


MEMORANDUM

TO: Town Council

FROM: David E. Cox, Town Manager 

DATE: August 4, 2022

SUBJECT: Agenda Information – 8/9/2022

The following is additional or summary information regarding matters on the upcoming Town Council Agenda. The numbering below follows the agenda, and some routine or self-explanatory items are not discussed in this memo. As you review your packet materials, please do not hesitate to contact the appropriate staff member or me prior to the Council meeting with any questions or concerns. Often, these conversations can help staff and me be prepared for the Council meeting and be ready to facilitate a more productive and efficient meeting for everyone.

**7 Resolutions/Ordinances/Policies/Proclamations**

**7a A Resolution Regarding a STEAP Grant for the Village Center Streetscape Project** – The Council is asked to consider the final concept plan for the proposed Village Center Streetscape Improvements Project and a Resolution to authorize applying for and accepting a Small Town Economic Assistance Program (STEAP) Grant to assist in funding the project. Staff is making final adjustments to the proposed plan that will show a concept with on street parking on one side of Main Street in the Village Center in response to comments from the Town Council and from some business and property owners in the Center. That plan, along with a phasing plan for the overall project will be shared with the Council at the meeting on Tuesday. The Council will be asked to determine whether the final plan will include on-street parking or will reflect the original concept. In general, while the cost for construction of the overall concept for all work from north of the Summit Street/Main Street/Barton Hill intersection to the bridge south of Skinner Street is approximately \$1 million, the first phase, which is the topic of this grant application, is estimated at \$625,000 including some costs for engineering. The work is expected to include improvements north of Barton Hill on the west side of Main Street where the bricks were washed out last summer, improvements at the Summit/Main/Barton intersection, improvements to the streetscape south of the intersection and necessary line striping in the entire concept area. A future phase of the work will include the balance of the streetscape work and the roadway revisions south of Skinner Street to the bridge. As noted at the previous meeting, the Town's local match for construction will be funded through the Capital Reserve Fund sidewalk project and the TIF Fund. Additionally, the General Fund will fund the outside engineering costs and will also be included in the amount of the Town's match.

Recommendation: Approve a final plan and the Resolution regarding the STEAP Grant.

The remainder of the items are of a routine nature, in the sole purview of the Council or are announcements. Please contact me or the appropriate staff member with questions or concerns.

Town of East Hampton  
Town Council Special Meeting/Executive Session  
Tuesday, July 26, 2022  
Town Hall 2<sup>nd</sup> Floor Meeting Room #201

**MINUTES**

**Present:** Chairman Mark Philhower, Vice Chairman Tim Feegel, Council Members Brandon Goff, Eric Peterson (arrived at 6:10pm), Kevin Reich and Alison Walck and Town Manager David Cox.

**Not Present:** Pete Brown

**Call to Order**

Chairman Philhower called the meeting to order at 6:00 p.m. in the Town Hall 2<sup>nd</sup> Floor Meeting Room.

**Executive Session**

- a. Tax Assessment Appeal Settlements
- b. Discussion of Town Manager Performance Evaluation

A motion was made by Mr. Goff, seconded by Ms. Walck, to enter Executive Session at 6:02pm to discuss the above matters. Voted (5-0) Attorney Richard Carella, Assessor Deborah Copp, Finance Director Jeff Jylkka and Town Manager David Cox were invited into the session for Item A. Mr. Cox remained in the session for Item B.

Item A – Tax Assessment Appeals concluded at 6:10pm

Item B – Discussion of Town Manager Performance Evaluation concluded at 6:28pm

**Adjournment**

Chairman Philhower adjourned the meeting at 6:28pm.

Respectfully Submitted,

Cathy Sirois  
Recording Clerk

Town of East Hampton  
Town Council Regular Meeting  
Tuesday, July 26, 2022  
Town Hall Council Chambers and Zoom

**MINUTES**

**Present:** Chairman Mark Philhower, Vice Chairman Tim Feegel, Council Members Brandon Goff, Eric Peterson, Kevin Reich and Alison Walck and Town Manager David Cox.

**Not Present:** Pete Brown

**Call to Order & Pledge of Allegiance**

Chairman Philhower called the meeting to order at 6:30 p.m. in the Town Hall Council Chambers and via Zoom.

**Adoption of Agenda**

A motion was made by Ms. Walck, seconded by Mr. Goff, to adopt the agenda as presented. Voted (6-0).

**Approval of Minutes**

A motion was made by Ms. Walck, seconded by Mr. Feegel, to approve the minutes of the Town Council Regular Meeting of July 12, 2022 as written. Voted (6-0)

**Public Remarks**

Bunny Simko, Long Hill Road, asked the Town Council to reconsider adding a liaison to the Housing Authority board and recommended the Housing Authority members be included in the August 8 FOIA Workshop.

**Presentations**

None

**Bids & Contracts**

None

**Resolution/ Ordinances/ Policies/ Proclamation**

None

**Continued Business**

**Sub-Committee Reports & Updates**

Mr. Reich reported for the High School Athletic Fields Committee that they are adding another irrigation zone for the fields. The tennis courts should be complete next week. The irrigation tank is complete, and the soccer field irrigation will run off that tank.

Mr. Goff reported that the Board of Education held a special meeting regarding having armed security guards at all of the schools. There was good attendance, and a survey was sent to parents.

Mr. Cox reported for the Water Sub-Committee that the well driller and testing will be done starting August 8 at Pinebrook and Cobalt. The project is under consideration for \$1.2 million from the State Bond Commission for continuing design efforts.

### **Discussion and Possible Action on Adult Use Cannabis Regulations**

Ms. Walck noted she is opposed to the retail sale of recreational marijuana in town. A motion was made by Ms. Walck to prohibit all eight categories of license types for recreational marijuana in East Hampton. The motion was not seconded.

Mr. Goff noted he looks at this as a business in town for tax revenue purposes only and the town should capitalize on that revenue.

A motion was made by Mr. Goff, seconded by Mr. Reich, to request the Planning & Zoning Commission begin the process of developing regulations for all eight categories of license type for Adult Use Cannabis. Voted (5-0-1) Ms. Walck abstained.

### **New Business**

#### **Possible Action on Tax Assessment Appeals Settlements**

In Executive Session, the Council members discussed a settlement related to tax assessment appeals from the owners of CVS and Stop & Shop properties. The documents will be included with the minutes filed in the Town Clerk's Office.

A motion was made by Mr. Goff, seconded by Ms. Walck, to approve the CVS and Stop & Shop tax assessment appeals as presented. Voted (6-0)

#### **Possible Action on Town Manager Performance Evaluation**

In Executive Session, the Council members discussed the Town Manager's yearly performance evaluation.

A motion was made by Mr. Goff, seconded by Mr. Feegel, to approve a 2% wage increase for the Town Manager effective July 1, 2022. Voted (6-0)

#### **Consideration of Business Incentive Agreement for Global 66 LLC**

Chairman Philhower recused himself from this item.

Mr. Cox provided an overview of the agreement for Global 66 LLC for a Second-Tier incentive for 265 West High Street. The property owner has opted for a 70% reduction over three (3) years.

A motion was made by Mr. Reich, seconded by Mr. Goff, to approve the Business Incentive Agreement for Global 66 LLC as presented. Voted (5-0) Mr. Philhower recused himself.

Mr. Philhower returned to the meeting.

## **Review and Possible Approval of Police Department General Orders**

- a. 5.10 Securing Prisoners**
- b. 5.11 Prisoner Transport**
- c. 5.25 Vehicle Escort**
- d. 7.1 Bomb Threat**

Police Chief Dennis Woessner provided an overview of the four Police Department General Orders that were presented.

A motion was made by Ms. Walck, seconded by Mr. Peterson, to approve Police Department General Orders 5.10, 5.11, 5.25 and 7.1 as presented. Voted (6-0)

## **Town Manager Report**

Mr. Cox provided his written report for the Council members which will be included with the minutes filed in the Town Clerk's Office.

## **Appointments**

None

## **Tax Refunds**

A motion was made by Ms. Walck, seconded by Mr. Goff, to approve tax refunds in the amount of \$1,440.47. Voted (6-0).

## **Public Remarks**

None

## **Communications, Correspondence & Announcement**

### **June 2022 Board & Commission Summary**

Council members received the June 2022 Board & Commission Summary.

## **Adjournment**

A motion was made by Mr. Reich, seconded by Mr. Goff, to adjourn the meeting at 7:00pm. Voted (6-0)

Respectfully Submitted,

Cathy Sirois  
Recording Clerk

RESOLUTION

East Hampton Town Council

A Resolution Authorizing a  
2022 Small Town Economic Assistance Program Grant Application

Draft – August 4, 2022

WHEREAS, the Town of East Hampton, as expressed in its Village Center Plan, desires to improve the streetscaping in the Village Center for the purpose of restoring the condition of sidewalks, improving pedestrian and bicycle access and improving the quality of life and quality of the visitor experience in this important commercial area, and

WHEREAS, said improvements will improve safety and aesthetics of the area for the benefit of residents of the Village Center as well as enhancing the experience for visitors and businesses, and

WHEREAS, outside funding in the form of a 2022 Connecticut Small Town Economic Assistance Program (STEAP) grant is critical to allow this work to continue.

