

**TOWN OF EAST HAMPTON
AGENDA REPORT**

AGENDA ITEM: 5A

Item to be presented by: Vincent Susco

DATE: May 24, 2011
SUBJECT: 2011/12 Public Water System Operating Budget & Water Rate Recommendation
DEPARTMENT: WPCA

RECOMMENDED ACTION - to approve the 2011/12 Operating Budget for the Two Community Water Systems owned by the Town and operated by the WPCA and authorize an increase in water rates to fund their operations.

BACKGROUND – The operating budget for the two (2) public water systems has been recommended by the WPCA at its regular scheduled meeting of May 3, 2011. 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 \$112,558.00 and represents an increase of 1.02% or \$1,134.00 over last year.

Town Center Water System

The TCWS continues to perform within parameters and over the last year has experienced several minor repairs. Financially we continue to lag behind revenue projections due to the number of vacant buildings in the Village Center. The letter campaign to prospective new customers within the service area did not develop the desired results. We have included \$2,500.00 in the operating budget for the first year of a three year hydrant maintenance program.

Royal Oaks Water System

This is the sixth year of operation for the ROWS. In November of this past year the final house was sold and for the first time all 82 homes are on the system. The modifications made as a result of the failure of well #3 have proven to be sufficient and water quality except for a continuing violation of color has been adequate. The substitution of potassium carbonate for soda ash at Memorial School has resulted in the desired results; pH spiking has been eliminated resulting in a better water quality. These results have encouraged us to perform the same change out at the RO water treatment plant.

This budget reflects known operation adjustments, maintenance procedures that have become routine with the full build out of the system, the modifications to the RO water treatment plant and the change over to the more expensive potassium carbonate.

WATER RATE RECOMMENDATION:

As in previous years we have reviewed the water rate structure of our pier group containing 6 water utilities (4 municipal and 2 private). We have found that this year there has been very little change in the rates, more than likely the result of the poor economy.

Last year the water rates recommended by the WPCA (Equivalent Meter Units of \$12.00/EMU & a Commodity Charge of \$5.11/1000 gallons) were reduced by the Town Council to the current Equivalent Meter Units of \$11.10/EMU & a Commodity Charge of \$4.72/1000 gallons. This rate structure continued the desire of previous Town Councils' i.e. to have the users offset a greater portion of the operational expenses; but did it over a greater length of time.

One year has now past and utilizing last years recommended rate structure certainly can be deemed appropriate. The proposed water rates (EMU and commodity charge) would be increased by approximately

8.0%. This recommendation is clearer when we consider small decentralized public water systems simply cannot compete with a larger centralized municipal water system. In addition, to recommend a water rate structure that fully supports these small decentralized public water systems would be cost prohibitive and inappropriate as these water systems do truly serve and benefit the Town by serving two of the Town's schools.

The Town's current monthly water rates are \$11.10/EMU and \$4.72/1000 gallons. The average monthly water bill for a typical family of 3 using 6,750 gallons per month is \$42.96 or \$515.52 annually. For those customers in the ROWS there remains a \$10.00 per month surcharge that will continue to be added to the bill.

If the rates are adjusted to \$12.00/EMU and \$5.11/1000 gallons, the average monthly water bill for a typical family of 3 using 6,750 gallons per month is \$46.49 or \$557.91 annually.

This 8.0% increase will move the Town rates closer to the rates of the privately run companies in the town, establish self sufficiency for the Royal Oaks Water System and is projected to reduce the Town's contribution to \$20,803.00.

Additional detailed information may be found in the following:

- 2011/12 Revenue projections
- 2010/11 vs. 2011/12 comparison
- line item detail
- Fire hydrant maintenance program for the VCWS

Proposed Resolution: The WPCA does hereby recommend that the Town Council approve the 2011/12 water operating budget substantially in the form presented and that the following rate structure be adopted effective July 15, 2011.

