment or services. Any and all quotes deemed not to be in the best interests of the Town Joint Facilities may be rejected and any quote deemed to be in its best interests may be accepted.

RESPONSIBLE

Having the experience and financial strengths, in the reasonable judgment of the Town, necessary to perform in the delivery of services, materials, equipment or supplies.

SERVICES

Includes contractual services rendered to the Town by a vendor.

SUPPLIES

Goods in a manufactured state kept in the ordinary course of business for regular use or consumption.

MATERIALS

Basic ingredients in a relatively raw, unrefined or unmanufactured state that may be worked into a more finished form (i.e., sand, wood, asphalt).
~~Includes supplies and materials used in the daily operation of the Town.~~

TOWN

All Town agencies, including the Board of Education and excluding Town of Colchester-Town of East Hampton Joint Facilities (Joint Facilities).

STUDENT EDUCATIONAL

Shall mean tuition paid to public or private institutions as well as special education services provided to children as identified in the child's Individualized Educational Program (IEP).

LEGAL SERVICES

Services provided by firms and individuals licensed to practice law in the state of Connecticut.

PROFESSIONAL ENGINEERING

Means a person or firm who is licensed to practice in the State of Connecticut and qualified by reason of his knowledge of mathematics, the physical sciences and the principles of engineering, acquired by professional education and practical experience, to engage in engineering practice, including rendering or offering to render to clients any professional service such as consultation, investigation, evaluation, planning, design or responsible supervision of construction, in connection with any public or privately-owned structures, buildings, machines, equipment, processes, works or projects in which the public welfare or the safeguarding of life, public health or property is concerned or involved.

§ 117-3. Purchases of capital equipment, services, materials and supplies.

All purchases in excess of \$2,000 -require a purchase order, standing purchase order or requisition. The following requirements shall govern the purchase of supplies, equipment and services:

- A. If the estimated value is less than \$~~105~~,000, the department or agency head may make the purchase after careful review of the most competitive price considering the quality of the proposed purchased items.
- B. If the estimated value is equal to or greater than \$~~5~~10,000 but less than \$~~21~~0,000, the purchase may be made with the approval of the Town Manager or his designee (or in the case of ~~the~~ Board of Education purchasesoperating budget, the Superintendent of Schools or his designee) after the department head or agency head has received at least three written quotations, and the purchase shall be the lowest qualified and responsible quote. If for any reason three quotes are not obtained, the purchase may be made after providing written documentation for the files, indicating why three quotes could not be obtained.
- C. If the estimated value is equal to or greater than \$~~21~~0,000, the purchase shall generally be made from the lowest qualified and responsible bidder using a sealed bid procedure described in § 117-5 below, with two exceptions hereafter described. The award shall be made by the Town Council or, in the case of Education purchases~~the School operating budget~~, the Board of Education, unless it is a joint bid with another Town agency, in which case the Council shall make the award. The first exception is where the proposal of the lowest qualified and responsible bidder exceeds the Town's budget for the item, in which case the Town may reject all proposals by majority vote of the Town Council or Board of Education, as the case may be. The second exception applies where it is deemed to be in the best interests of the Town of East Hampton to make the award to a bidder other than the lowest qualified and responsible bidder. This latter exception requires an affirmative vote of 3/4 of the elected membership of the Town Council at a regular or special meeting.
- D. Contracts for service and/or maintenance shall be acquired or bid in accordance with the provisions of this section. Such contracts may be entered for periods renewable on a month-to-month basis and shall be terminable upon written thirty-day notice by the Town/Board of Education or the vendor/supplier. Such contracts shall remain in effect until such

termination and shall not require quotation or re-bid until such termination.

E. Splitting of contracts to avoid any of the limits of this section shall be prohibited.

F.F. Consulting services shall be acquired through a "Request For Proposals" process, unless a written justification is provided to the Town Council or Board of Education that a single source is uniquely qualified to provide the desired services.

§ 117-4. Exemptions.

Exceptions to bid requirements that do not require Town Council approval for purchase

The items listed below will not require sealed bids and are exempt from the requirements of §117-3, but do require Town Manager approval or, in the case of Education purchases, the Superintendent of Schools.

A. Legal, physician, professional engineering and, student educational services.

~~A.~~ Auditing services shall be exempt and shall be approved by the Board of Finance. Consulting services shall be acquired through a "Request For Proposals" process, unless a written justification is provided to the Town Council or Board of Education that a single source is uniquely qualified to provide the desired services.

B. Purchases made from any agency or office of the federal, state or local government or other governmental unit, or nonprofit organization or sole-source supplier shall be exempt.

C. Nothing in this chapter shall prohibit the Town from purchasing items under state bids and/or contracts and/or participation in regional purchasing councils who have used a sealed bid procedure.

D. Nothing in this chapter shall prohibit the Town from contracting for repairs of an immediate nature for health and safety reasons and to prevent damage or injury.

E. Materials. When multiple suppliers of material are not within the transportable range, ~~the Public Works Department shall be exempt from the requirements of § 117-3. In such case,~~ the Public Works Department shall seek to obtain the best price within the transportable range.

F. Existing maintenance or service contracts which have no fixed duration shall remain in effect on a renewable basis and shall not be subject to the acquisition and/or bid requirements outlined in §117-3 until such time as said contract is terminated in accordance with §117-3D.

G. Purchases of used equipment where comparable bids are unavailable, and it has been determined by the Town Manager that the purchase of a particular piece of equipment is of

good value to the Town, shall be exempt.