NOW, THEREFORE, BE IT RESOLVED by the Town of East Hampton Town Council that the overall Village Center Streetscape project concept is approved and that the first portion of the work constituting a project of \$625,000, more or less, shall proceed to design; and

BE IT FURTHER RESOLVED, that the project will be funded through a STEAP Grant and from funds available in the Capital Reserve Fund for sidewalk improvements and from funds available in the Village Center TIF fund; and

BE IT FURTHER RESOLVED, that the Town Manager be, and hereby is, authorized and directed to apply for a 2022 Connecticut STEAP Grant as described herein; and

BE IT FURTHER RESOLVED, that the Town Manager be, and hereby is, authorized to accept on behalf of the Town of East Hampton, a 2022 Connecticut STEAP Grant in the amount of \$500,000 for the Village Center Streetscape Improvement Project; and

BE IT FURTHER RESOLVED, that the Town Manager is hereby authorized to enter into and execute any and all agreements, contracts and documents necessary to obtain said 2022 STEAP Grant with the State of Connecticut.

Approved this 9<sup>th</sup> day of August, 2022.

TOWN COUNCIL

ATTEST

\_\_\_\_\_  
Mark Philhower, Chairperson

\_\_\_\_\_  
Kelly Bilodeau, Town Clerk

State of Connecticut  
Office of Policy and Management [www.portal.ct.gov/opm](http://www.portal.ct.gov/opm)  
2022 STEAP Project Application  
*Pursuant to Connecticut General Statutes Section 4-66g*

**APPLICATION FOR FY 2022 STEAP GRANT FUNDING**

**No individual municipality may receive more than five hundred thousand dollars in any one fiscal year under said program. No group of municipalities may receive an amount exceeding in the aggregate five hundred thousand dollars per municipality in such group in any one fiscal year under said program.**

**You must save your completed application then attach your completed application along with all other required attachments to an email and send to:**

**[opm.steapapplications@ct.gov](mailto:opm.steapapplications@ct.gov)**

**--- IMPORTANT ---**

**DO NOT ENTER “SEE ATTACHED” IN SECTIONS THAT ASK FOR DETAILS.  
PLEASE PROVIDE THE REQUESTED INFORMATION ON THE ACTUAL APPLICATION UNLESS A SECTION SUGGESTS USING A SEPARATE PAGE OR ATTACHMENT.**

Applicant Town: **East Hampton** Tax ID (FEIN) No.: **06-6001987**

Authorized Signatory Full Legal Name: **David Cox**

Authorized Signatory Title: **Town Manager**

Authorized Signatory Email: **dcox@easthamptonct.gov**

Authorized Signatory Phone Number: **860-267-4468** Extension: **3301**

Town Office Street Address / PO Box: **1 Community Drive** Town Office Zip Code: **06424**

Project Name/Title: **Village Center Streetscape and Sidewalk Replacement**

Proposed Project Street Address: **Main Street, Summit Street (Various)** Zip Code: **06424**

If no project address is available, please provide street intersection detail. **Summit Street and Main Street (State Route 196) from Bevin Blvd. to Pocotopaug Creek (see map)**

Provide a list of all parcel numbers impacted by the project:

Does the town own the property on which the STEAP-funded work will be undertaken?

YES or NO **Partially. Much of the project will take place in DOT Right of Way (CT Route 196), approximately 200 linear feet is along Town ROW (Main Street)**

If NO, does the town hold a long-term lease on the property? **No, State ROW**

If YES, include copy of lease and enter lease end date here

The 2022 round of STEAP grants will be funded from an aggregate amount of \$30,000,000, with a maximum cap of \$500,000 awarded to any one municipality. Individual grant award amounts will depend on the number of qualified applications selected to receive an award, and the requested grant amounts of those qualified applications selected to receive an award.

**Requested amount of STEAP Funding (cannot exceed \$500,000.00): \$500,000**

Name, phone and email address of person preparing this application:

**David E. Cox – 860-267-4468; [dcox@easthamptonct.gov](mailto:dcox@easthamptonct.gov)**

Identify town officials and professionals that may be contacted with questions regarding this application:

Names, phone numbers and email addresses:

**David Cox, Town Manager – 860-267-4468; [dcox@easthamptonct.gov](mailto:dcox@easthamptonct.gov)**

**Matthew Walsh, Public Works Director – 860-267-4747; [mwalsh@easthamptonct.gov](mailto:mwalsh@easthamptonct.gov)**

**Kevin Grindle, Consulting Engineer – 860-633-8770; [kgrindle@bartonandloguidice.com](mailto:kgrindle@bartonandloguidice.com)**

**Jeremy DeCarli, Planning and Zoning Official – 860-267-7450;**

**[jdecarli@easthamptonct.gov](mailto:jdecarli@easthamptonct.gov)**

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1.) Provide a description of the proposed project which includes the purpose of the project. **Please be as comprehensive as possible in the description of this project (\*Note: only capital projects will be considered: new construction, expansion, renovation, or replacement project for an existing facility or facilities. Project costs can include the cost of land, construction and contract services needed to complete the project. For a description of expenditures that cannot be funded with STEAP funds, see Guideline document).**

**The Historic East Hampton Village Center is unique in eastern Connecticut being the only historic village along the Air Line Trail. With parking and an accessible trailhead, many hikers and cyclists begin and end their journey on the Trail in East Hampton’s Village**



Center. The Village Center has seen significant reinvestment and revitalization in recent years, with a variety of new eateries and shops, events coordinated by business owners to attract new and returning customers, and a renewed interest from the larger community in supporting local businesses. The proposed project is intended to build upon the momentum within the Village Center, and refocus the area to a more pedestrian and cyclist friendly area, while increasing safety, and slowing automobile traffic speeds. The project will consist of upgrades and expansions to the existing sidewalk network to make it handicap accessible, creation of bike lanes or sharrows along the core section of Main Street, reconfiguration of the road width, and intersection geometry improvements. Current sidewalk configuration mostly lacks handicap accessibility with most crosswalks ending at vertical curbs. Crosswalks are unnecessarily long due to the excessive width of pavement and the installation angle in some locations. For example, the crosswalk crossing Main Street at the intersection of Summit Street is over 75 feet in length which causes long crossing times. Further, drivers often use the excessively wide shoulder as an unofficial turning lane, putting cyclists and pedestrians in danger due to the unanticipated automobile movements at this corner. There is no signed parking along Main Street, but the wide shoulders often lead customers to park cars along Main Street. However, because the shoulders are not wide enough, the vehicles partially obstruct travel lanes causing traffic disruptions and putting users in danger as they enter and exit their vehicles. This project contemplates either dedicated bike lanes with no on street parking or sharrows with proper parking on one side of the street, which will be coordinated with the Department of Transportation. The Air Line Trail traverses the Village Center; however, is disjointed due to steep slopes as it approaches Main Street. The addition of signage coupled with bicycle lanes will facilitate cyclists finding the other side of the trail if travelling through and will also provide a safe and designated path for accessing the rest of the village and areas beyond. Additional bike racks, trash and recycling containers will also be provided. The project includes the addition of new landscaped areas and seat walls to allow for gathering places. Expanded sidewalks will allow for more outdoor dining and sidewalk sales racks. The project proposes to extend the sidewalk on the southern side of Summit Street to the corner of Bevin Blvd where a new crosswalk will allow safe crossing to Center Elementary School, the Chatham Historical Society, and the nearby neighborhood. This additional sidewalk will also provide direct access to a mixed use building which houses both residential units and businesses. New signage and wayfinding will be incorporated throughout to help visitors easily locate parking facilities, the Air Line Trail, and shops throughout.

2.) How will this project impact and benefit the community? Please include any projected economic impact and job creation or retention estimates.

At its core, this project is one of pedestrian safety, accessibility, and place making. The sidewalk infrastructure in the Village Center has not been updated in several decades, and as such lacks handicap accessibility, is narrow in many places, and does not facilitate outdoor activities such as dining and gathering. This project is intended to encourage and facilitate visitors to park their car in one of the public parking lots and walk throughout

the center, providing safe, accessible walking paths and cycling infrastructure. Increasing safety and accessibility in the Village will create an environment conducive to additional customer business interactions. The Town also anticipates creating a mixed use space on property it owns along Walnut Avenue and creating a pedestrian path between this new Walnut Avenue lot and Main Street. The Walnut Avenue space is anticipated to act as additional parking when needed, such as during summer concerts on the gazebo, which take place yearly, and event space at other times. The Town anticipates the space could be used for food trucks and other events. Making the Center more inviting and user friendly will encourage foot and cyclist traffic enhancing vibrancy in the Center and improving visitors in the shops and restaurants making them more profitable. The Town also anticipates that investment in the public infrastructure will spur additional investment in private properties.

3.) What, if any, planning or design work has begun or been completed on this project?

**An intern was hired during the summer of 2021 to develop an initial downtown plan and propose various improvements throughout the Village Center. Several public meetings were held with the business and property owners and general public to develop the plan and guide future planning efforts. In 2022, the Town Engineer developed a conceptual plan based on the 2021 planning efforts. The Town has held several meetings with business and property owners in an effort to gather commentary on the concept plan.**

**Prior to the planning process for the current project, the Town developed a Tax Increment Finance (TIF) district which encompasses the Village Center and some of the surrounding area in an effort to encourage development within the Village and to create a funding source for future upgrades.**

4.) Is the proposed project consistent with the [State Plan of Conservation and Development](#)?

