

DRAFT 1—December 2011/January 2011

TOWN OF EAST HAMPTON - FISCAL YEAR 2012-2013

Town Council Budget Policy Statement

OBJECTIVE

The objective of this budget policy statement is to provide suggestions and guidance to the Town Manager, Board of Finance, Board of Education and the Capital Expenditure Committee for the implementation of policy in creating the Town of East Hampton Budget for fiscal year 2012-2013.

GENERAL STATEMENT

The overall position of the Town Council is to provide the residents of East Hampton with responsible and effective fiscal leadership. With thoughtful investment in the Town, we can better address long-term challenges regarding school facilities, **to-promote and adopt smart-growth sustainable and progressive land use** policies and invest in cost-effective solutions. The Town must also maintain its current municipal and safety services while continuing to provide for a quality public education system for our children.

GUIDELINES

To this end, The Town Council provides the following budget guidelines for fiscal year 2012-2013:

1. For the Town Council, Board of Education and Board of Finance to meet annually and discuss the budget and Town Council Budget Policy statement in a scheduled Tri-board meeting on an agreed upon date and time.
2. Include residents and taxpayers in the budget process as early as possible through numerous communication media outlets and to ensure the budget process is presented in an easy-to-understand format.
 - 2.1. Provide for the funding of a Town Annual Report to communicate to residents the services that they received in the prior fiscal year and the associated costs and expenditures.
3. For departments identified and considered appropriate **by the Board of Finance and/or Finance Director**, apply zero-based budgeting.
4. Create a budget that will work within the available revenues and State funds that are expected for the next fiscal year taking into account inflation and current economic conditions.
5. All projected revenues and expenditures during the fiscal year shall be internally tested and reported by the Finance Director on a quarterly basis to the Town Council, Town Manager, and the Board of Finance.
6. Should any line item be reduced or eliminated from any Town Manager (submitted) budget prior to its submission to public meeting and then vote, the Town Manager and the Finance Director, in conjunction with the Superintendent of Schools, if applicable, shall prepare a written report for the Town Council, Board of Finance and Board of Education (if applicable) evaluating the short and long term impact on municipal services or initiatives of such proposed budget reduction.
7. The fund balance shall not to be used for the sole purpose of lowering the annual mill rate or paying for Town operating expenses.

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8. Support and coordinate with the State, surrounding towns and organizations in an effort to regionalize and leverage residential and municipal services.
9. Continue to offer support to our quality public education system and to work with the Interim Town Manager, Board of Finance and Board of Education in an effort to move forward with and fund ~~State-mandated~~ facility improvements to the East Hampton High School as prescribed by NEASC (New England Association of Schools and Colleges).
10. Support expenditures in the areas of new technologies regarding Information Technology, updates in IT security and accounting and management procedures. The intent of such expenditures is to optimize efficiencies in our municipal operations, improve communication between Town government and Town residents, streamline and coordinate workflow, increase productivity and/or achieve meaningful cost savings in this fiscal year and in the future.
11. Recognizing the changes in our Town, allow for ~~net~~-staffing increases that are necessary for effective Town governance and operations taking into due consideration the associated benefits in Town services, operations, and/or public safety (i.e. Police/Fire Departments) while seeking to minimize any increased tax burdens to the community.
 - 11.1. For the retention, on a contractual, ~~as-needed~~ or full time basis, of a certified and professional network engineer to provide more effective and much needed IT support for the processing, security, storage and dissemination of information.
 - 11.2. Review of current contracts for the purchase, lease, or rental of equipment and professional services for the purpose of achieving cost savings and/or improved efficiencies.
12. Support health and wellness programs and disease management initiatives to improve employee productivity, employee retention, and employee health to decrease employee absenteeism and costs related to health.
13. Provide support to our Public works department ~~with regards to~~ for preventative and general maintenance of town infrastructures.
14. Provide for the continued support of public safety services (i.e. Police/Volunteer Fire Departments) with regards to training and equipment.
15. To ensure public safety and health by providing support for Emergency Service initiatives for equipment, training, organizational development and planning.
16. Commitment to Lake ~~Pocotopaug-Pocotopaug and, the Lake Pocotopaug-East Hampton's~~ Watershed Areas and to make improvements in storm management practices. All precious natural resources should be protected and all plans and projects with this goal should be considered a priority.
17. Support expenditures and resource allocation for appropriate economic development that is consistent with the character of the Town, as is necessary and appropriate, as well as the allocation of municipal resources required for any development including fiscal-positive commercial tax-deferrals and incentives.
18. Ensure that Town social services and programs for seniors are funded to meet the needs of the community.
19. As part of our land-use environmental policy, allocate such capital expenditures as necessary for the purchase of property for town and/or open space use when opportunities arise.

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~~DRAFT 1 -- December 2011~~ January 2011

20. Incorporate long-term capital project considerations in fiscal year budgets.

21-20.

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TOWN OF EAST HAMPTON
AGENDA REPORT

Agenda Item: _____

G.F.

Item to be presented by:
Ruth G. Plummer, Parks and Recreation Director

DATE: January 10, 2012

SUBJECT: Sears Park Sticker Fees Recommendation

DEPARTMENT: Parks and Recreation

RECOMMENDED ACTION

Set Sears Park fees for the 2012 summer season as recommended by the Parks and Recreation Advisory board.

BACKGROUND

At the December meeting of the Parks and Recreation Advisory Board, Mark Vickery motioned to recommend the following fee structure for Sears Park fees for the 2012 season. The motion was seconded by Deb McKinney. All approved 7-0.

- \$10.00 per vehicle
- \$5.00 per vehicle for Senior Citizens and Veterans
- \$5.00 Day Pass
- \$50.00 per boat for residents with half of the boat sticker revenue going into the boat launch improvement fund
- \$50.00 per boat for Youth and Student groups

Sears Park Passes Revenue for the year 2011 was:

- Cars \$11,611 (including day passes)
- Boats \$10,520 of which one half \$5,260 was transferred to the Boat Launch program

As of December 15, 2011, the Boat Launch Program has a balance in it of \$34,844.