H. Services~~These~~ furnished by a monopoly utility.

I. Annual maintenance agreements that are provided by a specialized vendor for specialized types of equipment. i.e., telephone or computer system service contract.

J. Those exempted or determined by law.

K. On-Line Reverse Auctions pursuant to State Public Act 08-141 approved June 5, 2008.

L. Items that will maintain consistency with other like items previously purchased.

M. The purchase of surety bonds and insurance shall be exempt

§ 117-5. Sealed bid procedure.

- A. All requests for bids shall be advertised in a newspaper suitable for notifying multiple prospective bidders or advertised on the State of Connecticut Department of Administrative Services Web page. *Editor's Note: The Department of Administrative Services Web page can be accessed at www.das.state.ct.us.* When necessary, the Town shall also directly solicit potential qualified sources for bids. The goal shall be to obtain at least three bids. If, however, after due diligence has been exercised, fewer than three bids have been received, the Town may award the contract if it is in the best interest of the Town.
- B. A copy of the invitation to bid or the legal notice will be posted at the Town Hall in the office of the Town Clerk until the bids have been opened.
- ~~C. C.~~ Bid documents shall be available to all firms indicating an interest in bidding. A fee may or may not be charged for bid documents.

~~C. Special consideration shall be given to Bids from organizations which file taxes within the Town after bids are considered for qualification and responsibility.~~

D.

§ 117-6. Insurance and licensing requirements.

All parties employed by the Town to perform work on Town-owned property shall carry the required level of insurance coverage, indemnity, and hold the Town harmless. The Town shall be named as additional insured on the insurance certificate. When required by law (such as the trades, etc.), all parties performing work for the Town shall have and maintain the required licenses and/or certifications to perform such work.

§ 117-7. Waivers.

With a vote of 3/4 of the elected membership of the Town Council, at a regular or special meeting, the Town Council may waive the bidding procedure with regard to any purchase upon finding that such waiver is in the best interest of the Town. Such waiver shall include in the record the reasons for the Council's action. Public notice shall be given at least seven days in advance of any vote to consider a waiver of the bidding procedure.

§ 117-8. Nondiscrimination.

Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. 1). Purchasing shall be conducted without regard to the political affiliation, race, sex, age, religion, national origin, disability, ~~residence~~, familial relationship or business associations of vendors and/or contractors. All purchasing will comply with the provisions of applicable state and federal laws pertaining to civil rights, equal opportunity and affirmative action.

§ 117-9. Conflicts of interest.

The Ethics Resolution as adopted and amended by the Town Council shall be applicable to this chapter. *Editor's Note: See Ch. E, Code of Ethics.*

§ 117-10. LOCAL VENDOR PREFERENCE

For all bids and quotes submitted for purchases, exceeding \$20,000, any qualified and registered local vendor who has submitted a bid or quote not more than 5% higher than the lowest qualified bid or quote will be awarded the contract or purchase order, so long as such local vendor agrees to provide the goods or services which are the subject of such contract or purchase order at the same price as the lowest qualified bid or quote received. In the event that more than one local vendor submits a bid or quote not more than 5% higher than the lowest qualified bid or quote, the award shall be to that local vendor originally submitting the lowest qualified bid or quote.

For purposes of this section, a qualified and registered local vendor is defined as one who maintains a principal place of business within the Town limits of East Hampton by occupying real property in which to conduct such business or by paying ad valorem taxes on business property to the Town. Evidence of the maintenance of such principal place of business may include the ownership or long-term lease of real estate from which the principal place of the business is operated or the payment of property taxes on the personal property of the business to be used in the performance of the bid. This section shall not apply in any situation where the preference created by this section would violate Federal or state law or any existing contracts.

This section shall not apply in those instances where the bid requested involves a cooperation purchasing arrangement between the Town and other municipalities or the State of Connecticut.

**APPLICATION FOR APPOINTMENT OR RE-APPOINTMENT TO BOARDS,
COMMISSIONS OR COMMITTEES**

Dear East Hampton Resident:

Volunteer involvement on boards, commissions and agencies is important to the vitality and success of local government. All citizens should consider at some time in their lives, contributing to their community with their service and talent. It takes more than living in a community to be part of it. Your Town needs volunteers to carry out local decision-making and to promote a quality of life that is important to our Town's future. Please take time to submit your name as a possible volunteer on a local board, commission or agency.

Sincerely,

EAST HAMPTON TOWN COUNCIL

Barbara Moore, Chairperson
 Kevin Reich, Vice Chairman Patience Anderson
 Ted Hintz, Jr. George Pfaffenbach
 Mark Philhower Philip Visintainer

**RETURN TO: OFFICE OF THE TOWN MANAGER
 20 East High Street
 East Hampton, CT 06424**

Name: _____
 Address: _____
 1st Choice: _____
 2nd Choice: _____
 3rd Choice: _____
 ☎ Home: _____ ☎ Work: _____ ☎ Cell: _____
 Email Address: _____

- | | |
|--|--|
| 1. Parks & Recreation Advisory Board | 12. Economic Development Commission |
| 2. Planning & Zoning Commission | 13. Town Cemetery Board |
| 3. Water Pollution Control Authority | 14. Middle Haddam Historic District Commission |
| 4. Board of Fire Commissioners | 15. Design Review Board |
| 5. Inland/Wetlands Watercourse Agency | 16. Ethics Commission |
| 6. Northern Middlesex County Cable TV Advisory Council | 17. Brownfields Redevelopment Agency |
| 7. Housing Authority | 18. Commission on Aging |
| 8. Housing Code Board of Appeals | 19. Arts & Cultural Commission |
| 9. Building Code Board of Appeals | 20. Agriculture Commission |
| 10. Conservation-Lake Commission | 21. |
| 11. CT River Assembly | 22. Other (please specify) |

If you have any questions or require additional information, please contact the Town Manager's Office at 267-4468. Please read and complete all three pages of this application, sign and return to the Town Hall at the above listed address.