YES or NO **Yes, location falls within a Priority Funding Area.**

5.) Is the proposed project consistent with your Municipal Plan of Conservation & Development (POCD) Plan? YES or NO

**Yes, POCD expressly calls out redevelopment of Village Center through walkability, sidewalk, and streetscape improvements (pg. 75).**

6.) Last date Municipal Plan of Conservation and Development (POCD) Adopted: **07/01/2016**

7.) Will the project require the conversion of lands currently in agricultural use to non-agricultural use?

YES or NO **No**

8.) Does the project area contain prime or important agricultural soils that are greater than 25 acres in area?

YES or NO **No**

9.) Does this project impact state-owned property (i.e.: state facilities, state roads and/or bridges, state parks, forests or other state-owned land.) If yes, please provide the location and a brief explanation.

**Yes. Much of the project lies along State Route 196. Bike lanes, road width adjustments, and sidewalk adjustments will occur within the State ROW. Further, the project enhances connection between the State’s Air Line Trail with travels through the heart of the Village Center.**

10.) Will any project related activities be conducted within a floodplain\*?

YES or NO **No**

(\*If you answer “yes” to question 10, please be advised that the provisions of the [Dept. of Energy and Environmental Protection’s Flood Management Certification are applicable.](#))

11.) Describe the environmental and social impacts of the proposed project. For example, impacts related to traffic, floodplains, natural resources/wetlands, endangered species, archeological resources, historical structures, neighborhoods, utilities, parks, cemeteries etc. (*If necessary, attach response in a separate document with the following heading: “Environmental & Social Impacts”.*)

**The project location lies within the Village Center, which is an historic and highly developed area. The area is included in the Belltown Historic District due to its significance in the history of East Hampton. Many factory buildings surrounded the Village Center, most of which were engaged in bell and toy manufacturing throughout the 19<sup>th</sup> and early 20<sup>th</sup> centuries. Stately historic homes line the streets surrounding the Village within walking distance. Further, much of this project’s work is within the area of East Hampton identified as an Environmental Justice Community and the characteristics that typify the Environmental Justice Community are likely found throughout the entire project area due to the nature of the residential units in the vicinity. Investment in this community will enhance the quality of life for these residents and benefit the community in general. Improving the walking conditions will encourage walking and activity which can improve happiness and mental health, reduce obesity and chronic diseases, and foster social interaction.**

**New crosswalks throughout will be more visible to traffic and the narrower profile of the road will make crossing safer. The project is intended to enhance the historic nature of**

the area while incorporating modern design features such as accessibility, making transitioning from crosswalks to sidewalks easier and safer. Narrowing the intersection geometry and standardizing the road width will have a positive impact on walkability while calming traffic and reducing speeds. Visual cues, such as new decorative crosswalks, pavement markings, signage, plantings, seat walls, and the like will let drivers understand that they have arrived in a pedestrian area.

The project will enhance the sense of place and foster community identity as a consistent look is developed throughout the area. The historic green in front of the Congregational Church and Center School will remain untouched, but become more accessible through new crosswalk ramps that meet ADA requirements, along with the new sidewalk and crosswalk along Summit Street. Granite curbs and brick amenity strips will integrate with existing historic brick and stone buildings in the area. Memorial bricks, which were engraved with the names of those who paid for them in a project nearly 30 years ago, will be used for the amenity strip, allowing family members and friends of those who had purchased bricks the opportunity to feel as though they are a part of the center.

As the area is already fully developed, there will be no impact to wetlands, watercourses, endangered species, or other environmental concerns. Appropriate landscaping and tree species will be chosen as to avoid conflict with overhead wires and reduce maintenance requirements.

The project will not threaten or make any changes to wetlands, watercourses, or streams, is not in a flood plan. The project will not threaten or make changes to any historic structures, is not in an NDDB area, and will not threaten any endangered species.

12.) Does this project require State Historic and Preservation Office ([SHPO](#)) review and determination? If you answer “yes” to question 12, please advise if the determination has been received and include a copy with the application.

YES or NO                      Unsure **X**

If yes, determination date:

13.) Is this project a phase of a larger plan? YES or NO **Yes**

If YES, please complete a through e below.

If NO, skip to #14.

a.) What phase are you applying for? **1**

b.) How many phases are there in total? **2**

c.) What state agency/agencies administers/administered the previous phase(s)?

Agency Name: **N/A** or n/a

d.) Who is/was the state agency contact person for this project?

Agency Contact Name: **N/A** or n/a

e.) Attach additional information regarding the overarching, long-term plan if applicable. Attachment heading should read “Long Term Plan”.

Attached: YES or NO **Yes**

14.) What is the total project cost? Amount \$ 625,000

15.) What is the amount of municipality matching funds for this project (while a municipal match is not required, preference for awards will be given to those that provide at least a 20% municipal match of the total project cost)?

Amount \$ 125,000 / 20 %

16.) Please summarize amounts and types of funds, if any that have been expended to date for this project.

**To date, the Town has invested General Fund Engineering funds as well as in kind staff expenses in the development of the project design.**

17.) If this is not part of a multi-phase project, has any work already begun? If yes, please summarize.

18.) If this is a multi-phase project, please provide a brief summary of the work completed to date.

**No construction related work has taken place.**

19.) Should this project be awarded a STEAP grant, how soon after our contract is fully executed, would STEAP funded project work begin? (CHECK ONE BOX BELOW)

30 days   60 days   90 days **XX**   90+ days

20.) Will this project move forward if the requested STEAP funds are not awarded?

Yes or No **No**

21.) Was this project not selected in a previous round of STEAP grants?

Yes or No **No** If yes, provide year

22.) Will this project require a referendum/legislative body vote? If “no”, check this box and skip to question 23. If already approved by vote, enter vote date here **August 9, 2022** and skip to question 23. If to be voted on in future, enter projected date of vote here (N/A). If your application is selected for an award, the project must be approved by vote within 30 days of being notified of the award. A copy of the municipality’s approval of the project, whether in resolution format or memorialized in meeting minutes, must be submitted to the administering agency.

23.) Has this project been rejected at a previous referendum/legislative body vote? YES or NO **No.** If yes, what has changed that leads you to believe that it will pass at the next referendum/legislative body vote?

24.) Has there been, or do you anticipate a measurable level local opposition to the project which may interfere with the expedient use of grant funds should this project be selected for an award?

**No. Reaction to the project has been entirely positive.**

25.) Is there any other relevant information you feel may be helpful, please include it below:

**Photos of existing conditions are attached.**

**Include the following material with your completed and signed application:**

- Site location indicated on a flood map
- Property boundary map
- Copy of lease, if STEAP-funded work to be undertaken on leased property which is not owned by the municipality.
- Two separate real estate appraisals, if land acquisition is proposed. ***\*Note: STEAP funds cannot exceed the appraised value established in the appraisals***
- Project plans / concept plans
- Proposed project schedule prepared by a qualified professional based on scope of project, including the duration of the total project (or project phase) to be funded by these STEAP funds should they be awarded.
- Project cost estimates supporting the request for funding developed and signed off by a qualified professional.
- List of necessary local, state, and federal permits and approvals required for the project; list the status of each if applicable
- Environmental site assessments (if applicable)
- Any state approvals including but not limited to:
  - Connecticut Environmental Policy Act ([CEPA](#)) Evaluation
  - Environmental Impact Evaluation ([EIE](#))
  - Flood Management Certification ([FMC](#))
  - State Historic and Preservation Office ([SHPO](#)) review and determination
- Any town resolution(s) in support of application for this grant and/or resolutions in support of the project for which you are seeking this grant. (An authorizing resolution to apply for this grant is not required, however other resolutions will be required as part of your contracting process should you be selected to receive an award.) A sample resolution is provided on page 10 of this document.
- [Municipal Certification of Eligibility for OPM Discretionary State Funding \(rev. 03/26/18\)](#) (page 11)
- Budget Worksheet (page 14)
- Statement of Work (page 12)
- Acceptance & Certification (pages 8 and 9 of this document)

**ACCEPTANCE & CERTIFICATION**

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**This Acceptance and Certification must be read and signed by the Authorized Signatory of the municipality in order for the municipality/project to be considered for STEAP funding.**

My signature below, as Authorized Signatory of the Town of **East Hampton**, indicates acceptance of the following and further certifies that:

1. I understand that should this grant application be approved I will be required to sign an assistance agreement/contract with the assigned administering agency delineating the terms and conditions of this grant;
2. I will comply with any grant terms and conditions required by the administering agency;
3. I understand that various permits and permit-related documentation may be required by the administering agency as required by either the Connecticut General Statutes or Connecticut regulations, including but not limited to the Connecticut Environmental Policy Act Evaluation, Environmental Impact Evaluation, Flood Management Certification; State Historic and Preservation Office and/or Municipal Plan of Conservation and Development;
4. I understand that funding associated with this grant application is one-time in nature and that there is no obligation for additional funding from the Office of Policy and Management or the State of Connecticut;
5. I understand that if this project warrants a Connecticut Environmental Policy Act (CEPA) review pursuant to Sections 22a-1 through 22a-1h of the Connecticut General Statutes that I will comply with such an environmental assessment. Further, if a CEPA is required, I understand that there are costs associated with such a review and that the municipality is in a position to continue with the proposed project despite this cost;
6. I understand that this application will be examined by the Intergovernmental Policy and Planning Division of the Office of Policy and Management for consistency with the State Plan of Conservation and Development and that I may be contacted if additional information is required for that review;
7. I understand that projects which convert twenty-five or more acres of prime farmland to a nonagricultural use will be reviewed by the Commissioner of Agriculture, in accordance with Section 22-6 of the Connecticut General Statutes;
8. I understand that I am responsible for meeting the requirements to remain eligible for discretionary state funding as outlined at [this link](#).