Pavilion Rental Fee recommendations for profit, private organizations, private parties, businesses:

- \$75 half day
- \$125.00 full day
- Plus \$125.00 security deposit.

Rental fees waived for Town boards, civic groups, non-profits for first time use, 50% of listed fees for additional rentals.

There is no charge for use of the picnic shelter.

ALTERNATIVE ACTIONS

Set fees at other than recommended.

FISCAL IMPACT

Revenue goes into the general fund with the exception of 50% of boat stickers goes into boat launch improvement fund.

TOWN OF EAST HAMPTON
AGENDA REPORT

Town Manager Approval: _____

Item to be presented by:
Ruth G. Plummer,
Parks and Recreation Director

DATE: October 6, 2011

SUBJECT: Sears Park Easement

DEPARTMENT: Parks and Recreation

RECOMMENDED ACTION

1. Quit claim 2470 square feet of land on the north boundary of Sears Park to the abutting property owners Bruce Tolhurst and David and John Purple.
2. Grant the Tolhurst property an access easement consisting of approximately 450 square feet.

In exchange for this the Tolhurst/Purples would relinquish all rights in and to remaining portion of the right of way in Sears Park. It's 9,302+/- square feet.

BACKGROUND

At the north end of Sears Park there is a right of way from North Main Street into Sears Park. It gave 3 cottage owners access to their properties. The Town acquired those parcels of land and tore down the cottages. A portion of that right of way is still utilized by the Tolhurst property owners to the north of Sears Park (the 2470 S.F. proposed to be conveyed to them).

Note: the 2740 is unusable to the park as it is used by the Tolhursts for parking and access to North Main Street.

Working off the Sears Park site plans the boat launch will eventually be relocated to the northern side and fencing will be installed. During public hearings for the approval of the Sears Park site plans the Purple and Tolhurst families came forward with concerns about accessing their oil tank and private boat launch once the park is developed. Plans were altered slightly to accommodate their legitimate concerns.

In exchange for the Town conveying 2740 square feet, and the access easement of 450 square feet to the Tolhurst/Purples, the Tolhurst/Purples would relinquish their rights to the remainder of the right of way.

EH: Clerks Office

AGENDA ITEM: _____

After recording, please return to:
Jean M. D'Aquila
D'Aquila Law Offices, LLC
100 Riverview Center, Suite 205
Middletown, CT 06457

ACCESS EASEMENT

For and in consideration of One Dollar (\$1.00) and other good and valuable consideration, the receipt of which is hereby acknowledged, the TOWN OF EAST HAMPTON, a Connecticut municipal corporation having its territorial boundaries within the County of Middlesex, for itself and its successors and assigns, (hereinafter, "Grantor"), hereby grants to BRUCE A. TOLHURST, DAVID J. PURPLE and JOHN M. PURPLE, all of the Town of Marlborough, County of Hartford and State of Connecticut, and to their heirs and assigns, with QUIT CLAIM COVENANTS, (hereinafter "Grantees"), an Access Easement as shown on a map or plan entitled "Sears Park Easement and Land Transfer Between Bruce Tolhurst And Town of East Hampton, North Main Street, Town of East Hampton, Connecticut, prepared by CLA Engineers, Inc., Civil Structural Surveying, 317 Main Street, Norwich, CT 06360 (860) 886-1966 Fax (860)886-9165, Project No.: CLA-4495, Proj. Engineer RLM, Date: 7/5/11, Sheet No. 1, Revised 10/27/11 Rev. Prop. Conveyance & Access Easement, Revised 12/5/11 Rev. Prop. Conveyance & Access Easement", said Access Easement being shown on said map or plan as a cross hatched area designated as "ACCESS EASEMENT TO BE GRANTED BY TOWN OF EAST HAMPTON TO TOLHURST".

Said Access Easement is more fully described as follows:

Beginning at a point along the easterly boundary line of property N/F Bruce Tolhurst et al, known as 64 North Main Street, Assessor's map 4A, Block 63B, Lot 21-4A, which point marks the northwesterly corner of the herein described Easement; thence proceeding in a northeasterly direction a distance of 8.0 feet to a point; then proceeding S 50°07'40"W a distance of approximately 109 feet to a point; thence proceeding in a southwesterly direction

a distance of 8.0 feet to a point; thence proceeding N50°07'40"E a distance of approximately 109 feet to the point or place of beginning.

This conveyance is subject to Grantor's right to continue to use, maintain, improve, repair and replace a sewer line running through the herein described property from North Main Street to Grantor's remaining property to the east, as shown on said map or plan.

The intent of this instrument is to effectuate an agreement between Grantor and Grantees such that Grantees will receive the herein described Access Easement from Grantor plus a small piece of property with frontage along North Main Street as shown on said map or plan, and, in return, will relinquish their rights in and to a right of way over Grantor's property as shown on said map or plan.

The herein described Easement is on a portion of Grantor's property known as Assessor's Map 4A, Block 63B, Lots 21-3A, 21-1A and 21-20 and is meant to create an appurtenant easement right for the benefit of Grantee's property at 64 North Main Street, also known as Map 4A/B63/Lot 21-4A.

This Access Easement is conveyed together with a permanent right in the dominant estate to continue to use, maintain, repair, and replace an overhead utility line running from Grantees' property at 64 North Main Street in a southeasterly direction through the within Access Easement area to CL&P Pole 627 as shown on said map or plan.

Signed this _____ day of February, 2011.

Witnessed By:

John Weichsel
Interim Town Manager
Duly Authorized

STATE OF CONNECTICUT:

COUNTY OF _____ :ss. _____ :

February __, 2011

Personally appeared John Weichsel, signer and scaler of the foregoing instrument, and acknowledged the same to be his free act and deed and the free act and deed of said Town of East Hampton, before me.

