

**TOWN OF EAST HAMPTON  
AGENDA REPORT**

Agenda Item: 4A-1

Item to be presented by: Frank Grzyb  
Facilities Manager  
Ruth Plummer  
Parks & Rec Director

DATE: September 23, 2011

SUBJECT: **SEARS PARK—PERFORMING ARTS GAZEBO**  
North Main Street, East Hampton, CT

DEPARTMENT: Facilities

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RECOMMENDED ACTION

None required.

PROJECT UPDATE

After getting direction from the Town Council at their June 24 meeting, we posted a second RFP (Request For Proposal) for the above-referenced project that incorporated all of the guidelines and commitments proposed by the Planning & Zoning Board. The RFP complied with the requirements within the grant and were due by August 23. We received seven responses to the RFP. The Interview Committee includes Frank Grzyb, Ruth Plummer, Rich Leone from the EDC, and Rich Norkun from the Parks & Recreation Advisory Board. We are in the middle of the selection process. Upon selection of the architect, the Committee will submit their recommendation to the Town Council for approval.

ALTERNATIVE ACTIONS

Other direction as determined by the Town Council.

FISCAL IMPACT

None

**TOWN OF EAST HAMPTON  
AGENDA REPORT**

Agenda Item: 4A-2

Item to be presented by: Frank Grzyb  
Facilities Manager

DATE: September 23, 2011

SUBJECT: **SENIOR CENTER—ADDITION/RENOVATION**  
**105 Main Street; East Hampton, CT**

DEPARTMENT: Facilities

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RECOMMENDED ACTION

None required.

PROJECT UPDATE

The foundation for the addition is complete. The structural steel has been erected and wall/roof framing is in progress. Interior wall construction is almost complete. The rough HVAC, plumbing, and electrical work is progressing. The contractor lost about a week due to the hurricane and its corresponding power outage period.

ALTERNATIVE ACTIONS

Other direction as determined by the Town Council.

FISCAL IMPACT

None

**TOWN OF EAST HAMPTON  
AGENDA REPORT**

Agenda Item: 4A-3

Item to be presented by: Frank Grzyb  
Facilities Manager

DATE: September 23, 2011

SUBJECT: **FIRE CO. 2—STORM DAMAGE REPAIRS**  
366 West High Street; Route 66; East Hampton, CT

DEPARTMENT: Facilities

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RECOMMENDED ACTION

None required.

PROJECT UPDATE

After several delays by the insurance company, we finally agreed upon a scope of work and a fixed amount we would be compensated for to repair the damage at Fire Co. 2. I prepared a unit price proposal for bidders based upon the agreed scope per the insurance settlement. I held a pre-bid meeting at the site for bidders to examine the repairs needed and received three bids. The lowest qualified bidder came in below the insurance amount. The other two were at the insurance amount and higher. The contract was awarded to the lowest bidder and, depending upon weather, will be starting before the end of September.

ALTERNATIVE ACTIONS

Other direction as determined by the Town Council.

FISCAL IMPACT

None

**TOWN OF EAST HAMPTON  
AGENDA REPORT**

Agenda Item: 4A-4

Item to be presented by: Frank Grzyb  
Facilities Manager

DATE: September 23, 2011

SUBJECT: **FIRE CO. 2—GENERATOR UPGRADE**  
**366 West High Street; Route 66; East Hampton, CT**

DEPARTMENT: Facilities

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RECOMMENDED ACTION

None required.

PROJECT UPDATE

The Contract was signed for the above-referenced project with Higgins Electric, and the submittals have been approved. The generator has been ordered and will take 6-8 weeks to arrive. The transfer switch was delivered last week, and the generator should be here before the end of September. Higgins Electric will be starting the switch and piping installation next week.

ALTERNATIVE ACTIONS

Other direction as determined by the Town Council.

FISCAL IMPACT

None

**TOWN OF EAST HAMPTON  
AGENDA REPORT**

Agenda Item: 4A-5

Item to be presented by: Frank Grzyb  
Facilities Manager  
Ruth Plummer  
Parks & Rec. Dir.

DATE: September 23, 2011  
SUBJECT: **East Hampton High School Softball Dugouts**  
DEPARTMENT: Facilities

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RECOMMENDED ACTION

None Required

BACKGROUND

After some discussion about the design and disagreement as to what should be built, we are waiting for direction from the school administration as to exactly what they want. When we receive direction from the administration that is feasible, within our budget and fully addresses the Title 9 issue, we will proceed.

ALTERNATIVE ACTIONS

Other direction as determined by the Town Council.

FISCAL IMPACT

None

**TOWN OF EAST HAMPTON  
AGENDA REPORT**

Agenda Item: 4A-6

Item to be presented by: Frank Grzyb  
Facilities Manager

DATE: September 23, 2011

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

DEPARTMENT: Facilities

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RECOMMENDED ACTION

None required.