**ACCEPTANCE & CERTIFICATION**

**(Page 2 of 2)**

9. I will supply the Office of Policy and Management with all documentation supporting my authority to enter into an assistance agreement, including but not limited to applicable certified minutes and by-laws from the town denoting my authority to apply for the grant and the authority to enter into such an agreement should a grant be awarded;
10. I understand that if this application leads to the award of a STEAP grant for this project, that no payment will be made for project expenses incurred prior to the start date or after the end date as set forth in the fully executed contract; and
11. I have read, in full, all pages of this application package and the 2022 Small Town Economic Assistance Program (STEAP) Guidelines.

**David E. Cox**

Authorized Signatory's Name (Please Print)

**Town Manager**

Title

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Signature

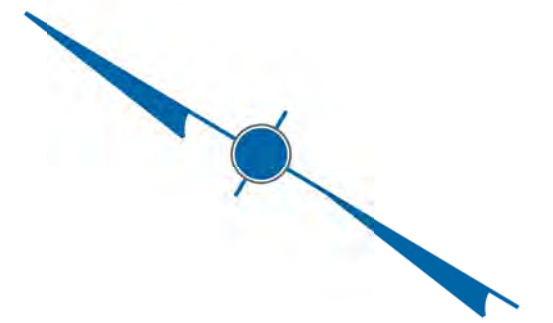
Date

**You must save this completed application.  
Send your completed application and all other required attachments to  
[opm.steapapplications@ct.gov](mailto:opm.steapapplications@ct.gov)**

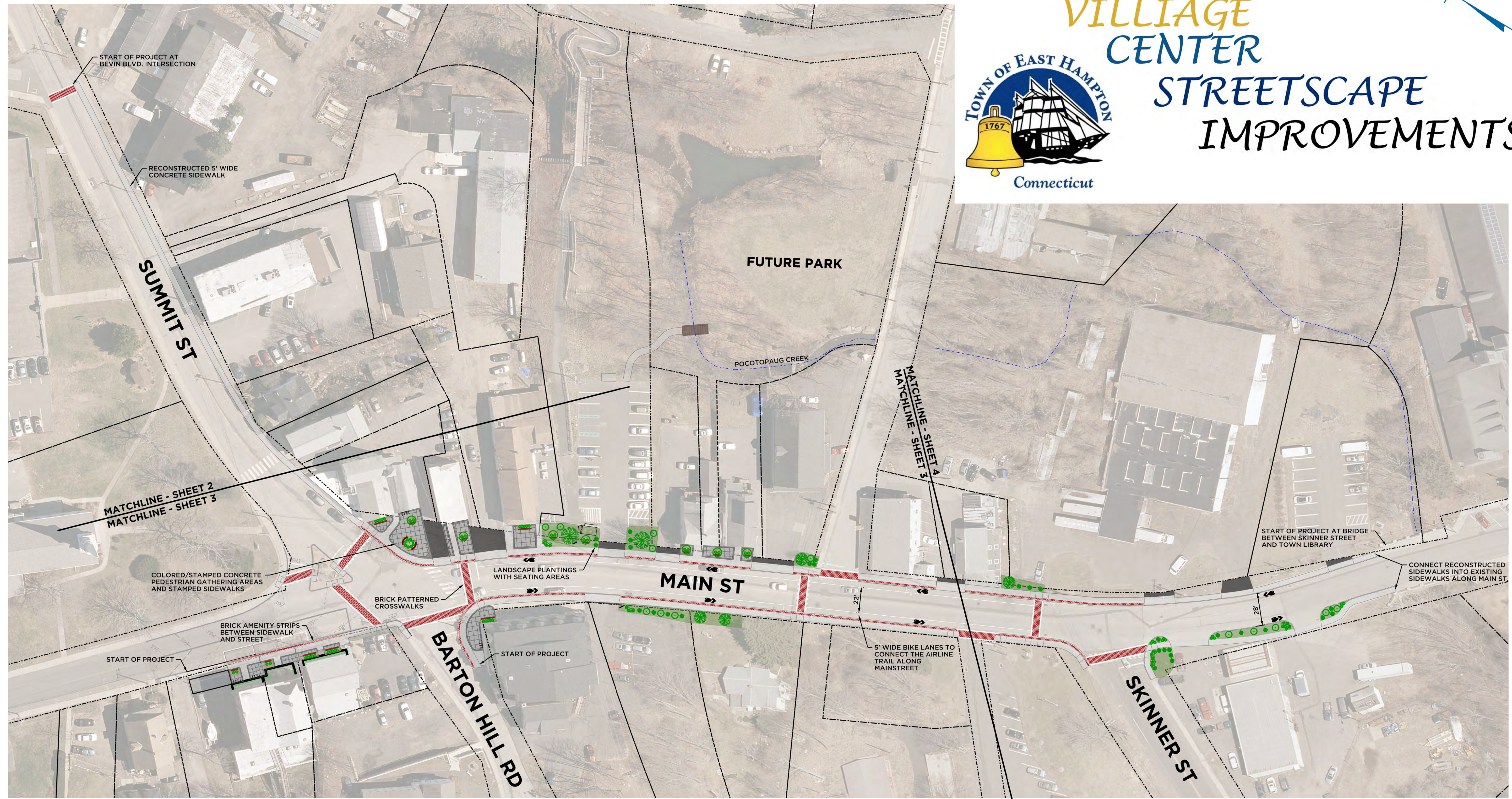
**IMPORTANT NOTE**

**Maximum file size: Files must be in a ZIP file not to exceed 10MB. If your ZIP file exceeds 10MB you will need to separate your submission into smaller ZIP files and send them in separate emails clearly identified, for example, 1 of 3, 2 of 3, 3 of 3.**





# VILLIAGE CENTER STREETSCAPE IMPROVEMENTS



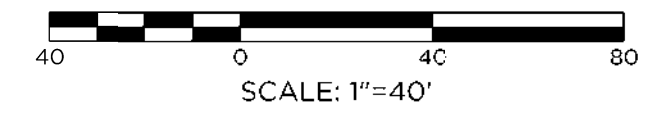
**Barton & Loguidice**  
 Civil Engineering • Environmental Consulting • Land Surveying • Construction Management

41 Sequin Drive  
 Glastonbury, CT 06033  
 Phone: (860) 633-8770  
 Fax: (860) 633-5971  
 www.bandct.com

PROJ. ENGINEER	NAN
PROJ. MANAGER	KRG
OFFICE REVIEW	KRG

REVISIONS	
6/15/22	
6/23/22	

OVERALL MASTER PLAN	
PREPARED FOR THE TOWN OF EAST HAMPTON	
VILLAGE CENTER STREETSCAPE IMPROVEMENTS	
PROJECT	DATE
3129-019	05/13/22
SHEET NO.	OF
1	4