Background Information

To be considered for appointment or re-appointment, you must complete the following:

1. Registered Voter? ¹ Yes No
2. Party Affiliation: _____
3. New Appointment: Yes No
4. If Reappointment, Years Served: _____
5. How many years as a local resident? _____

6. Why do you wish to serve on the indicated Board, Commission or Committee?

7. Skills & abilities you would bring to local government:

8. Other local appointments held or presently serving:

9. Occupation / Background:

10. Have you ever been convicted of a crime? Yes No If yes, please explain below:

11. Education Name of School Date Graduated

High School: _____

College: _____

Other: _____

Acknowledgement and Signature Section

I **ACKNOWLEDGE** that as part of my application I shall disclose all communications of any kind or nature with any Town Official or Town Employee relating to Town's regulatory or statutory activities involving any financial or business interest of the applicant and/or his immediate family that has a monetary value of not less than \$250 (or is intended to generate a financial gain of not less than \$250) in any calendar year and is not common to the citizens of the Town;

I **ACKNOWLEDGE** that I have not been found in violation of any state, municipal or professional code of ethics or conduct;

I **ACKNOWLEDGE** that I have not been convicted of a Class A misdemeanor, a felony, pled guilty or *nolo contendere*² to a felony, or accepted a deferred judgment or deferred prosecution to a felony charge;

I **FURTHER ACKNOWLEDGE** that I will notify the Town Council and the Ethics Commission in a detailed written letter identifying any changes in the above stated or acknowledged facts;

CERTIFICATION OF ACCURACY: I state, under penalty of dismissal from and cause for removal from applied for Commission, Board or Committee, that the information contained in this form filed with the Town of East Hampton Town Manager's Office, is, to the best of my knowledge and belief, true, accurate and correct.

Print Name

Signature

Date³

Upon completion of form and signature, please return to the East Hampton Town Manager's Office listed on page one.

1. ~~Must be a registered voter and bona fide resident of East Hampton to serve on Boards, Commissions or Committees~~
Must be a registered voter of East Hampton and/or an owner of real property with a value of \$1,000 or more.
2. *Nolo contendere*: Latin for "no contest". In a criminal proceeding, a defendant may enter a plea of *nolo contendere*, in which he does not accept or deny responsibility for the charges but agrees to accept punishment. The plea differs from a guilty plea because it cannot be used against the defendant in another cause of action.
3. Application expires one (1) year from the date of file stamp by the Town Manager's or Town Clerk's Office.

HALLORAN & SAGE LLP

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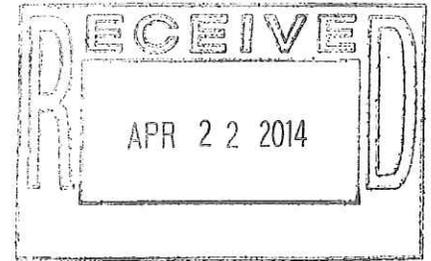
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*Admitted in Washington, DC
and California only
** Admitted in New York and
Massachusetts only
***Admitted in Maryland only

April 21, 2014

Michael Maniscalco, MPA
Town Manager
Town of East Hampton
20 East High Street
East Hampton, CT



Re: Request For Tax Refund – 73 Waterhole Road

Dear Mike:

You have asked for our opinion regarding the efforts of the current owners of 73 Waterhole Road to obtain a partial tax refund from the tax payment made on January 30, 2014 of \$3,021.31 which represented the second half of the tax payment due based upon the assessment for the Grand List of October 1, 2012. This request follows the efforts by the owners to challenge the decision of the assessor not to adjust the 2012 assessment by way of an appeal to the Board of Assessment Appeals – which appeal was denied. We previously had been asked to advise the Assessor and the Finance Director as to whether an adjustment of the assessment of the subject property for the Grand List of 2012 was appropriate – and opined it was not. A copy of our memorandum, dated November 8, 2013 is attached for your reference.

The current owners now seek to obtain a refund by way of an application to the Tax Collector and Town Council pursuant to the provisions of Section 12-129 of the Connecticut General Statutes. That statute allows an application for a refund to be submitted based upon one of the following five conditions:

1. Property tax is paid in excess of principal of such tax as entered in the rate book of the tax collector;
2. The taxpayer pays in excess of the legal interest, penalty or fees pertaining to the principal tax payment;
3. The taxpayer is exempt by statute;
4. The taxpayer paid a tax in excess of that which should have been assessed based upon a clerical error on the part of the assessor or board of appeals;

Michael Maniscalco, MPA

Page 2

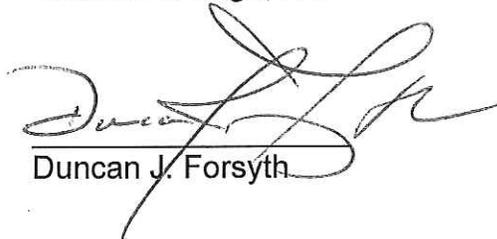
April 21, 2014

5. The taxpayer is entitled to a refund based upon the issuance of a certificate of correction.

In this instance, the property owners seem to be basing their application on a claim of clerical error on the part of the assessor as discussed in the attached memorandum. However, it is our belief that the failure to adjust the valuation of the property was due to the failure of the prior property owner to properly advise Town officials of the demolition of buildings on the property, and not a clerical error on the part of the Assessor. Once the Assessor was duly notified of the demolition, an adjustment in assessment was made for the October 1, 2013 Grand List. Therefore, the current property owners do not fall within any of the five categories referenced above and thus, we believe, are not eligible for a partial refund of taxes assessed in conjunction with the October 1, 2012 Grand List. Rather, the current property owners should address this issue with their seller.