Commissioner of Superior Court
Notary Public/My Commission Expires

Grantees' Address:

16 Virginia Rail Drive
Marlborough, CT 06447

After recording, please return to:
Jean M. D'Aquila
D'Aquila Law Offices, LLC
100 Riverview Center, Suite 205
Middletown, CT 06457

STATUTORY FORM QUIT CLAIM DEED

We, **BRUCE A. TOLHURST, DAVID J. PURPLE and JOHN M. PURPLE**, all of the Town of Marlborough, County of Hartford, and State of Connecticut, for themselves, and their heirs and assigns, grant to the **TOWN OF EAST HAMPTON**, a Connecticut municipal corporation having its territorial limits within the County of Middlesex, and to its successors and assign, with **QUIT CLAIM COVENANTS**, all of our right, title and interest in and to a certain right of way depicted on a map or plan entitled "Sears Park Easement and Land Transfer Between Bruce Tolhurst And Town of East Hampton, North Main Street, Town of East Hampton, Connecticut, prepared by CLA Engineers, Inc., Civil Structural Surveying, 317 Main Street, Norwich, CT 06360 (860) 886-1966 Fax (860)886-9165, Project No.: CLA-4495, Proj. Engineer RLM, Date: 7/5/11, Sheet No. 1, Revised 10/27/11 Rev. Prop. Conveyance & Access Easement, Revised 12/5/11 Rev. Prop. Conveyance & Access Easement", said right of way being shown on said map or plan as "**TOLHURST TO RELINQUISH ALL RIGHTS IN AND TO THE PROPOSED STREET (SHADED) AS DEPICTED ON MAP REFERENCE.**"

The purpose of this Quit Claim Deed is to effectuate an agreement between Grantors and Grantee such that Grantors relinquish their rights in and to the right of way conveyed to Grantors in a Warranty Deed from John B. Newhall and Mary E. Newhall recorded on September 30, 1982 in Volume 160 at Page 569 of the East Hampton Land Records, and, in return, Grantors will receive an access easement from Grantee in another location over Grantee's property as shown on said map or plan plus a piece of Grantee's property having a truncated triangular configuration as shown on said map or plan.

The Grantee's property over which Grantor's right of way is herewith released is known as Assessor's Map 4A, Block 63B, Lots 21-1A, 21-2A and 21-3A.

Signed this _____ day of February, 2012.

Witnessed By:

Bruce A. Tolhurst

David J. Purple

John M. Purple

STATE OF CONNECTICUT :
: ss. _____ February ____, 2012
COUNTY OF _____ :

Personally appeared **Bruce A. Tolhurst**, signer and sealer of the foregoing instrument, and acknowledged the same to be his free act and deed, before me.

Commissioner of Superior Court
Notary Public/My Commission Expires

STATE OF CONNECTICUT :
: ss. _____ February ____, 2012
COUNTY OF _____ :

Personally appeared **David J. Purple**, signer and sealer of the foregoing instrument, and acknowledged the same to be his free act and deed, before me.

Commissioner of Superior Court
Notary Public/My Commission Expires

STATE OF CONNECTICUT :
: ss. _____ February ____, 2012
COUNTY OF _____ :

Personally appeared **John M. Purple**, signer and sealer of the foregoing instrument, and acknowledged the same to be his free act and deed, before me.

Commissioner of Superior Court
Notary Public/My Commission Expires

Grantees' Address:

Town of East Hampton
20 East Hampton Street
East Hampton, CT 06424

After recording, please return to:
Jean M. D'Aquila
D'Aquila Law Offices, LLC
100 Riverview Center, Suite 205
Middletown, CT 06457

**STATUTORY FORM
QUIT CLAIM DEED**

The **TOWN OF EAST HAMPTON**, a Connecticut municipal corporation having its territorial limits located within the County of Middlesex and State of Connecticut, for itself, its successors and assigns, grants to **BRUCE A. TOLHURST, DAVID J. PURPLE** and **JOHN M. PURPLE**, all of the Town of Marlborough, County of Hartford, and State of Connecticut, and to their heirs and assigns, with **QUIT CLAIM COVENANTS**, all of its right, title and interest in and to a certain piece of property having a truncated triangular configuration as depicted on a map or plan entitled "Sears Park Easement and Land Transfer Between Bruce Tolhurst And Town of East Hampton, North Main Street, Town of East Hampton, Connecticut, prepared by CLA Engineers, Inc., Civil Structural Surveying, 317 Main Street, Norwich, CT 06360 (860) 886-1966 Fax (860)886-9165, Project No.: CLA-4495, Proj. Engineer RLM, Date: 7/5/11, Sheet No. 1, Revised 10/27/11 Rev. Prop. Conveyance & Access Easement, Revised 12/5/11 Rev. Prop. Conveyance & Access Easement", said piece of property having a truncated triangular configuration being shown on said map or plan as "**PROPERTY TO BE CONVEYED BY TOWN OF EAST HAMPTON TO TOLHURST AREA=2,485±S.F.**"

Said piece of property having a truncated triangular configuration is more fully described as follows:

Beginning at a point in the easterly street line of North Main Street, which point marks the northwesterly corner of the herein described parcel and the southwest corner of property N/F Bruce Tolhurst, thence proceeding S 78° 52'20" E a distance of 75.46 feet to an iron pipe found; then proceeding S 50°07'40" W a distance of 64.00 feet to a point; thence proceeding S 89°52'55" W a distance of 21.89 feet to a point in the easterly street line of North Main Street; thence proceeding N 3°07' 05" W a distance of 55.72 feet to the point or place of beginning.

This conveyance is subject to Grantor's right to continue to use, maintain, improve, repair and replace a sewer line running through the herein described property from North Main Street to Grantor's remaining property to the east, as shown on said map or plan.