PROJECT UPDATE

The Contract was signed with Excavation Technologies for the above-referenced project. The submittals for the oil tank and accessories have been approved, and the tank has been ordered. The tank is scheduled to be delivered on October 12. Removal of the existing tank is scheduled to start on Monday, October 10. The entire project will take approximately two weeks.

ALTERNATIVE ACTIONS

Other direction as determined by the Town Council.

FISCAL IMPACT

None

RESOLUTION OF TOWN COUNCIL

Item 7A.

RESOLVED, that the Town Council recommends that the Town of East Hampton appropriate \$8,750 (purchase price) plus \$2,250 (closing costs) for costs with respect to the acquisition of a parcel of land consisting of approximately 1.25 acres located on Young Street and shown as Assessor's Map 14 Block 31 Lot 10E and situated in the Town of East Hampton, Connecticut, now or formerly owned by Lee W. Taylor and that the Town appropriate \$11,000 from the Capital Reserve Fund contingency account to finance the appropriation. The appropriation may be spent for title insurance, broker's fees, adjustments, closing expenses, legal fees and administrative costs related to the acquisition.

FURTHER RESOLVED, that the Town Council hereby authorizes the Chairman of the Town Council to call a Special Town Meeting to be held on Tuesday, October 11, 2011 at the East Hampton Town Hall, in East Hampton, at 7:00 p.m., to act upon the foregoing recommendations.

NOTICE OF SPECIAL TOWN MEETING  
TOWN OF EAST HAMPTON  
TUESDAY, OCTOBER 11, 2011

A special town meeting of the electors and citizens qualified to vote in town meetings of the Town of East Hampton, Connecticut, will be held at the East Hampton Town Hall, in East Hampton, Connecticut, on the 11<sup>th</sup> day, of October, 2011 at 7:00 P.M. for the following purposes:

1. To discuss and vote upon a resolution,
  - (a) To appropriate \$8,750 (purchase price) plus \$2,250 (closing costs) for costs with respect to the acquisition of a parcel of land consisting of approximately 1.25 acres located on Young Street and shown as Assessor's Map 14 Block 31 Lot 10E and situated in the Town of East Hampton, Connecticut, now or formerly owned by Lee W. Taylor and that the Town appropriate \$11,000 from the Capital Reserve Fund contingency account to finance the appropriation. The appropriation may be spent for title insurance, broker's fees, adjustments, closing expenses, legal fees and administrative costs related to the acquisition.
2. To discuss any other matter proper to come before said meeting.

Dated at East Hampton, Connecticut, this 27<sup>th</sup> day of September, 2011.

PER ORDER OF THE EAST HAMPTON TOWN COUNCIL

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Melissa H. Engel, Council Chairman

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John W. Tuttle, Council Vice Chairman

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Chatham M. Carillo, Council Member

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Thomas M. Cordeiro, Council Member

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Christopher J. Goff, Council Member

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Barbara W. Moore, Council Member

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Susan B. Weintraub, Council Member

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Sandra W. Wieleba, Town Clerk

# TOWN OF EAST HAMPTON AGENDA REPORT

Agenda Item: 8A

Item to be presented by: Frank Grzyb  
Facilities Manager

DATE: September 23, 2011

SUBJECT: **MEMORIAL ELEMENTARY SCHOOL—ROOF REPLACEMENT**  
20 Smith Street; East Hampton, CT

DEPARTMENT: Facilities

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## RECOMMENDED ACTION

The Building Committee recommends that the Town Council move to award the design work for the above-referenced project to Kaestle Boos Associates for \$88,470 per their proposal dated 6/9/11.

## BACKGROUND

The Building Committee received the following five proposals for design services for the above-referenced project. The Committee reviewed all five proposals and interviewed all five firms. The selected firm submitted a very comprehensive proposal and was very familiar with the project. Kaestle Boos Associates has worked for the Town in the past and always performed well.

|                 | HIBBARD & ROSA<br>ARCHITECTS | SILVER/PETRUCELLI &<br>ASSOCIATES | THE LAWRENCE<br>GROUP | JACUNSKI HUMES<br>ARCHITECTS | KAESTLE BOOS<br>ASSOCIATES |
|-----------------|------------------------------|-----------------------------------|-----------------------|------------------------------|----------------------------|
| Proposal Amount | 29,800                       | 44,100                            | 45,000                | 74,600                       | 88,470                     |

## ALTERNATIVE ACTIONS

Other direction as determined by the Town Council.

## FISCAL IMPACT

The budget for the design services is \$231,400.

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

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

**Sept 23, 2011**

**To: The East Hampton Town Council**

**Please find copies of tax refunds for your review. The total  
refund equals \$1,075.14.**

**Thank you for your assistance.**

*Nancy Hasselman, CCMC*

**Nancy Hasselman, CCMC  
Collector of Revenue**

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