We hope that you find the above analysis helpful. If you, or any member of the Town Council, have any questions please feel free to contact us.

Very truly yours,
Halloran & Sage, LLP



Duncan J. Forsyth

MEMORANDUM FROM THE LAW OFFICES OF
HALLORAN & SAGE LLP
225 Asylum Street
Hartford Connecticut 06103

TO: Carol Ann Tyler
Jeff Jylkka

FROM: Duncan J. Forsyth

DATE: November 8, 2013

RE: 73 Waterhole Road

You have asked us to provide some guidance on the issue of whether the assessment for 73 Waterhole Road for the Grand Lists of 2008 through 2012 should remain as previously set. It is our understanding that while a demolition permit application for the subject property was filed with the Town on, or about, June 19, 2008, no confirmation of demolition of structures on the property was received by the assessor's office until September 26, 2013. Without notification that a change in the nature of subject property had occurred, we do not believe there would be any basis for the assessor to adjust the valuation of the property until the Grand List of October 2013. "The power of assessors to alter assessments exist only during the lawful period for the performance of their duties, before the [municipal grand] lists are completed and filed....before the broad authority conferred on them by the statutes is exhausted, assessors have 'abundant power to correct omissions or mistakes, clerical or otherwise, independently of [§ 12-60].'...Once assessors have completed their duties as prescribed by statute, however, they have 'no authority to alter a list except to remedy a clerical omission or mistake.'...Evidently, the purpose of [§ 12-60] was to give the 'assessors or Board of Relief a limited continuing authority to correct clerical omissions or mistakes irrespective of whether their larger jurisdiction had been termination.'" *National CSS, Inc. v. Stamford*, 195 Conn. 587, 594 (1985)

In this instance, there does not appear to have been any clerical omission, or mistake, on the part of the assessor as no notification of the completion of demolition was provided until September 26, 2013. Therefore, we do not believe there is a basis to adjust the assessment for any year prior to October 2013.

If you have any questions, please do not hesitate to contact us.

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Agenda Item: 9a

Item to be presented by:
Ruth Checko Parks and Recreation Director

DATE: May 19, 2014

SUBJECT: Sears Park Emergency Repairs

DEPARTMENT: Parks and Recreation

RECOMMENDED ACTION

Take appropriate action to secure approvals and funding for this emergency project

BACKGROUND

The beach area at Sears Park sustained damage this winter. Damage includes the compromise of the timber retaining wall at the edge of Lake Pocotopaug as well as run off damage (erosion) to the sand portion of the beach. (Pictures are attached)

After seeking input from staff, contractors, and our on call engineers it has been determined that the best approach and preventative measure is to remove the timber retaining wall and regrade the beach toward the lake. The Town Council approved this concept via a motion made at their April 22, 2014 council meeting.

Detailed specifications are being written for the project but the consensus is that the following will take place:

Engineering services will include survey, design, IWWA application, and limited field inspections during construction. The current site plans will be modified and detailed specifications for construction will be included. Staff will oversee the construction progress.

Once the plans are complete we will apply to IWWA for a site plan modification. Lake and Conservation will also review the plans.

Construction will include removal and disposal of the approximately 280' timber wall. The removal of all sand, debris (as a result of the remains of the Pavilion destroyed by fire in 2003) and other materials from the beach, necessary to obtain desired grade to the water. Good materials will be stock piled and reclaimed were appropriate.

Shore line protection (material to be determined) will be installed in area in front of play scape to hold back mulch.

A trench drain will be installed at the terminus of the asphalt walkway and the beach to catch storm water runoff. Two underdrains will be installed from the trench drain one to the rain garden and one to the outflow.

A berm or knoll in the area of the picnic tables is currently being considered and designed by the engineers. Details on this are not currently available.

ALTERNATIVE ACTIONS

Grants, emergency funding and insurance were researched but no alternative funding has been secured yet.

Funding could come from the General Fund as an additional appropriation however this would require a Town Meeting and additional time to secure funding resulting in delayed completion of project and further interruption of summer season.

FISCAL IMPACT

On Call Engineer Services	\$7,000
Construction	\$24,500
Contingency	\$3,500
Total	\$35,000

We are asking for an appropriation in the amount of \$35,000 to fund the project.