The purpose of this Quit Claim Deed is to effectuate an agreement between Grantor and Grantees such that Grantees will receive the herein described piece of

cc Council



**EAST HAMPTON PUBLIC SCHOOLS
ADMINISTRATIVE OFFICES**

94 Main Street
East Hampton, Connecticut 06424-1119
TELEPHONE (860) 365-4000
FAX (860) 365-4004

JUDITH A. GOLDEN, Ph.D.
Superintendent of Schools

LAURIE GONZALEZ
Director of Special Education &
Pupil Personnel Services

KEVIN M. REICH
Assistant Superintendent of Schools

KAREN HITCHCOCK ASETTA
School Business Manager

TO: Mr. John Weichsel, Interim Town Manager
FROM: Dr. Judith A. Golden, Superintendent of Schools *JAG*
RE: Timeline/Process for High School Renovation Project
DATE: December 22, 2011

As you requested, below please find what I understand to be the process which would be followed and the timeline for that process.

1. Board of Education approves moving the project to Town Council with a request to
 - a. appoint a Building Committee to oversee the project and
 - b. make a request to the Board of Finance for the \$75,000 needed to complete preliminary designs and educational specifications.

Suggested Timeline: January 2012

2. The Building Committee meets and arranges through their own process to contract with an architectural firm to work with the Board of Education (staff and administration) to develop a preliminary design and create the educational specifications.

Suggested Timeline: February 2012

3. The Board of Education works with the architect in conjunction with the Building Committee to do the above.

Suggested Timeline: March – June 2012

4. The Building Committee approves the preliminary design and educational specifications and moves it to the Board of Education for approval.

Suggested Timeline: June 2012

5. The Board of Education approves the above.

Suggested Timeline: June 2012

6. The Building Committee requests that the Town Council set a referendum date and question for the project.

Suggested Timeline: August 2012 (A referendum date must be set 60 days prior to the actual referendum.)

7. Community Forums, conversations – public relations campaign conducted during the fall prior to the referendum.

8. Assuming Referendum passes, the application for funding is prepared and submitted prior to June 30, 2013. Whichever department is now responsible for approval of such grants will work with the architects and Building Committee prior to submitting the grant request. The legislature will take it under consideration and the town will be notified sometime in October of 2013. (this is a guess at best)

9. During the 2013-14 year, the Building Committee will release an RFP for an architect to create the full designs based on the preliminary design and educational specifications and an RFP for a construction company is also released.

Suggested Timeline: June 2014

10. July 1, 2014 funds released for bonding to begin the project - The work prior to this mentioned in #9 is usually funded by short term loans and Mr. Jylkka can give you a full explanation of the financing of such a project and how it works.

11. If all goes well, renovation complete in September 2016.

cc: Kevin Reich
Mark Laraia
Glenn Gemma
Jeff Jylkka
Sue Weintraub
Frank Grzyb

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CAVEAT

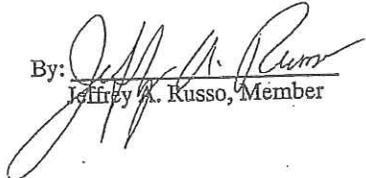
PROPERTY OWNER: RUSSO & SONS BUILDING AND DEVELOPMENT, LLC

PROPERTY LOCATION: Lots 1-5 Woodland Farm Estates, Barton Hill Road, East Hampton, Connecticut.

Notice is hereby given by the Developer, Russo & Sons Building and Development, LLC, that individual grinder pumps are required by the Town of East Hampton for each lot in the above referenced subdivision for connection into the municipal sanitary sewer system. The installation, maintenance and repair of said grinder pumps shall be responsibility of the individual lot owners, their heirs, successors and assigns.

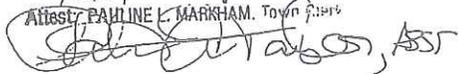
Date: January 13, 2004

Russo & Sons Building and Development, LLC

By: 
Jeffrey A. Russo, Member

RECEIVED FOR RECORD AT E. HAMPTON, CT
ON 1/13/04 AT 2:31 PM.

Attest: PAULINE L. MARKHAM, Town Clerk

 Attest

DEVELOPER'S PERMIT AGREEMENT

AGREEMENT made this ^{10th} 2nd day of May, 2004 by and between the TOWN OF EAST HAMPTON, a Connecticut municipal corporation having its territorial limits within the County of Middlesex and State of Connecticut, acting herein by its Water Pollution Control Authority, hereunto duly authorized under the provisions of "Ordinance Of The Town Of East Hampton Authorizing The Construction of Sewers By And At the Expense of Developers", adopted August 23, 1983, and amendments thereto, hereinafter called the AUTHORITY, and Russo & Sons Building & Development, LLC, a Connecticut Partnership, having its principal place of business in the Town of Glastonbury, County of Hartford and the State of Connecticut, owner of the property to be served in whole or in part by the sanitary sewers herein described, its heirs, executors, administrators, successors and assigns, hereinafter called the DEVELOPER.