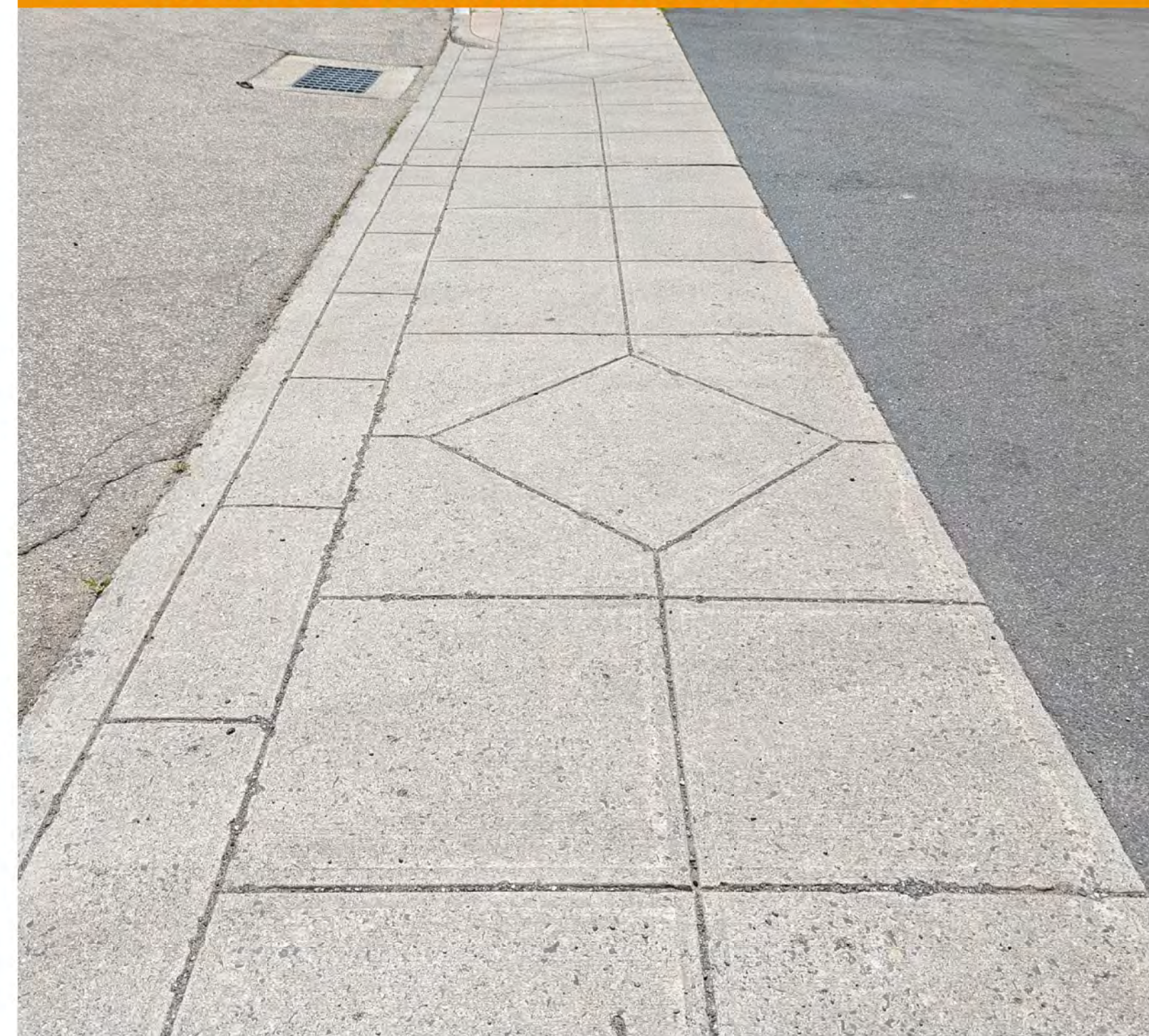




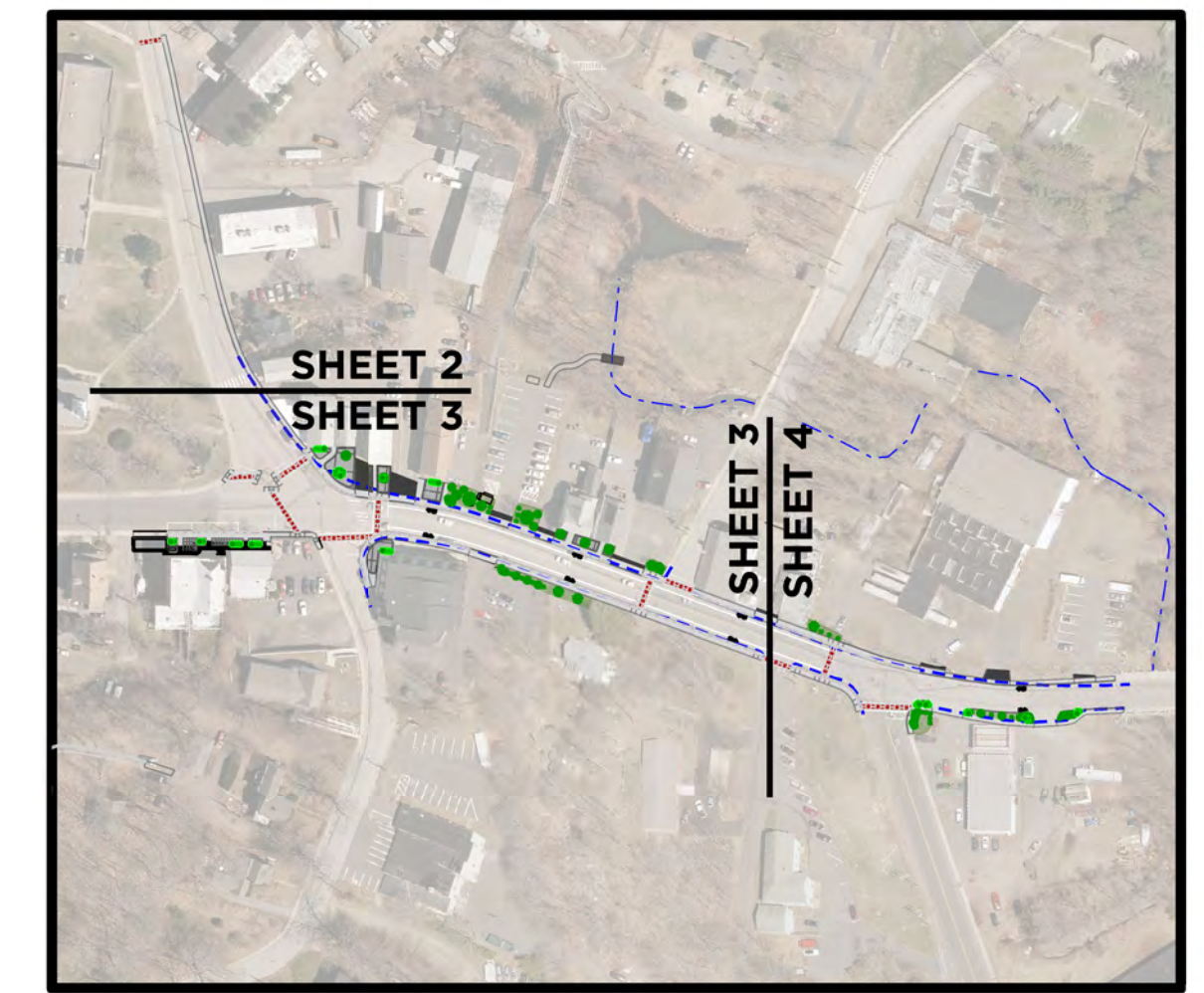
**1** MULTI-TONE CONCRETE TO BE PLACED AS SHOWN ON PLANS (WIDE BANDING TO SEPARATE PEDESTRIAN GATHERING AREA FROM SIDEWALKS)



**2** CONCRETE SCRIBING ON SIDEWALKS TO MATCH EAST HAMPTON CONCRETE SCRIBING FOUND ON MAIN STREET AND ROUTE 66. CONCRETE SCRIBING IN PEDESTRIAN GATHERING AREAS TO BE 3'X3' SQUARES.



**3** ELEVATED CONCRETE PLANTERS WITH INTEGRATED SEATING AMENITIES (PHOTO FROM FRANKLIN STREET, TORRINGTON, CT)



**KEY MAP**

BENCHES AND LIGHTING SELECTED BY PUBLIC MEETING MAJORITY VOTE TO BE PLACED THROUGHOUT VILLAGE CENTER. EXISTING BENCHES AND LIGHTING TO REMAIN SHALL BE UPGRADED TO MATCH.



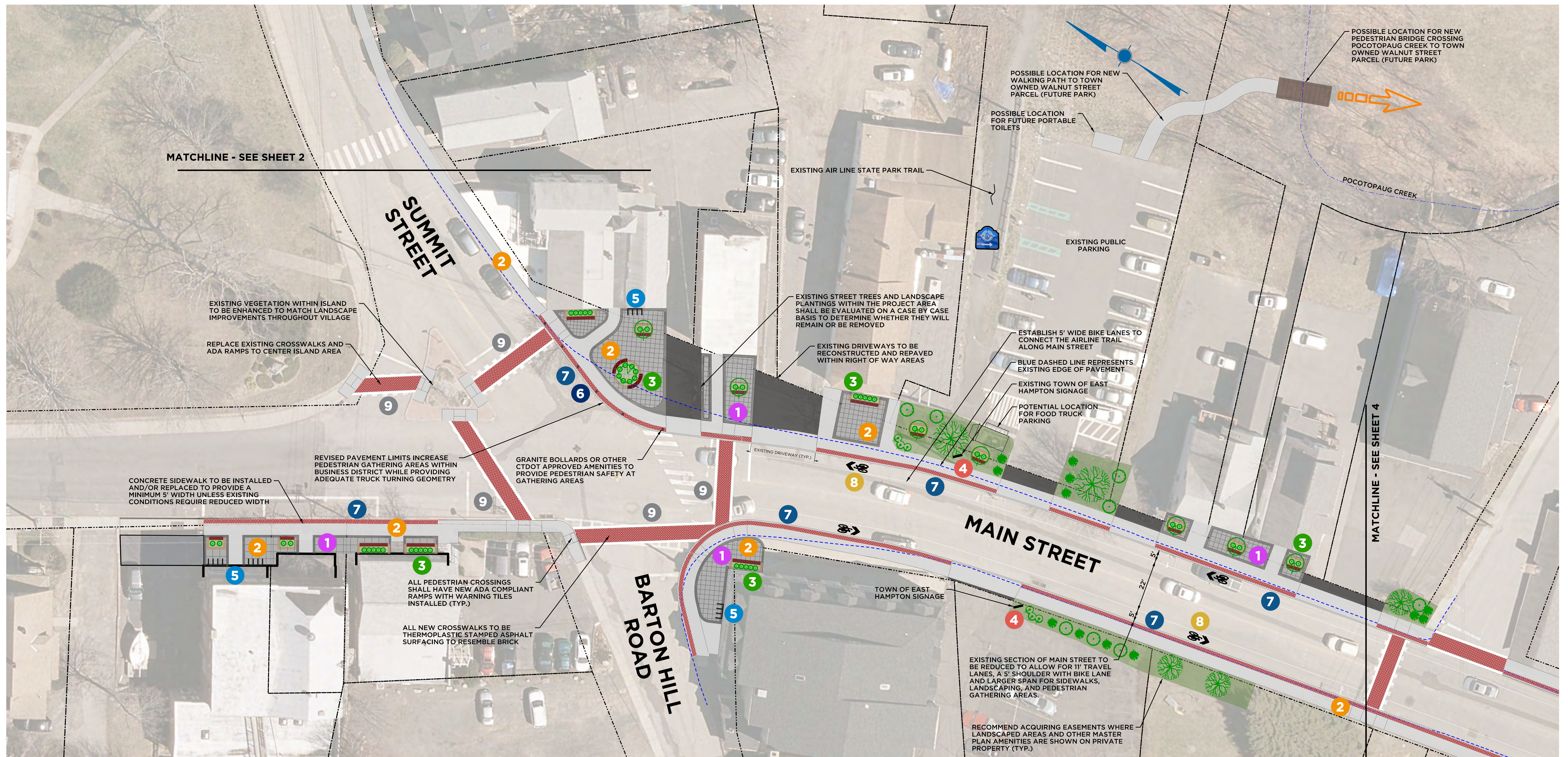
**4** TOWN OF EAST HAMPTON TYPICAL SIGNAGE