Long Term Staffing Plan

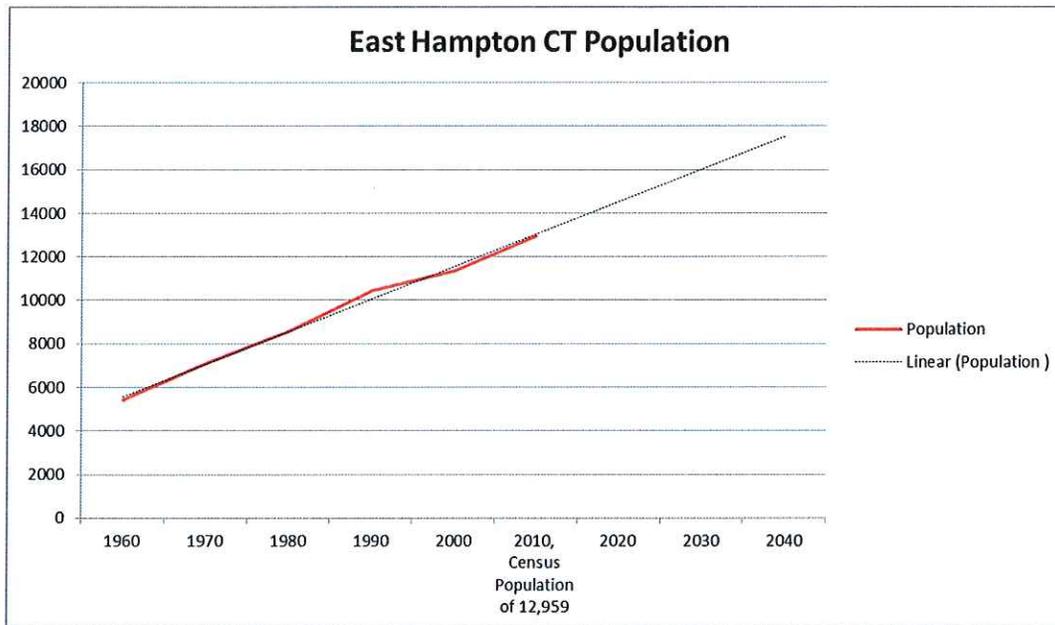
INTRODUCTION

A majority of municipal work must be done by human resources. For example, filling pot holes, policing neighborhoods and offering summer camp all requires staff to provide services. As a result, some of the largest municipal budgetary items are related to the employment of staff. For that reason it is important to look at staffing long term with the intent of ensuring that services will meet the needs of a growing and changing community.

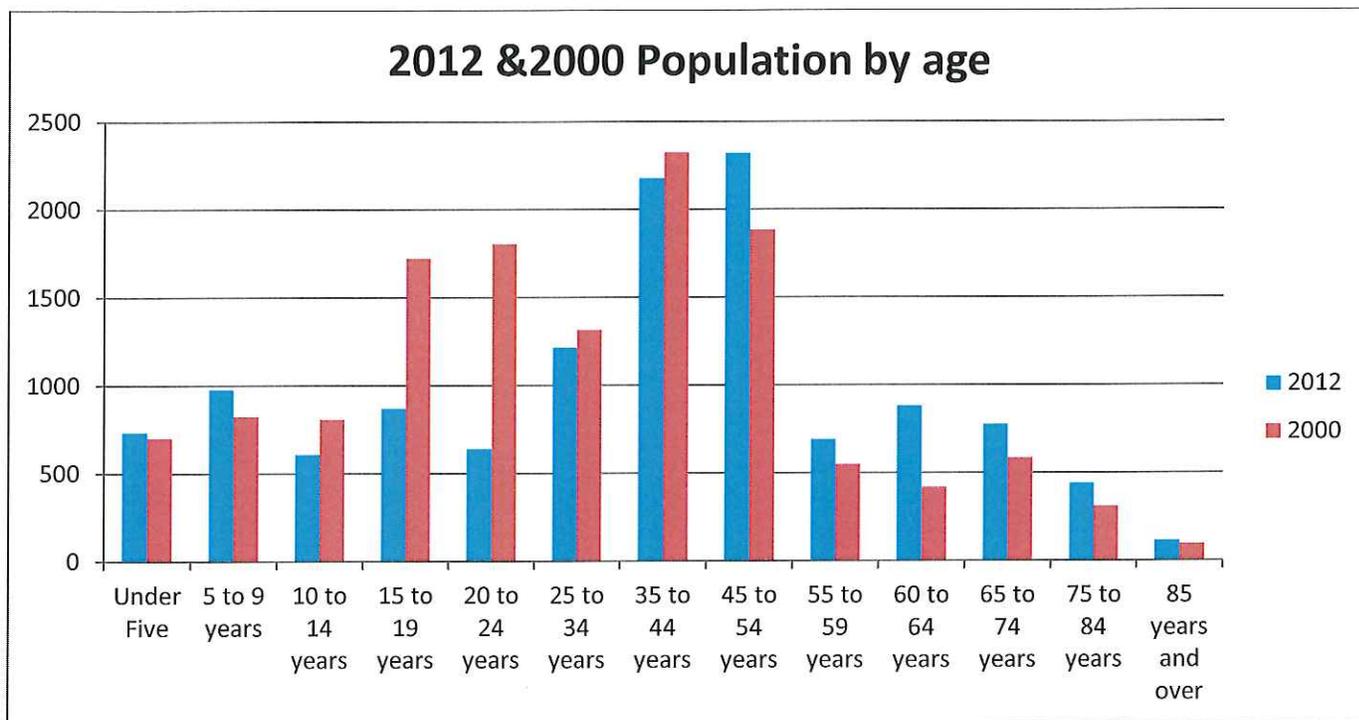
COMMUNITY STATS

Community statistics are an important factor to projecting staffing long term. Statistics can show us a trends and direction for where we are going in the future. Also it can provide us a clear and interesting view of where we are currently.