Effective July 15, 2011 water billing rates are as follows:

- Equivalent Meter Units: \$12.00/EMU
- Commodity Charge: \$5.11/1000 gallons

ALTERNATIVE ACTIONS – at the discretion of the Town Council

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

2011-12 Individual Water System Expense Breakdown

<u>EXPENDITURES</u>	25%			Combined
	TCWS	ROWS	Mem Sch	
5120 - PIT Seasonal PIR (admin)	1,785	1,350	338	3,473
5220 - Social Security (.062)	111	84	21	215
5122 - Medicare (.0145)	26	20	5	50
5319 - Meetings/Conf.				750
Certification Training				
Conf./Seminars	375	281	94	
5330 - Prof/Tech Services				7,500
Water Quality Testing (DOHS)	2,000	1,500	500	
Aqua Well Guard & Filter Regeneration		3,000		
Annual Auditing Reports	200	275	25	
5430 - Bldg & Equip. M & Rep.				19,700
Labor provided by JF		1,000		
well pump replmt.	1,000	1,000	1,000	
fire hyd. Maint 1 of 3 yr prog.	2,500			
misc plumbing parts repairs	400	800	200	
Solinoid Values replamt	400	1,600		
Greensand filter replacment		7,500		
Generator Maint. & annual inspection	750	750		
fire hyd. painting		800		
5436 - Underground Tank Testing	0	0	0	-
Subcontractor labor				
5520 - Prop/Liab Ins (Inc 10%)	1,543	1,301	242	3,087
5530 - Communications	1,000	1,000	150	2,150
AT&T, Snet, Postage,				
5540 - Newspaper Advertising	75	75		150
5580 - Travel	3,100	2,350	550	6,000
5590 - Other Purch. Services	3,055	7,137	91	10,283
Billing Administration (est. 112 cust.)	1,980	5,412	66	
Meter Installations/Shut offs	200	200		
Locate leaks fix/meter/radio	300	300		
Flushing Water Lines 2 times a yr	400	1,200		
Annual Cross Connection Report	175	25	25	
5611 - Office Supplies	100	75	25	200
5615 - Uniform Allowance	150	112	38	300
5622 - Electricity	9,900	9,900		19,800
5627 - Motor Fuel	200	200	50	450
6522 - Diesel Fuel for Generators	400	400		800
5680 - Chemicals	1,500	4,500	2,100	8,100
5690 - Other Supp/Materials	300	600		900
wtr mtr/radio (4) spare parts				
5744 - Computer Equip	25	25	25	75
5810 - Dues & Fees	250	175	50	475
AWWA				
CWWA				
DEP Gen. Permit (2) \$125.00				
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	33,845	50,085	6,428	90,358

Approved Operating Budget 10-11	44,083	60,194	7,147	\$ 111,424
	(10,238)	#####	(719)	(21,066)
	-23.22%	-16.79%	-10.06%	-18.91%

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: Members of the WPCA

XC: Robert Drewry, Interim Town Manager
Romana Z. Longo, Utility Business Solutions, L.L.C.

Date: October 1, 2010

From: Vincent F. Susco, PUA.

Re: Town Center Water System
Fire Hydrant Maintenance Recap
Agenda Item #6.C.1.a, October 19, 2010

Over the weekend of September 18 & 19, 2010 representatives of Utility Business Solutions, L.L.C. (UBS) performed long over due routine maintenance and inspections of the nine (9) fire hydrants located within the Town Center. With the exception of the one fire hydrant installed in 2001, as a part of the Pocotopaug stream crossing, this has not been performed since they were originally installed in 1991.

We are pleased to report that this work found all hydrants operational. The work performed on each hydrant included operating the hydrant, pressure testing the hydrant, oiling the operating nut and placing food grade lubricant on the nozzles. The secondary gate was also located and operated to assure the hydrant could be shut down in the event of it being hit. The work concluded with each hydrant being prepared for and painted a dark royal blue. Pictures of the several of the hydrants are attached. The cost for the work was under \$800.00 and considering the length of time the hydrants were in service certainly was well worth it.

Due to limited funds we intentionally kept the scope of this work very narrow. We presented this project fully understanding that “issues” could and would crop up as a result of this work..... and as expected they did. Attached is the full report from UBS you will see that 7 of the 9 hydrants need additional work. Management has discussed each “issue” with UBS and believes all issues can be resolved for under \$7,500.00. Management will present this work in the form of a 3-year hydrant maintenance program (\$2,500.00/year) with the Town Center 2010-11 water budget.

**TOWN OF EAST HAMPTON
AGENDA REPORT**

AGENDA ITEM: 7A

Item to be presented by: John Weichsel

DATE: May 24, 2011
SUBJECT: Christopher Brook Culvert
DEPARTMENT: Town Manager

RECOMMENDED ACTION

Support Public Works efforts to secure STP Urban/Rural funds to replace the Christopher Brook Culverts.

