

**TOWN OF EAST HAMPTON  
TOWN COUNCIL MEETING  
TUESDAY JANUARY 8, 2019  
6:30PM**

**East Hampton Municipal Building  
Quarterly Update – January 8, 2019**

Prepared by C&E Enterprise, LLC.

**1. Schedule Update:**

- *We are currently running a little less than two weeks behind schedule due to the heavy rains that we have been receiving since the start of the project. The schedule has been holding for the last month and a half though as the majority of the lost time was during the lot clearing portion of the site work. The foundation company (G & G Concrete) has been working on some Saturdays in an effort to make up some time for the project. Newfield believes everything will be back on schedule by February 19<sup>th</sup> when we are ready to begin steel erection.*
- *The foundation is completed for the town hall portion and footings and some walls have been poured for the police station. The utility installation has begun. All trucks and deliveries are currently entering and exiting through the access drive.*
- *Contracts have been awarded for all trades with the exception of Fire Suppression at this time. We chose to revise the design for the Fire Suppression by relocating the fire pump into the sally port. This allowed for the elimination of the pump house at the rear of the building. This bid package came in much higher than anticipated during the bid process. We are anticipating that this design change will yield cost savings. Other variances in bidding have been mitigated through sub-contractor scope reviews and value engineering efforts approved by the Building Committee.*

**2. Current Financials:**

- *Please see the attached report with invoices through 1/7/19*
- *Jeff Jyllka and I along with the members of the Building Committee will be closely watching the project and interest rates throughout the duration of the construction process. The recent increase in interest rates by the Fed can equate to some significant dollars toward the total cost of the project. We are prepared to adjust the project as necessary in the event that the interest expense continues to creep.*

### **3. Project Progress to Date:**

- *We are still waiting for the official building permit for the vertical construction. The Town Building Official anticipates this being completed and reviewed for approval in the next two weeks so everything is set for the start of the steel.*
- *Bids for the fire suppression are due back by January 9<sup>th</sup> and will be opened publicly at 1:00 in the Town Hall Meeting Room.*
- *The GMP has been set at this time for all trades with the exception of the Fire Suppression.*
- *There has been some very fine sediment that has been able to travel through all of the erosion control measures that have been put in place by Richards Corporation and this has drawn some attention from the person's residing on the lake watershed area. All parties involved in this project have been extremely conscientious in making sure that everything that can be done to prevent any of this is being done. We are all on high alert now each time it rains and are doing everything we can to mitigate any runoff.*
- *The Building Committee approved the addition of a boom which has also been installed and is helping hold back any sediment. This was purposely installed prior to the last 3 ½" rain event as an additional measure to assist with runoff. Unfortunately, the storm was too great for even this additional measure and some sediment was still able to travel through. We can however tell you that in the last two rain events, all runoff has been clean. Numerous meetings have been had on site and all were attended by Town Officials, Inland Wetlands, Newfield Construction, Richards Corporation and C&E Enterprise.*
- *Just to reiterate as well, this is the 5<sup>th</sup> rainiest year on record and we are over 16" above average while the majority of this rain has fallen between September and December. It is unprecedented.*

#### **4. Architect Update re: Design Progress**

- *At this point, all design and material selections have been made with the exception of the final furnishing selections (FF&E). We will be working on this shortly and anticipate some savings in this budget with some final selections and firm pricing. We are currently carrying a conservative place holder in the soft costs.*
- *The architect has been working on incorporating the redesign of the sallyport area to allow for the inclusion of the fire pump.*

#### **IMPORTANT DATES**

January 9, 2019 – Fire Suppression bids are due at 1:00.

February 19, 2019 – Steel erection is slated to begin on site.