SCALE: 1" = 20'

		41 Sequin Drive Glastonbury, CT 06033 Phone: (860) 633-5770 Fax: (860) 633-5971 www.bandct.com	
		Civil Engineering • Environmental Consulting • Land Surveying • Construction Management	
PROJ. ENGINEER	NAN	<b>MASTER PLAN AREA ENLARGEMENT</b> PREPARED FOR THE TOWN OF EAST HAMPTON <b>VILLAGE CENTER</b> <b>STREETSCAPE IMPROVEMENTS</b>	
PROJ. MANAGER	KRG		
OFFICE REVIEW	KRG	MAIN STREET EAST HAMPTON, CT	
REVISIONS		PROJECT	DATE
6/15/22		3129-019	05/3/22
6/23/22		SHEET NO.	2 OF 4
SCALE: 1" = 20'			

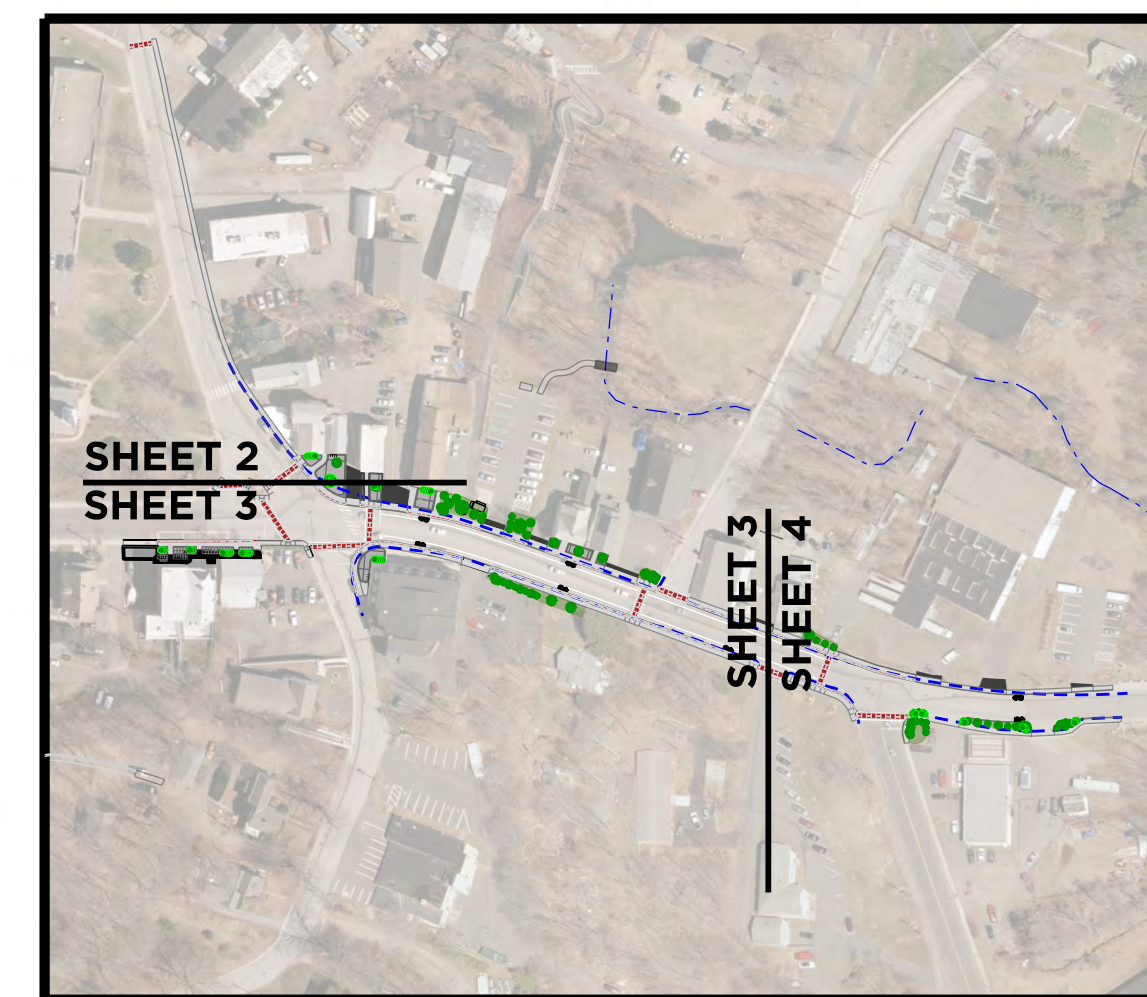




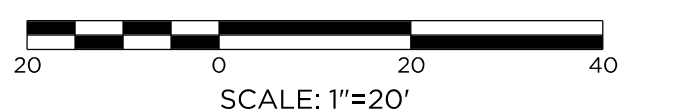
**5** BIKE RACKS TO BE PLACED CONVENIENTLY THROUGHOUT VILLAGE CENTER



**6** GRANITE BOLLARDS MAY BE PLACED ALONG CORNER MAIN & SUMMIT STREETS (PHOTO FROM IVORYTON VILLAGE, ESSEX, CT)

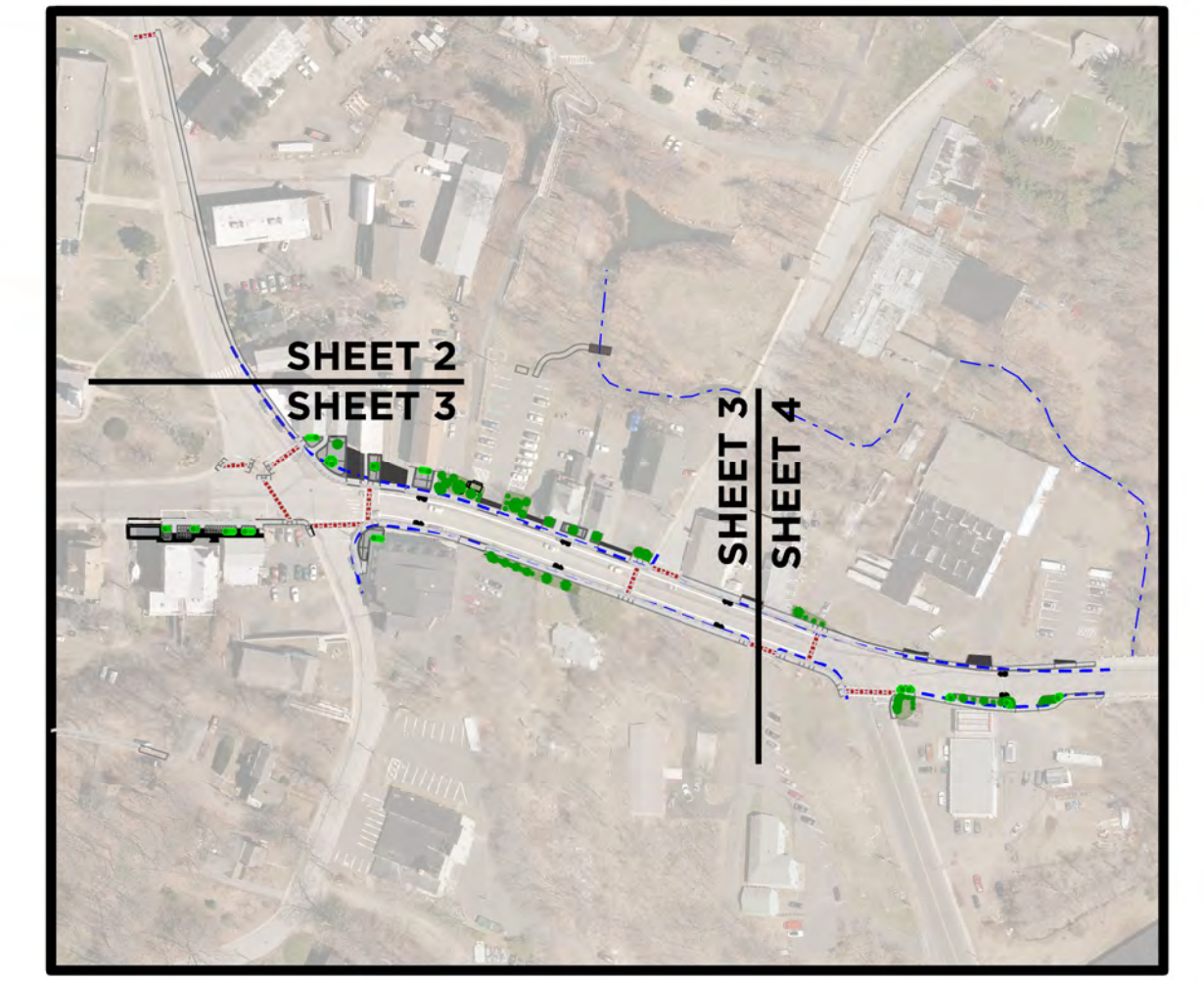