According to the 2010 U.S. Census, East Hampton Ct currently has a population of 12959. When looking back in history the population in 1960 was 5403. This means that the population has more than doubled in 50 years.



If you were to further break down the population one can quickly see that the majority of the East Hampton population resides between the age groups of 15 and 54 years old. One can also infer from the comparison below that our population is aging with a large shift from the 15 to 19 and 20 to 24 year old categories to the 35 to 44 and 45 to 54 categories.



The Town currently maintains 91 miles of improved road. This means that the Town plows over 182 miles of road with a fleet of 13 trucks. Also, the Town is responsible for maintaining 148 acres of property including clean up, mowing and other maintenance activities. All of this work is done with a variety of turf maintenance equipment.

Currently, the Town operates out of 30,340 square feet of facility. This includes three locations across Town and houses all departments except the Volunteer Fire Department and Volunteer Ambulance Corp. It has already been identified that there is not enough space in a facilities study (Friar Assoc. 2008) which recommends 42,000 plus square feet.

METHODS

As a community grows the demand for service increases. When looking at the growth of the community over the past 60 years coupled with the amount of open space the community is poised for significant growth. From this one can infer that so too will government need to grow. As a result the size of government and any other community statistics are closely tied to the size of the population.

In order to project the staffing levels into the future a close study was done of the population using numbers obtained from the U.S. Census Bureau. Those numbers were then correlated to miles of road, square feet of facility and acres of land in an effort to give a clearer picture of what the community would look like in 5 years and again in 10 years.

Once a projected community profile was developed staffing ratios were tied to the profile. For example, Public Works staff is directly related to the miles of road we have in Town. One could hypothesize that with a population increase the miles of road too would increase and as a result the Town government will need to increase staff to meet the additional demand.

This also takes into account that staffing levels for the Town are currently appropriate. As a result the Connecticut Conference of Municipalities (CCM) was asked to conduct a survey of like towns (similar population) to determine if staffing levels, on average, are appropriate. Furthermore, it will be determined if staffing levels are significantly lower or higher if there is a reason for the disparity in FTE.

Finally, when creating staffing projections management must be viewed differently. Management should not be based on the number of miles of road or the number of citizens but the number of staff. For that reason the Town Managers Office, Department Supervisors and Department Heads were handled separately and only increased once staffing levels met a certain threshold.

COMMUNITY COMPARISON

When comparing East Hampton to other communities only the major functional areas were compared since they account for the majority of staff in the community. As a result a research request was made through CCM to determine the staffing levels for like communities in the following departments: Police, Public Works, Park & Rec, Tax Assessor, Tax Collector, Town Clerk, Finance, Building Planning & Zoning, Youth & Family Services, Library, Senior Center, Fire Marshal and WPCA. The following table shows the number of employees per department for each of the Towns surveyed. It also shows a column with the average number of employees per department across town and provides East Hamptons current staffing level for comparison

DRAFT

	Cromwell **	Coventry	Ellington	East Windsor*	Granby*	Ledyard	Average	East Hampton
Police	35.5	20	11.5	32	21	19	23.17	17****
Public Works	40	19.5	21	9	16	19	20.75	19.75
Park & Rec	3	2	2.5	2	2	3	2.42	11.25
Tax Assessor	3	3	3.5	3	2	2	2.75	2.5
Tax Collector	3	3	2.5	2	1	2	2.25	2.5
Town Clerk	3.5	3.5	2	2.5	1	2	2.42	2.5
Finance	5.5	5.5	3.5	3.5	3	4	4.17	5****
Building Planning Zoning	3	5	5.5	7	3	5	4.75	4
Youth and Family Services	1.5	3	4.5	3	1	2	2.50	2.42
Library	13		11		4	24	13.00	7.75
Senior Center	5	6	5.5	5	3	6	5.08	2.25
Fire Marshal	n/a	1	2	1	0.5	1	1.10	0.75
WPCA	3.5	1	2	7		4	3.50	2.25
TOTAL	119.5	72.5	77	77	57.5	93	87.85	57.92

**Granby & East Windsor only provided full time employees no part time employees were provided*

***Cromwell DPW includes WPCA employees*

****East Hampton finance department also handles BOE, WPCA and Chatham Health Finances*

*****East Hampton PD includes two civilian employees*

When reviewing the above table some places of interest must be highlighted. First is the Finance Department which seems to be over staffed. The Finance Department in East Hampton handles purchases/ Finances for both Town Operations, the Board of Education, Chatham Health District and Joint Waste Facilities. As a result the Town of East Hampton has a little less than 1 FTE more than the average for Towns surveyed.

The other large anomaly is the Parks and Rec department. This could be as a result of two issues:

- The reporting towns did not include seasonal help in their report;
- The Departments do not manage and maintain the grounds.

The final place of question is the Library. The average is so low because a couple of Towns did not report having a staff. This could be due to the fact that their local library is run by a nonprofit or that they just do not maintain a library in Town. When comparing the Town staffing level to that of the other reporting Towns the East Hampton staffing level falls in the middle of the reported numbers.

Outside of the few anomalies above most departments either falls close to or slightly below the average of the reporting Towns. When looking at the total staffing level of all the reporting Towns one can quickly see that the Town is below the average of what was reported by 8FTE. While one can use the current level of staffing to provide a projection one must take into account where the community stands in relation to the other regional communities and make the assumption that staffing levels may need to increase at a quicker rate than the assumed projection.