WHEREAS, this Developer's Permit Agreement is entered into by virtue of a resolution of the AUTHORITY adopted August 6, 2002, which Resolution provides as follows:

"RESOLVED

that the Authority hereby approves the sewer construction plans for 5 residential lots on Barton Hill Road known as, Wickland Estates, and execution of the standard developer's permit agreement for the property. Developer shall place a Caveat on the Town of East Hampton Land Records providing notice to potential owners that these 8 properties require construction of private sewer laterals with individual grinder pumps and that these grinder pumps are to be owned and maintained by the property owner. Developer is required to deposit with the Authority the sum of \$3,000.00 to defray the anticipated construction inspection expenses and all other expenses of any kind incurred by the Authority associated with this project. Developer is also required to pay a building lot outlet charge in the amount of \$800.00 per building lot, provided that such outlet charge is payable at the time of lot transfer, or the issuance of a certificate of occupancy, whichever is earlier. Developer is further required to construct low-pressure force main sewers for the Town of East Hampton in Barton Hill Road, at a construction cost of \$75,000.00 with a \$7,500.00 contingency amount, as therein provided. Developer shall further submit a performance bond satisfactory to the Authority, in favor of the Town of East Hampton, in the amount of \$82,500.00 to cover the work called for by the said developer's permit agreement, which sum includes the construction cost plus contingency. The Authority's approval is expressly conditioned upon the Developer executing said standard form developer's permit agreement, the standard form of voluntary sewer lien covering such subdivision, which shall secure the payment of said outlet charges, and is conditioned further upon the Developer submitting such performance bond and said deposit and placing a Caveat on the Town of East Hampton Land Records that these grinder pumps are to be owned and maintained by the property owner. The required performance bond may be satisfied by letter of credit, cash bond or surety bond."

WHEREAS, the sewers or drains and any appurtenances referred to above and hereinafter designated the sewer are shown on plans designated as follows:

"Woodland Farm Estates Prepared for the Russo & Sons Building & Development, LLC East Hampton, CT. Date: January 14, 2003 as revised through June 25, 2003, by Dutch & Associates, Colchester, CT." and shall be used to convey only sanitary sewerage; all storm water, cooling water, subsoil drainage and objectionable industrial waste are excluded, all as described in an ordinance entitled "Ordinance Regulating Use ¹Of Public Sanitary Sewers, The Installation Of Building Sewers, And The Discharge Of ¹Waters And Wastes To The Public Sanitary Sewer System of The Town Of East Hampton", adopted August 30, 1982, together with all subsequent revisions.

NOW, THEREFORE, the AUTHORITY and the DEVELOPER agree as follows:

1. The AUTHORITY agrees to permit the DEVELOPER, through a licensed drainlayer employed by the DEVELOPER, to construct that portion of the sewer located on a map entitled "Woodland Farm Estates, Proposed Site Date: January 14, 2003 as revised through June 25, 2003, by Dutch & Associates, Colchester, CT." at the Developer's own expense. The AUTHORITY further agrees, subject to the terms and conditions herein contained, to accept the sanitary sewer and incorporate the same into its public sanitary sewer system.

2. The DEVELOPER agrees, in consideration thereof, to have the sanitary sewer construction completed in every detail within the time stipulated in paragraph 17 hereof and in a good and

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

Signed, Sealed and Delivered
in the presence of:

Town of East Hampton

Margaret M. Foran
Margaret M. FORAN

By [Signature]

Gary Gwynn
GARY GWYNN

of the East Hampton Water Pollution
Control Authority

Developer, Russo & Sons Building & Development, LLC

Margaret M. Foran
Margaret M. FORAN

By [Signature]

Gary Gwynn
GARY GWYNN

5/4/10

Agenda 6 B 3

Town of East Hampton
Water Pollution Control Authority
P.O. Box 218, 20 Gildersleeve Drive
East Hampton, Connecticut 06424-0218
Telephone (860) 267-2536, Fax (860) 267-9913

To: Jeffrey O'Keefe, Town Manager
XC: WPCA, Town Council
Gary MacDonald, Mechanical Solution, Inc.
Date: April 22, 2010
Re: Grinder Pump Concerns - Barton Hill Road
From: V. F. Susco, Jr., PUA

During the public comment portion of the April 13, 2010 Town Council meeting several residents of Barton Hill expressed dissatisfaction with their wastewater service. The lower end of Barton Hill Road, west of Forest Street is served by grinder pumps due to elevation differences. The WPCA approved the sewer construction plans for up to 8 residential lots on Barton Hill Road known as, Wickland Estates, and the execution of the standard developer's permit agreement for the property in May of 2003. The WPCA required and the Developer provide a Caveat on the Town of East Hampton Land Records providing notice to potential owners that these properties require construction of private sewer laterals with individual grinder pumps and that these grinder pumps are to be owned and maintained by the property owner.

In 2006 several concerns were brought to the attention of the WPCA which resulted in all of the control systems being replaced on the pumps. This was done at no cost to the property owners. Since the change-out of the control systems the WPCA has not received an inquiry from any of the property owners.

Although Mr. Edward Sawyer, 77 Barton Hill Road, was the lead spokesperson at the Town Council meeting our investigation determined that only one property owner has experienced a failure and that property is 75 Barton Hill Road not Mr. Sawyer's property.

Representatives of the WPCA met with the owners of 75 Barton Hill Road on April 20, 2010. It was clear from the meeting that the property owner had only recently become aware of how waste is removed from the property. The homeowner offered that at the time of transfer a house inspection was performed but there was no mention of the grinder pump. When asked if his closing attorney mentioned the caveat on the land records he was unsure. Most importantly when asked if he was aware of the operation and maintenance manuals he did not reply. We explained the operation of the system and the homeowners' responsibility on force main systems and before we left provided the home owner with the necessary manuals highlighting how a grinder pump must be maintained and what is required to minimize a reoccurrence.

The representatives of the WPCA continued the investigation by contacting Mr. Gary MacDonald of Mechanical Solutions (MS). Mr. MacDonald sold the units and a subsidiary of MS, Pump Services

(PS) responded to the callout of the property owner. He indicated that since the change-out of the control systems that PS has not received any inquiries from any of the property owners.

They reported their technician found the pump inoperable, the tank pumped out and the circuit breaker in the tripped position. After replacing the pump, the unit was returned to PS where they determined that the drive pin had been snapped. They reported this usually occurs for two reasons; system overloading of the pump or the pump is run in a "dry" condition.