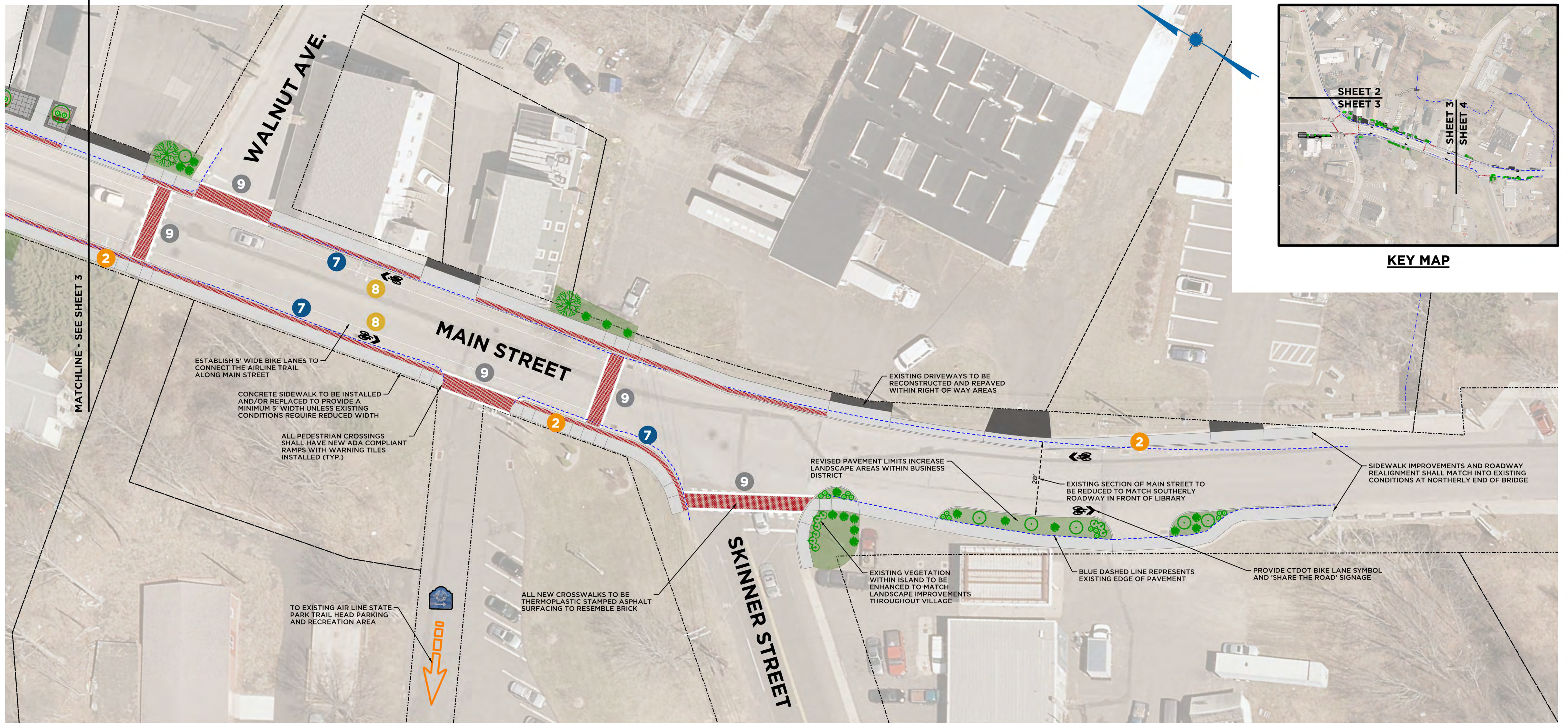


**KEY MAP**



		41 Sequin Drive Glastonbury, CT 06033 Phone: (860) 633-8770 Fax: (860) 633-5971 www.bandct.com	
		Civil Engineering • Environmental Consulting • Land Surveying • Construction Management	
PROJ. ENGINEER	NAN	<b>MASTER PLAN AREA ENLARGEMENT</b> PREPARED FOR THE TOWN OF EAST HAMPTON <b>VILLAGE CENTER</b> <b>STREETSCAPE IMPROVEMENTS</b>	
PROJ. MANAGER	KRG		
OFFICE REVIEW	KRG		
REVISIONS		PROJECT	DATE
6/15/22		3129-019	05/13/22
6/23/22			
SCALE: 1" = 20'		SHEET NO.	3 OF 4



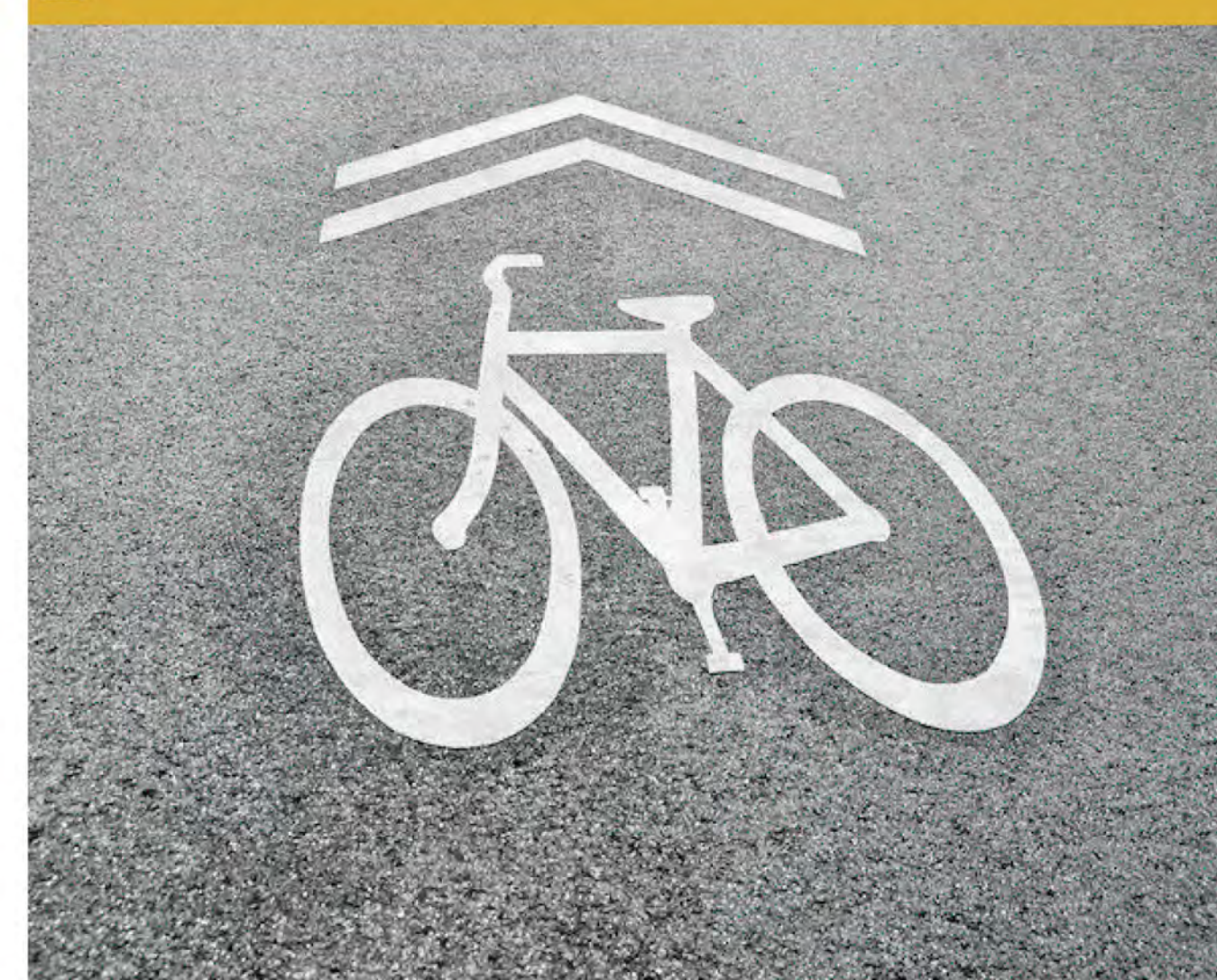


**KEY MAP**

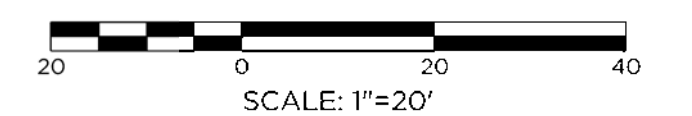
**7** BRICK AMENITY STRIP TO BE PLACED BETWEEN CURB AND SIDEWALK (UConn CAMPUS N. EAGLEVILLE RD, MANSFIELD, CT)