PROJECTED COMMUNITY PROFILES

In five years the projected community population is estimated to be 15,000 residents and in ten years approximately 17,000. Below is a chart to show what affect the population increase could have on the community statistics as our community grows.

	Current	Proposed 5	Proposed 10
Miles of road	91	105	119
Population	13000	15000	17000
Senior Pop	3540	4085	4629
Youth Pop	2991	3452	3912
Registered voters	8346	9630	10914
Sq Ft of Facility	30340	35008	39675
Acres of mowing	148	171	194

Consistent with community growth there will also need to be growth in staff. One can hypothesize that growth in the community will equal increased roads and other demands for service. These additional demands will only result in the needs for more staff. While the above chart may not be completely accurate of how the community may look in five or ten years it does provide a relative snap shot of where the Town could be in the respective time frames.

STAFFING PROJECTION DEPARTMENT OVERVIEW

Department	Current FTE Count	Next year	Proposed count in 5 years	Proposed count in 10 years
Police	17	18.00	20.46	22.92
Public Works	19.75	21.75	25.02	27.29
Park & Rec	11.25	11.25	12.67	14.10
Tax Assessor	2.5	2.50	2.73	2.96
Tax Collector	2.5	2.50	2.73	2.96
Town Clerk	2.5	2.00	2.73	2.96
Finance	5	5.00	5.46	5.92

Building Planning Zoning	4	5.00	6.25	10.49
Youth and Family Services	1.25	1.25	2.25	2.42
Library	7.75	7.75	8.79	9.83
Senior Center	2.25	2.75	2.44	2.73
Fire Marshal	0.75	0.75	1.00	2.12
WPCA	2.25	2.25	2.25	2.12
TOTAL	78.75	82.75	94.79	108.84
Town Manager	3.5	4.5	4.21	4.84
GRAND TOTAL	82.25	87.25	99.00	113.68

FY 2015-2016 STAFFING PROJECTION

On the whole staffing will stay fairly similar to what has been proposed in the FY2014-2015 with a few minor exceptions. The following are the two exceptions:

- First the Town needs to hire a full time Information Technology director. For years the Town has been notified about a lack of fiscal controls as a result of the dual role played by the Finance Director. As technology progresses and staff become more reliant on technology to complete their job duties the requirement for a full time Information Technology Employee will only grow.
- Secondly, we are currently in the process of evaluating the Building Maintainer function. As was pointed out through the Organizational Evaluation we are employing people under the classification of Building Maintainer when all they are doing is janitorial services. For this reason, we are proposing the development of a custodial position and keeping the building maintainer position with the intent of making it a true building maintainer. In the FY14-15 proposal a custodian is hired to clean half of the facilities. In the 5 year projection it is estimated to increase this to two custodians with the intent of cleaning all of the Town Facilities. Over time we are proposing that two custodians be hired to keep the facilities clean and one maintainer be kept on staff to help with the minor repairs.

5yr STAFFING PROJECTION

Consistent with the community projection staffing grows to meet the increased demand of 105 miles of road and 15,000 residents. When one reviews by department the staffing projection it becomes very clear that the essential services (Police and Public Works) grow at a more rapid pace than the other services offered by the Town. As a result when reviewing the staffing for the 5 year projection the staff is estimated to grow from 82.25 FTE in the current year to 99 FTE.

One must also note that in between these two points on the calendar other departments will need to grow to handle the increased volume. For example, Building, Planning & Zoning will need to increase prior to the 5 year point since additional housing stock will be built requiring additional permitting activity.

10yr STAFFING PROJECTION

The 10yr projection is estimated at 17,000 residents and 119 miles of road. Again to handle an increase of this magnitude staffing would need to be increase progressively prior to the population or road numbers reaching this point.

CONCLUSION

The Town of East Hampton currently maintains .006 FTE per resident. Comparatively, Cromwell has .008FTE per resident and Coventry is at the low end with .005FTE per resident. It must be noted though that Granby was excluded since they did not include part time employees. It should also be noted that Coventry is not reporting any library staff. As a result one could feel comfortable in saying that when comparing East Hampton to other communities we are close to the middle for staffing but one must also look the services being offered.

All of the community data reviewed in this report shows an upward trend for the community. This means roads will only increase, population will increase, building permits will increase and requests for service will increase. It is the responsibility of the community to keep up with the trend as the community grows and no one will know if the trend proves to be true until it happens. As additional indicators are reviewed and the community statistics in this report are updated it is important to match the staffing levels with the requested service. Furthermore, in future studies it would make sense to survey the community to determine if the level of satisfaction with the service they receive is positive and then to determine if there is a desire on the part of the resident to receive additional or new services.

CITATIONS

2010, United States Census, www.census.gov/2010census

2012, CT Data Collaborative, www.ctdata.org

2013, East Hampton Official Bond Statement

2014, East Hampton Organizational Evaluation, DIJ Consultants

2014, Connecticut Conference of Municipalities Staffing Survey, Conducted explicitly for East Hampton

ADDENDUM

STAFFING BY DEPARTMENT

POLICE				
Position	Current	Next Year	Proposed 5 year	Proposed 10 Year
Chief	1	1	1	1
Captain	0	1	1	1
Seargant	3	3	3.46	3.92
Officer	11	11	12.69	14.38
Clerk	2	2	2.31	2.62
TOTAL	17	18.00	20.46	22.92