BACKGROUND

Three 24" corrugated metal pipes convey Christopher Brook under North Main Street immediately north of the Happy Paddler Marina. One of the culverts has apparently collapsed as evidenced by the reoccurring sink holes in the roadway. Public Works has attempted to jet out the pipe but was unable to clear it after hitting obstructions. The brook has overtopped the roadway on several occasions in the past two years. The flood waters have damaged the lawn and beach of an adjacent property owner, Mr. Sinonow.

CLA Engineers has estimated the replacement of the three culverts to cost approximately \$225,000.

On March 24, 2011 Public Works applied to the Midstate Regional Planning Agency for STP-Urban/Rural funds to replace the culverts. On May 11, 2011 the Town was invited to the June 7, 2011 meeting of the MRPA Agency Board to present and briefly describe the proposed work to facilitate the Agency's review and ranking of the submitted projects for inclusion in the STP Urban/Rural program.

ALTERNATIVE ACTIONS

None

FISCAL IMPACT

10% Town match of low bid amount.

**TOWN OF EAST HAMPTON
AGENDA REPORT**

AGENDA ITEM: 7C

Item to be presented by: Frank Grzyb
Facilities Manager

DATE: May 24, 2011

SUBJECT: **UPDATE on HIGH SCHOOL—GIRLS SOFTBALL DUGOUTS**
15 North Maple Street; East Hampton, CT

DEPARTMENT: Facilities

RECOMMENDED ACTION

None.

BACKGROUND

Facilities Department is working with the Parks & Recreation Department to develop a plan for the dugouts. We anticipate going out to bid in June. Construction will be completed during the summer.

ALTERNATIVE ACTIONS

Other direction as determined by the Town Council.

FISCAL IMPACT

None.

RESOLUTION

BE IT RESOLVED that the East Hampton Town Council does hereby establish a building committee for the "Memorial Elementary School Wastewater Discharge Project" consisting of the following individuals: Christopher Goff from Town Council, Sheila Wall from the Board of Education Facilities and School Grounds Committee and Thomas Seydewitz and Al Gotch from the Community at Large. Said project shall be under the coordination, administration and general supervision of the Facilities Manager, Frank Grzyb.

IN WITNESS WHEREOF: The undersigned has executed this certificate this 25th day of May, 2011.

Sandra M. Wieleba, Town Clerk
Town of East Hampton

RESOLUTION

BE IT RESOLVED that the East Hampton Town Council does hereby establish a building committee for the "Center Elementary School Wastewater Discharge Project" consisting of the following individuals: Christopher Goff from Town Council, Sheila Wall from the Board of Education Facilities and School Grounds Committee and Thomas Seydewitz and Al Gotch from the Community at Large. Said project shall be under the coordination, administration and general supervision of the Facilities Manager, Frank Grzyb.

IN WITNESS WHEREOF: The undersigned has executed this certificate this 25th day of May, 2011.

Sandra M. Wieleba, Town Clerk
Town of East Hampton

RESOLUTION

BE IT RESOLVED that the East Hampton Town Council does hereby establish a building committee for the "East Hampton Middle School Wastewater Discharge Project" consisting of the following individuals: Christopher Goff from Town Council, Sheila Wall from the Board of Education Facilities and School Grounds Committee and Thomas Seydewitz and Al Gotch from the Community at Large. Said project shall be under the coordination, administration and general supervision of the Facilities Manager, Frank Grzyb.

IN WITNESS WHEREOF: The undersigned has executed this certificate this 25th day of May, 2011.

Sandra M. Wieleba, Town Clerk
Town of East Hampton

RESOLUTION

BE IT RESOLVED that the East Hampton Town Council does hereby establish a building committee for the "East Hampton High School Wastewater Discharge Project" consisting of the following individuals: Christopher Goff from Town Council, Sheila Wall from the Board of Education Facilities and School Grounds Committee and Thomas Seydewitz and Al Gotch from the Community at Large. Said project shall be under the coordination, administration and general supervision of the Facilities Manager, Frank Grzyb.

IN WITNESS WHEREOF: The undersigned has executed this certificate this 25th day of May, 2011.