- If the drive pin failed due to overloading it is quite possible something entered the waste stream that should not have been disposed of. Typically this will "jam" the impeller and set off the alarm (either audible or visual). The service manual which is left at the time of pump installation but could not be located by the property owner, indicates the property owner is instructed to turn the pump from "auto" to "hand" to attempt to clear the jam. If this does not work a service technician should be called. Attempting this several times will overload the motor and cause either the reset button or the circuit breaker to trip out.
- If the drive pin failed due to running the pump dry it is quite possible the pump was left in the "hand" rather than "auto" position. The service manual is clear that this should never be done.

SUMMARY:

It is the opinion of the manufacturer and the WPCA that several safe guards were overlooked by the property owner and that the pump had already failed by the time the technician was called. The failure of the pump tripped the circuit breaker and no alarm was received at the control panel. The property owner became aware of the failure by observing the bypass at the tank chamber.

Had the property owner called the service tech sooner rather than later the property owner might have eliminated the need to call a "septic hauler". A service technician can pull the pump, remove the cause of the "jam" and place that pump back into service. In this case the owner continued to use water and the tank chamber filled and went into bypass. Any chance of determining what caused the "jam" was eliminated when the hauler evacuated the tank.

The reset button is not an on/off switch. Continually pushing the reset button will cause the pump to overheat or "pump dry" this condition will result in a failed drive pin.

ACTION:

The force main system for Barton Hill has been designed and installed correctly. The failure of an owner to follow the manufacture's recommendations for any piece of mechanical equipment (even more important when we are talking about a grinder pump and the moving of waste) will most certainly shorten the life of that piece of equipment. That was the case in this incident.

To avoid the possibility of a similar incident the WPCA will prepare a letter for the property owners connected to the force main and include copies of the service manuals.

Town of East Hampton
Water Pollution Control Authority
P.O. Box 218, 20 Gildersleeve Drive
East Hampton, Connecticut 06424-0218
Telephone (860) 267-2536, Fax (860) 267-9913

IMPORTANT INFORMATION FOR USERS OF GRINDER PUMPS ON BARTON HILL

Wastewater service to your residence is provided by the use of a grinder pump. The Hydromatic HPD200 positive displacement grinder pump is the key component in the removal of wastes from your property to the wastewater system. The ownership and maintenance of this grinder pump is the responsibility of the homeowner. Knowing that your wastewater service is provided by this vital component is only the beginning. As with any mechanical device in your home, the proper care and operation will assure the long life of that device.

Your grinder pump should never be mistreated or ignored. It is designed to move any material that can be dissolved in water. It should never be used to remove items that cannot be dissolved in water, i.e. sand, pebbles, stones, grease, diapers, gloves, female personal hygiene items, etc. It should never be run dry.

Your system should not be running unless you have used water inside your house, if you hear or see it running and you have not been using water, then groundwater has entered the system and that should be eliminated as continual running of the pump will shorten its life.

Should you hear or see that the pump has gone into an alarm condition it is for a high water/waste level in the tank chamber. You may try to place the panel into "hand" operation to attempt to lower the level, however, should that not resolve the problem you should call the service company located on the inside of the control panel door. Do not continue to try to restart the pump more than once or twice and do not turn the power off to the system.

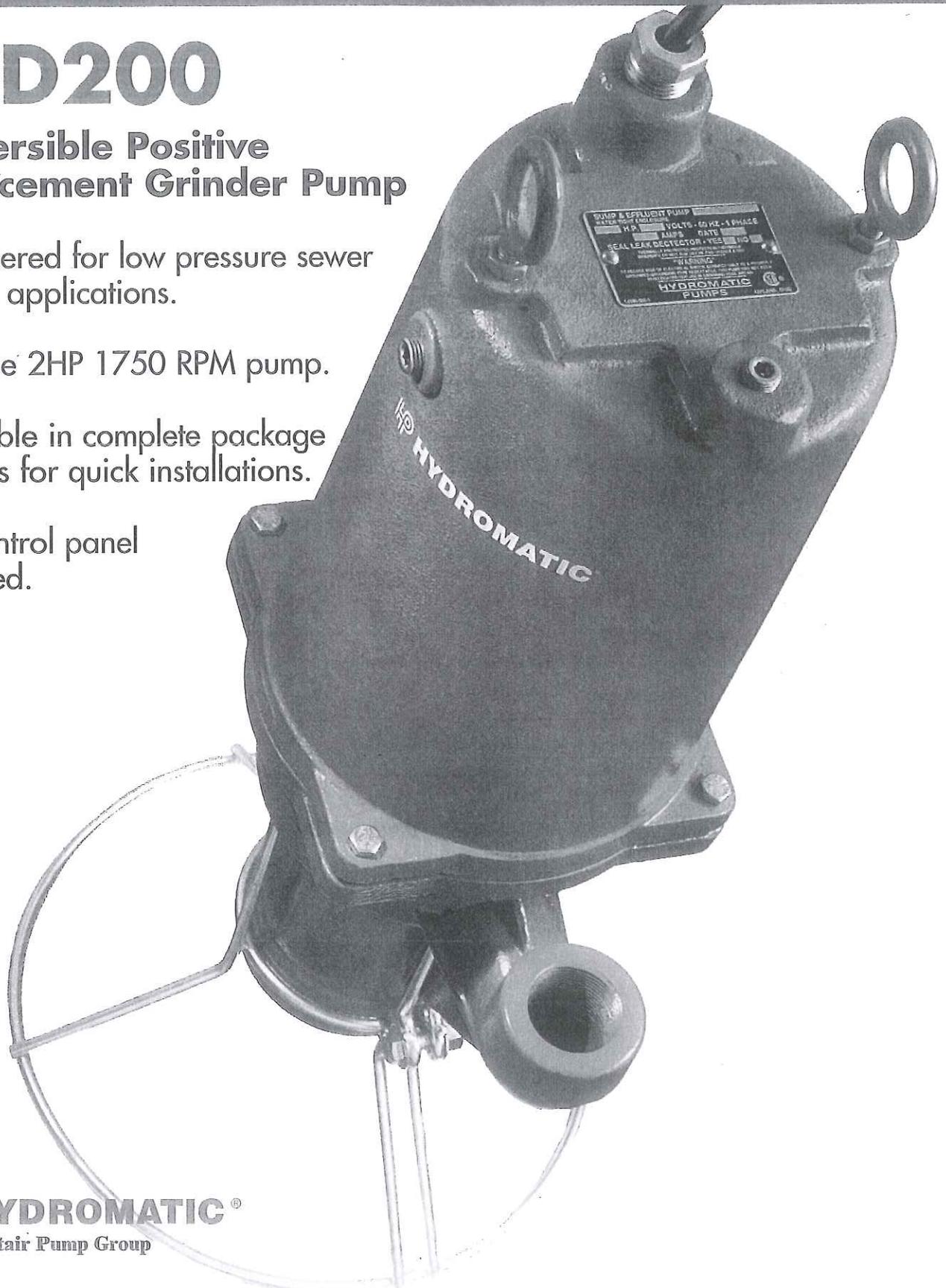
Your system should be inspected and tested by a qualified service technician annually. Periodically removing the cover of the tank chamber and washing down the floats to assure they don't hang up is also a good idea. For future reference we have enclosed the Hydromatic HPD200 Pump Installation and Service Manual that will provide additional information on your grinder pump. After you read the material we suggest you keep it close by or in the control panel.