PUBLIC WORKS				
Position	Current	Next Year	Proposed 5 year	Proposed 10 Year
Director	1	1	1	1
Admin Asst	1	1	1	1
Road Foreman	1	1	1	1
Manitainer 1				
Maintainer 2	7	7	8.08	9.15
Maintainer 3	4	4	4.62	5.23
Mechanic Aide/ Maintainer 2	1	1	1	1
Mechanic	1	1	1	1
Facilites & Grounds Foreman	0	1	1.00	1.00
Bldg Maintainer	1	1	1.15	1.31
Park Maint 1	1	1	1.15	1.31
Park Mani 2	1	1	1.15	1.31

Seasonal Park Maint	0.75	0.75	0.87	0.98
Custodian	0	1	2.00	2.00
TOTAL	19.75	21.75	25.02	27.29

Park and Recreation				
Position	Current	Next Year	Proposed 5 year	Proposed 10 Year
Director	1	1	1	1
Assistant Director	1	1	1	1
Office Assist	0.5	0.50	0.58	0.65
Life Guards	3	3.00	3.46	3.92
Camp Director	0.5	0.50	0.58	0.65
Assit Camp Dir	0.5	0.50	0.58	0.65
Camp Counce	3.75	3.75	4.33	4.90
Park Attendant	1	1.00	1.15	1.31
TOTAL	11.25	11.25	12.67	14.10

TAX COLLECTOR				
Position	Number	Next year	Proposed 5 year	Proposed 10 Year
Collector	1.00	1.00	1.00	1.00
Assistant Collector	1.00	1.00	1.15	1.31
Pt Collector	0.50	0.50	0.58	0.65
TOTAL	2.50	2.50	2.73	2.96

TAX ASSESSOR				
Position	Number	Next Year	Proposed 5 year	Proposed 10 Year

Assessor	1.00	1.00	1.00	1.00
Asst. Assessor	1.00	1.00	1.15	1.31
Pt. Assessor	0.50	0.50	0.58	0.65
TOTAL	2.50	2.50	2.73	2.96

TOWN CLERK				
Position	Number	Next Year	Proposed 5 year	Proposed 10 Year
Clerk	1.00	1.00	1.00	1.00
Assist. Clerk	1.00	1.00	1.15	1.31
Pt Clerk	0.50	0.00	0.58	0.65
TOTAL	2.50	2.00	2.73	2.96

FINANCE				
Position	Number	Next Year	Proposed 5 year	Proposed 10 Year
Director	1.00	1.00	1.00	1.00
Treasurer	1.00	1.00	1.00	1.00
Clerk	3.00	3.00	3.46	3.92
TOTAL	5.00	5.00	5.46	5.92

Youth and Family Services				
Position	Number	Next Year	Proposed 5 year	Proposed 10 Year
Director	1.00	1.00	1.00	1.00
Pt Social Worker	0.25	0.25	1.25	1.42
TOTAL	1.25	1.25	2.25	2.42

TOWN MANAGER				
Position	Number	Next Year	Proposed 5 year	Proposed 10 Year
Town Manager	1	1	1	1
Executive Assist	1	1	1	1
Human Resource/ Human Services	1	1	1	1
Pt Clerk	0.5	0.5	0.5	0.5
IT Director	0	1	1	1
TOTAL	3.5	4.5	4.5	4.5

SR. CENTER				
Position	Number	Next Year	Proposed 5 year	Proposed 10 Year
Director	1.00	1.00	1.00	1.00
Sr. Coordinator	0.00	0.00	0.00	1.00
Pt. Coordinator	1.25	1.75	1.44	0.73
TOTAL	2.25	2.75	2.44	2.73

LIBRARY				
Position	Number	Next Year	Proposed 5 year	Proposed 10 Year
Director Library	1	1	1	1
Childrens Librarian	1.00	1.00	1.15	1.31
Acq Mgr	1.00	1.00	1.15	1.31
Public Srvc Assit.	4.50	4.50	5.19	5.88
Lib Page	0.25	0.25	0.29	0.33

TOTAL	7.75	7.75	8.79	9.83

BUILDING PLANNING & ZONING				
Position	Number	Next Year	Proposed 5 year	Proposed 10 Year
Planning & Zoning/ insp Admin	1.00	1.00	1.00	1.00
Building/ Code/ insp Off.	1.00	2.00	1.42	2.83
Building Office Tech.	2.00	2.00	2.83	5.66
Planner	0.00	0.00	1.00	1.00
TOTAL	4.00	5.00	6.25	10.49

FIRE MARSHAL				
Position	Number	Next Year	Proposed 5 year	Proposed 10 Year
Marshal	0.50	0.50	0.71	1.42
Asst. Marshal	0.25	0.25	0.29	0.71
TOTAL	0.75	0.75	1.00	2.12

WATER POLLUTION CONTROL AUTHORITY				
Position	Number	Next Year	Proposed 5 year	Proposed 10 Year
Administrator	1	1	1	1
Clerk	1.25	1.25	1.25	1.25

TOTAL	2.25	2.25	2.25	2.25
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AGENDA
ITEM # 13

Office of the COLLECTOR OF REVENUE
NANCY HASSELMAN, CCMC
nhasselma@easthamptonct.org

May 23, 2014

To: The East Hampton Town Council

Documentation of the below listed tax refunds are available in the Tax Office for your review if you so desire. The refunds total \$385.14.

Thank you for your assistance.

Nancy Hasselman, CCMC

Nancy Hasselman, CCMC
Collector of Revenue

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146 • 97 +
234 • 84 +
3 • 33 +
385 • 14 *

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