Sandra M. Wieleba, Town Clerk
Town of East Hampton

**TOWN OF EAST HAMPTON
AGENDA REPORT**

AGENDA ITEM: 9A

Item to be presented by: Keith Hayden

DATE: May 24, 2011
SUBJECT: Pine Brook Culvert Replacement
DEPARTMENT: Public Works

RECOMMENDED ACTION

It is recommended that the Town Council award the contract to the lowest qualified bidder as determined after the bid opening to be held on Tuesday May 24, 2011 at 2:00 p.m.

BACKGROUND

The culvert conveying Pine Brook under Pine Brook Road was damaged by the flood waters resulting from the rain storm of March 7, 2011. The roadway around the culvert was washed out. The culvert pipe remained in place but suffered structural damage as a result of the turbulent flood waters. Emergency repairs to the road have been completed restoring access to the two affected homes. However, the invert of the culvert has torn and leading edge of the pipe has folded up inside of the pipe and the side plates have cracked which has resulted in the top of the culvert deflecting downward. As a result, the capacity of the culvert, which was undersized to begin with, has been significantly reduced.

Pine Brook Road (CTDOT TAR inventory #113) is a dead end unimproved Town road on the Town Aid Road system and is the only access for two families with small children.

On April 1, 2011, Interim Town Manager Robert Drewry wrote to Governor Malloy requesting emergency Town Aid Road funds in the amount of \$400,000 to replace the damaged culvert with twin culverts sized for a 100 year storm.

On April 7, 2011 the Town received authorization to replace the culvert from the Army Corps of Engineers under the Emergency Procedures of the Connecticut Programmatic General Permit. A condition of the ACOE's approval is that the Town must have a signed contract in place for the work by May 31, 2011.

On May 9, 2011 in a letter to the Secretary Benjamin Barnes of the Office of Policy and Management the Acting Commissioner of the DOT James Redeker concurred with the Town's request and verified that sufficient funding is available for the work.

A permit from the Town's IWWA is pending and on the agenda for the April 25, 2011 meeting.

Final approval and dispersal of funds from OPM is pending.

ALTERNATIVE ACTIONS

As determined by the Town Council.

FISCAL IMPACT

It is anticipated that the design, inspection and construction costs will be reimbursed by Emergency Town Aid Road funds. Interim funding from bonding (if approved at the May 23, 2011 Town Meeting) will be used until state funding is received.

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Town Manager Approval: 9B

Item to be presented by: Frank Grzyb
Facilities Manager

DATE: May 19, 2011

SUBJECT: **MEMORIAL SCHOOL—OIL TANK REPLACEMENT**
20 Smith Street; East Hampton, CT

DEPARTMENT: Facilities

RECOMMENDED ACTION

Move to award the contract for engineering design services for the 20,000 gallon UST oil tank replacement project to Macchi Engineers, LLC in their proposal amount of \$10,500.

BACKGROUND

The 5 proposals received were reviewed with the Building Committee for this project. Macchi Engineers was the lowest qualified respondent selected by the Building Committee.

ALTERNATIVE ACTIONS

Other direction as determined by the Town Council.

FISCAL IMPACT

This is a bonded project and will be partially reimbursed by the State Department of Education.

RFP RESULTS

Project #042611mem
MEMORIAL ELEMENTARY SCHOOL -- OIL TANK REPLACEMENT
@ 20 Smith Street; East Hampton, CT

	LMG CONSULTING ENGINEERS, INC	LOUREIRO ENGINEERING ASSOC., INC.	MACCHI ENGINEERS, LLC	SILVER, PETRUCELLI & ASSOC.	TIGHE & BOND
PHASE 1:	1,500.00	3,500.00	2,000.00	2,400.00	6,800.00
PHASE 2:	4,500.00	19,500.00	7,000.00	7,800.00	5,500.00
PHASE 3:	4,800.00	6,900.00	1,500.00	5,800.00	5,900.00
TOTAL AMOUNT OF PROPOSAL	10,800.00	29,900.00	10,500.00	16,000.00	18,200.00

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

May 20, 2011

To: The East Hampton Town Council

Please find copies of tax refunds for your review. The total refunds equal \$481.28.

Thank you for your assistance.

Nancy Hasselman, CCMC

Nancy Hasselman, CCMC
Collector of Revenue

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210 • 06 +
85 • 01 +
24 • 02 +
92 • 92 +
61 • 41 +
7 • 86 +
481 • 28 *
0 • C