HYDROMATIC®

HPD200

Submersible Positive Displacement Grinder Pump

- Engineered for low pressure sewer system applications.
- Durable 2HP 1750 RPM pump.
- Available in complete package systems for quick installations.
- No control panel required.



TOWN OF EAST HAMPTON
AGENDA REPORT

Town Manager Approval:

Item to be presented by:
Ruth G. Plummer,
Parks and Recreation Director

DATE: January 3, 2012

SUBJECT: Contract Award for Air Line State Park Trail expansion from Watrous Street to Main Street, East Hampton, CT.

DEPARTMENT: Parks and Recreation

RECOMMENDED ACTION

Move to award the contract for Air Line State Park Trail extension to Diversity Construction Group, 531 Cortland Circle, Cheshire, CT 06410 in the amount of \$183,000.00 as recommended by Parks and Recreation, Anchor Engineering and the State of Connecticut DEEP.

BACKGROUND

See supporting documents from Anchor Engineering.

ALTERNATIVE ACTIONS

None required.

FISCAL IMPACT

Available STEAP funds will cover \$170,000. The State of Connecticut DEEP has committed \$10,000.00. The Town of East Hampton is prepared to commit \$15,000.00 to the project to cover the short fall.

EH: Clerks Office

AGENDA ITEM: _____



ANCHOR
ENGINEERING SERVICES, INC.

T 860.633.8770
F 860.633.5971
www.anchorengr.com

41 Sequin Drive • Glastonbury, CT • 06033

December 29, 2011

Ms. Ruth Plummer, Director
East Hampton Parks & Recreation
20 East High Street
East Hampton, Connecticut 06424

Re: Extension of the Air Line State Park Trail

Dear Ms. Plummer:

Anchor Engineering Services, Inc. has completed a review of the bids submitted for the above referenced project. Enclosed please find the bid tabulation for your records.

As shown in the tabulation, Vynalek Construction Company, Inc. submitted the lowest base bid and the lowest total bid including all alternates. However, their bid did not contain all required forms as specified throughout the Bid Package. Therefore, the bid submitted by Vylanek was determined to be non-conforming and was not considered further in our analysis.

Please note that the final decision to disqualify a bid based is the responsibility of the Town under the direction of the funding source. Enclosed please find e-mail correspondence from David Stygar of the Connecticut Department of Energy and Environmental Protection for your review and consideration.

Based on the above, Anchor Engineering reviewed the next two (2) lowest bids for conformance with the bidding requirements. The following contractors submitted conforming bids.

	<u>Base Bid</u>
Diversity Construction Group 531 Cortland Circle Cheshire, CT 06410	\$183,000.00
Gerber Construction, Inc. 1 Nutmeg Drive Ellington, CT 06029	\$183,506.00

As the Base Bids submitted by both Diversity and Gerber exceeded the amount of available STEAP funds (\$170,000) the values submitted for Bid Alternate 1 & 2 were not considered in the final tabulation and comparison of the contractors.

Anchor Engineering contacted each contractor and obtained a list of references and additional information with regards to the Small Business and Disadvantaged Business set aside requirements. Each contractor submitted sufficient backup indicating that the required set aside goals will be met. Further, all references contacted provided favorable reviews.

After careful consideration of all of the above information, Anchor Engineering finds Diversity Construction Group to be the lowest qualified contractor to submit a conforming bid. Therefore, we

Ms. Ruth Plummer
December 29, 2011

Page 2

recommend that the Town of East Hampton select Diversity Construction Group for the Extension of the Air Line State Park Trail Project.

Prior to formally awarding the project to Diversity and executing an Agreement, we recommend that the Town obtain additional funding to cover the cost of the \$183,000 Base Bid plus a minimum 5% contingency. We recommend that the Town obtain an additional \$25,000, providing for a construction budget of \$195,000.

If you have any questions regarding the above or the enclosed information, please don't hesitate to contact me at (860) 633-8770.

Sincerely,

A handwritten signature in black ink, appearing to read "B. H.", written in a cursive style.

Brandon J. Handfield, P.E.,
Associate

cc: Mr. David Stygar
Mr. Keith Hayden

Enc.

**TOWN OF EAST HAMPTON
AGENDA REPORT**

AGENDA ITEM: 11. b.