**8** NEW 5' WIDE BIKE LANES WITH CTDOT BIKE LANE SYMBOL



**9** THERMOPLASTIC CROSSWALKS (WITH CTDOT COMPLIANT 12" WHITE BANDING) (PHOTO FROM IVORYTON VILLAGE, ESSEX, CT)



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Civil Engineering • Environmental Consulting • Land Surveying • Construction Management

PROJ. ENGINEER: NAN  
 PROJ. MANAGER: KRG  
 OFFICE REVIEW: KRG

**MASTER PLAN AREA ENLARGEMENT**  
 PREPARED FOR THE TOWN OF EAST HAMPTON

**VILLAGE CENTER**  
**STREETSCAPE IMPROVEMENTS**

REVISIONS	DATE	DESCRIPTION
6/15/22		
6/23/22		

PROJECT	DATE	SHEET NO.	OF
3129-019	05/13/22	4	4

SCALE: 1" = 20'





Office of the COLLECTOR OF REVENUE  
**KRISTY MERRIFIELD, CCMC**  
kmerrifield@easthamptonct.gov

August 9, 2022

To: The East Hampton Town Council,

The documentation for the tax refunds listed below is available in the Office of the Collector of Revenue for your review. There are six (6) refunds totaling \$201.48.

Respectfully Submitted,

*Kristy L. Merrifield, CCMC*

Kristy L. Merrifield, CCMC  
Collector of Revenue

22•01+  
5•68+  
30•06+  
26•62+  
13•24+  
103•87+  
201•48\*

**BOARD AND COMMISSION SUMMARY  
JULY 2022**

**Arts & Culture Commission**

No meeting

**Board of Finance**

No meeting

**Brownfields Redevelopment Agency**

The Brownfields Redevelopment Agency held a Special Meeting on July 7. The members discussed and made assignments for the EPA Community-Wide Assessment Grant. It was agreed to have drafts prepared by July 21 for review prior to the next regular meeting.

The Brownfields Redevelopment Agency Regular Meeting was held on July 25. Mr. Baldassario was nominated and voted to be the new chairman of the agency. The members discussed the grant application being drafted to apply for funding for the Brownfield sites in town. A meeting is being held with two members and Ms. Bomposti to discuss next steps and avenues going forward for the application and reports that coincide. The members discussed applying to other grants with the application and report being drafted.

**Clean Energy Task Force**

The Clean Energy Task Force held a Special Meeting on July 13. The members discussed updates for the car show event. The members decided on which dealerships they'll go to for participation in the event. An article will go into the newspaper to spread awareness and information for the event. Then two weeks before the event an Events Magazine issue will come out. The members discussed submitting an article in the magazine with all the information for the event to keep the show fresh in the resident's minds.

**Commission on Aging**

The Commission on Aging met on July 14. Members discussed sub-committee recommendations related to the survey and the presentation that will be given to Town Council in September.

**Conservation-Lake Commission**

The Conservation-Lake Commission meeting was held on July 14. There was discussion about implementing a new color-coded flag system for lake closures and openings. The members discussed updates for the watershed projects, the watershed improvement RFP, and a sub-committee report on the Lake Smart program and education. There will be a lecture at the library on the topic of buffer zones on waterfront properties. There was a suggestion about holding a meeting at the High School with all four lake professionals before Mr. Tucci's contract is up. There was discussion about the dam and getting an inspection of the dam by DEEP. The members discussed the ownership of the dam.

**Design Review Board**

No meeting

**Economic Development Commission**

The Economic Development Commission meeting was held on July 19. The members discussed updates for the Village Center Streetscape Project, the Bells on the Bridge project, the new signage

for Business Recognition, developing guidance regarding the business incentive program and potential modifications.

### **Fire Commission**

The Fire Commission Trustee Meeting was held on July 11. The members approved of the reimbursement of \$2,748.57 from Matt Walton to the town. The members discussed holding trustee meetings either quarterly or when needed during the year to discuss any payouts or reimbursements and other housekeeping items. The members approved of two awards program payouts to Alan Derosier for \$2,587.49 and Hunt Voelker for \$78,000.

The Fire Commission Regular Meeting was held on July 11. The Fire Chief and Fire Marshal read their reports aloud for the members and other present. The members were given an update on the dry hydrant projects. The in-lake hydrants have all been completed. The Comstock Trail hydrant isn't fixed yet, but options are being discussed. The pond by Mott Hill needs to be dredged to install the pipe at the end of the Edgewater property. The contract has been signed for the engineering company to investigate inside the tank. They will write up a report and possible solutions to fix the problem. The boat has been ordered and the money is in place. There will be more updates at next month's meeting. The letter to the Town Manager was sent to the members to review and suggest any changes needed. Two pay outs were requested for Alan Derosier for \$2,587.49 and Hunt Voelker for \$78,000 with both being approved by the board members.

### **Inland Wetlands Watercourses Agency**

The Inland Wetlands Watercourses Agency met on July 27.

Continued Applications:

- A. Application IW-21-026: William Carter, 23 Bay Road - Construct seawall along Lake Pocotopaug and regrade yard area. Map 09A/ Block 70/ Lot 23. Scott Hill made a motion to continue the application to the next regularly scheduled meeting. Dean Kavalkovich seconded the motion. Vote: 5-0
- B. Application IW-22-014: Town of East Hampton, Lake Pocotopaug Watershed Stormwater Retrofit Plans at Various Locations: East High St (10A/83A/8B), Christopher Pond (04A/45/29), Christopher Brook at Edgemere Condominiums (19/45/1), Pond at Edgewater Hill (10A/85/5C), Spellman Point Drainage (09A/70A/19), Fawn Brook at Bay Road (09A/70B/4A), Sears Park (60 North Main St 04A/63B/20), and Brookhaven Beach (10A/82/26A). Josh Wilson made a motion to approve the application using the standard short form permit with an additional condition that the cattails being planted at Christopher Pond be of the variety typha latifolia, non-hybridized, and that it be certified as such by a botanist before being planted. Scott Hill seconded the motion. Vote: 5-0 8.

New Applications:

- A. Application IW-22-013: Pools and More, 56 Spellman Point Road - Installing 16' x 32' above ground pool in Upland Review Area. Map 09A/ Block 70/ Lot 12. Dean Kavalkovich made a motion to have the Duly Authorized Agent review the application. Dave Boule seconded the motion. Vote: 5-0.
- B. Application IW-22-015: East Hampton WPCA, Force main replacement: Maplewood Drive (04A/39A/2A) & Bay Road. Josh Wilson made a motion to approve the projects using the standard short form permit. Dean Kavalkovich seconded the motion. Vote: 5-0
- C. Application IW-22:016: George Worrall, 51 Wangonk Trail - Repair deck with stairs and deck platform. Map 09A/ Block 70C/ Lot 41. Scott Hill made a motion to have the Duly Authorized Agent review the application. Pete Wall seconded the motion. Vote: 5-0
- D. Application IW-22-018: East Hampton Senior Center, 105 Main Street – 10x10 Shed in Upland



Review Area. Map 06A/ Block 57/ Lot 3. Josh Wilson made a motion to approve the application using the standard short form permit. Pete Wall seconded the motion. Vote: 5-0

### **Joint Facilities**

Information to be included in next report

### **Library Advisory Board**

The Library Advisory Board met on July 11. Members discussed the vacancy on the board following the Chairperson's resignation. Members also discussed the Library Collection Policy & Procedure, a new Public Service Association and the resignation of the Adult/Young Adult Librarian.

### **Middle Haddam Historic District Commission**

The Middle Haddam Historic District Commission met on July 28. The members reviewed and discussed two applications for certificates of appropriateness. The first application is for the installation of 25 feet of 6-foot-high privacy fence. Applicant Mary Jo Shafer attended the meeting to present and answer questions. The members discussed investigating the fence options from the same era the house was built. The other application was to replace a 1950's front door with a more period appropriate door to match the style and theme of the house. The house was built in 1800's, so the door will be from the same era. The members discussed the new bulletin board put up in the post office. The board will help pass along information and announcements from the commission to the residents. Mr. Selmont brought up the issues involving Route 151 and suggested turning the flashing light in front of the church into a flashing red light. Another suggestion was to install sidewalks in popular areas near pedestrian sites. The sidewalks will need to be investigated for feasibility.

### **Parks & Recreation Advisory Board**

No meeting

### **Planning & Zoning Commission**

No meeting

### **Water Pollution Control Authority**

Information to be included in next report.

### **Zoning Board of Appeals**

No meeting