Item to be presented by: Frank Grzyb
Facilities Manager

DATE: January 5, 2012

SUBJECT: **TOWN HALL—FIRE ALARM SYSTEM UPGRADE**
20 East High Street; East Hampton, CT

DEPARTMENT: Facilities

RECOMMENDED ACTION

Move to award the contract for the above-referenced project to Alarm Technology for their Base Bid in the amount of \$18,600 plus their Alternate #2 Bid in the amount of \$2,500. Total contract will be in the amount of \$21,100.

BACKGROUND

The Town received ten bids. The low bidder was disqualified for not following the directions for filling out the Bid Form. Alarm Technology is the lowest qualified bidder. The bid results are as follows:

COMPANY	BASE BID AMOUNT	ALTERNATE #2
New England Fire & Security, Inc.	16,100.00	2,050.00
Alarm Technology	18,600.00	2,500.00
Higgins Enterprises, Inc.	19,735.50	3,288.80
Collier Electric Corp.	20,601.00	3,632.00
Security Specialists	20,728.00	2,888.00
Prime Electric, LLC	23,962.00	2,962.00
McLain Electric	30,135.00	8,640.00
Diversity Construction Group	38,000.00	4,800.00
Holzner Electric Construction	45,850.00	10,450.00
American Total Protection, LLC		2,702.00

ALTERNATIVE ACTIONS

Other direction as determined by the Town Council.

FISCAL IMPACT

The bid is within the budget in Capital.

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

AGENDA
ITEM # 13

January 5, 2012

To: The East Hampton Town Council

Please find copies of tax refunds for your review. The total refunds equal \$5,675.97.

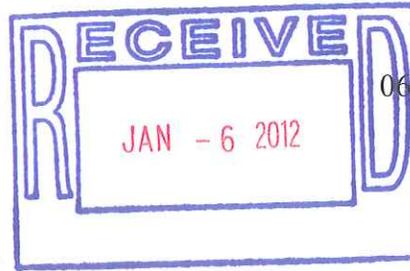
Thank you for your assistance.

Nancy Hasselman, CCMC

Nancy Hasselman, CCMC
Collector of Revenue

230.32	+
297.19	+
362.60	+
182.67	+
8.91	+
77.04	+
48.08	+
404.97	+
23.25	+
31.71	+
83.33	+
5.91	+
178.63	+
50.00	+
481.48	+
3,143.75	+
7.43	+
58.70	+
5,675.97	*

Communications,
Correspondence &
Announcements



06 January 2012

Chairman Weintraub and members of the Town Council,

I write to you today as Chairman of the Conservation-Lake Commission. In the past I have made repeated requests to Park and Recreations Director, Ruth Plummer to apprise the Conservation-Lake Commission concerning any work at Sears Park. Yesterday I received a call from a town resident that work was being done with an excavator at the shore line without any protection set up. I was just as surprised as the resident was as nothing had been presented to the Conservation-Lake Commission for review for any work to be done at Sears Park. I called the town hall and was told they did not know of any work being done at Sears Park nor had any permits been issued for any work. A second call to town hall later that day provided me with the same information but they said they would contact Keith Hayden, the town's wetland enforcement officer.

With all that's going on at Spellman Point Road, it is unconceivable that this work would be undertaken and by a town director. Ms. Plummer continues to operate in the town of East Hampton without regards to any local or state guidelines. It is as if the laws do not apply to her. I am told that the new softball dugouts were installed at the high school without a building permit.

I have accused Ms. Plummer of working in a vacuum before and here are just two examples of her doing it again. Her blatant disregard for flowing the proper channels and lack of adherence to the laws of the town and state continue to provide the town with an embarrassment that the town does not need. I am not sure how I can be any clearer with Ms. Plummer about her need to include the boards and commissions in the town concerning any work her department undertakes.

Thank you,

Peter Zawisza

Chairman Conservation-Lake Commission



Chairwomen Weintraub and members of the Town Council,

As Chairman of the Conservation-Lake Commission, I am compelled to write concerning the recent activity at 68 Spellman Point Road.

Right off the bat, let me state that this property came before my board for review and after our review, without the landowners or builder present, we passed favorable commentary to Planning and Zoning and to the Inland Wetland Agency. Our comments included a few suggestions to capture extra runoff from the two structures. My commission's decision was based upon the material presented that night. We were shown a 8 ½ by 11 sheet depicting the site before any work and another depicting the final plan. Neither sheet was an engineering plan; neither plan delineated the area of clearing to be done on the property. There was no mention of any trees or growth to be removed/disturbed. The project was presented as removal of the existing house that was to be replaced with a house of the same footprint and the addition of a garage. There was no mentioned of extensive grading that was needed or to be accomplished. The before and after plans showed the same grade elevations

What has been done on the property is not what the Conservation-Lake Commission felt we agreed to when we reviewed the proposed plan. Had we known that the outcome would have been what it is today we would not have approved the plan.

What is troubling is with all the problems that are going on with the lake and with the problems in the fore front of the newspaper on almost daily basics; we have a local builder doing what was done here.

Report after report after report that the town of East Hampton has commissioned to study the lake has stated that runoff from construction around the lake is leading to phosphorous buildup in the lake.

In an area of the lake watershed, i.e. the lake shore, where special care and consideration should have been taken by the builder; an area where he should have been tiptoeing he just strapped on his size 12 and stomped around.

It appears the other commissions do not feel as strongly by the lack of concern shown and their lack of response in this situation.

This type of careless construction needs to be halted. There needs to be quicker response to these types of problem by the town. If the planning commissions feel that this type of work is acceptable then changes to the regulations need to be made. At a minimum, projects such as this one should be required to have an engineering plan to be presented to the commission for approval and strict adherences to the plan needs to be enforced by the town.

Projects such as this one give a black eye to not only the town of East Hampton but to all the boards and commissions in the town. I have received numerous calls concerning this property and had to defend the Conservation-Lake Commissions decision to pass approval.

Thank you,



Peter Zawisza

Chairman Conservation –Lake Commission