# Town Hall/Police Department



Construction Activity and Turbidity Concerns

Fall/Winter 2018 - 2019

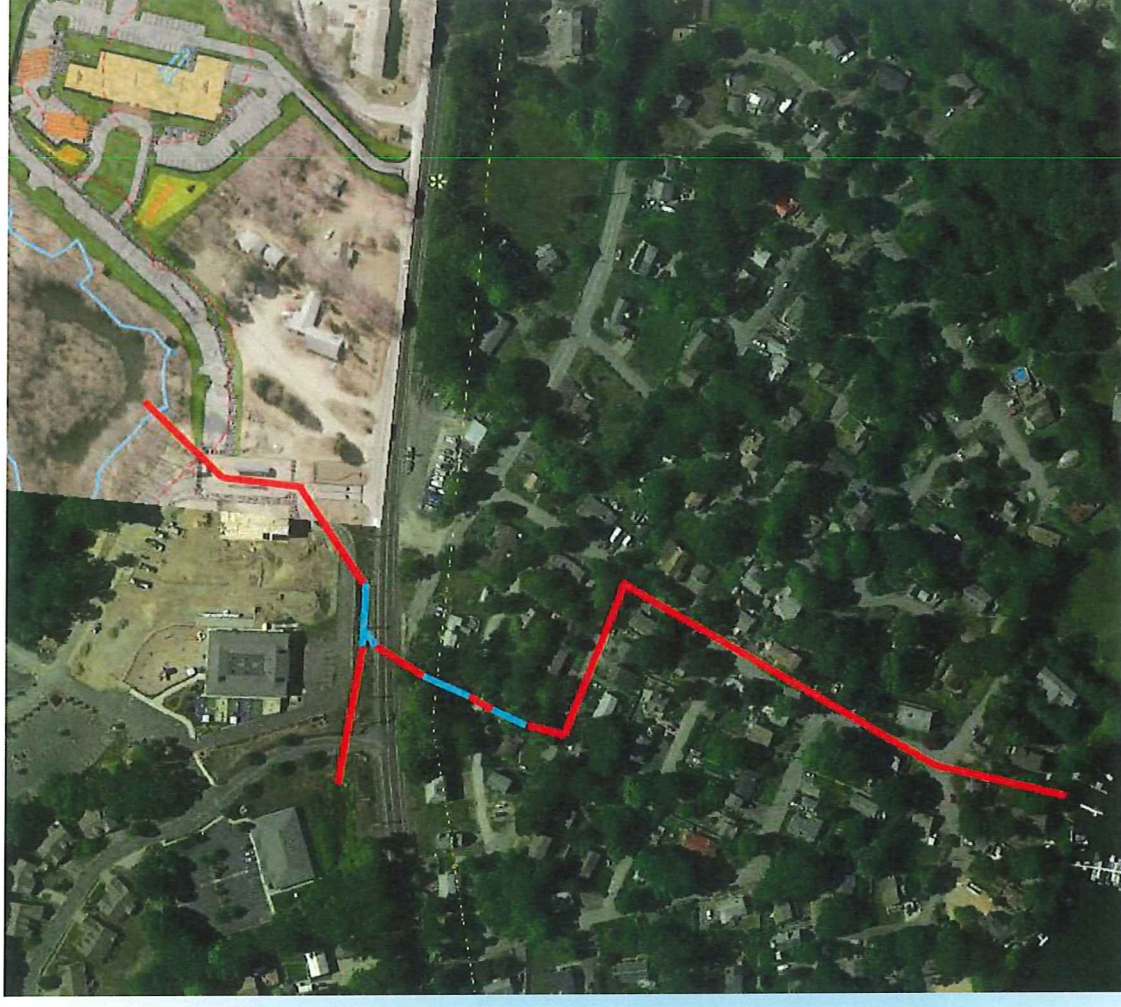


## Drainage System

- Image at right shows drainage system from pond at Edgewater to Lake Pocotopaug
- Natural stream was piped in the 40's when the "poets" neighborhood was built.
- Other points of entry into drainage system include catch basins from neighborhood and illicit connections.



Note: The image to the right is an approximation, not a scaled plan.

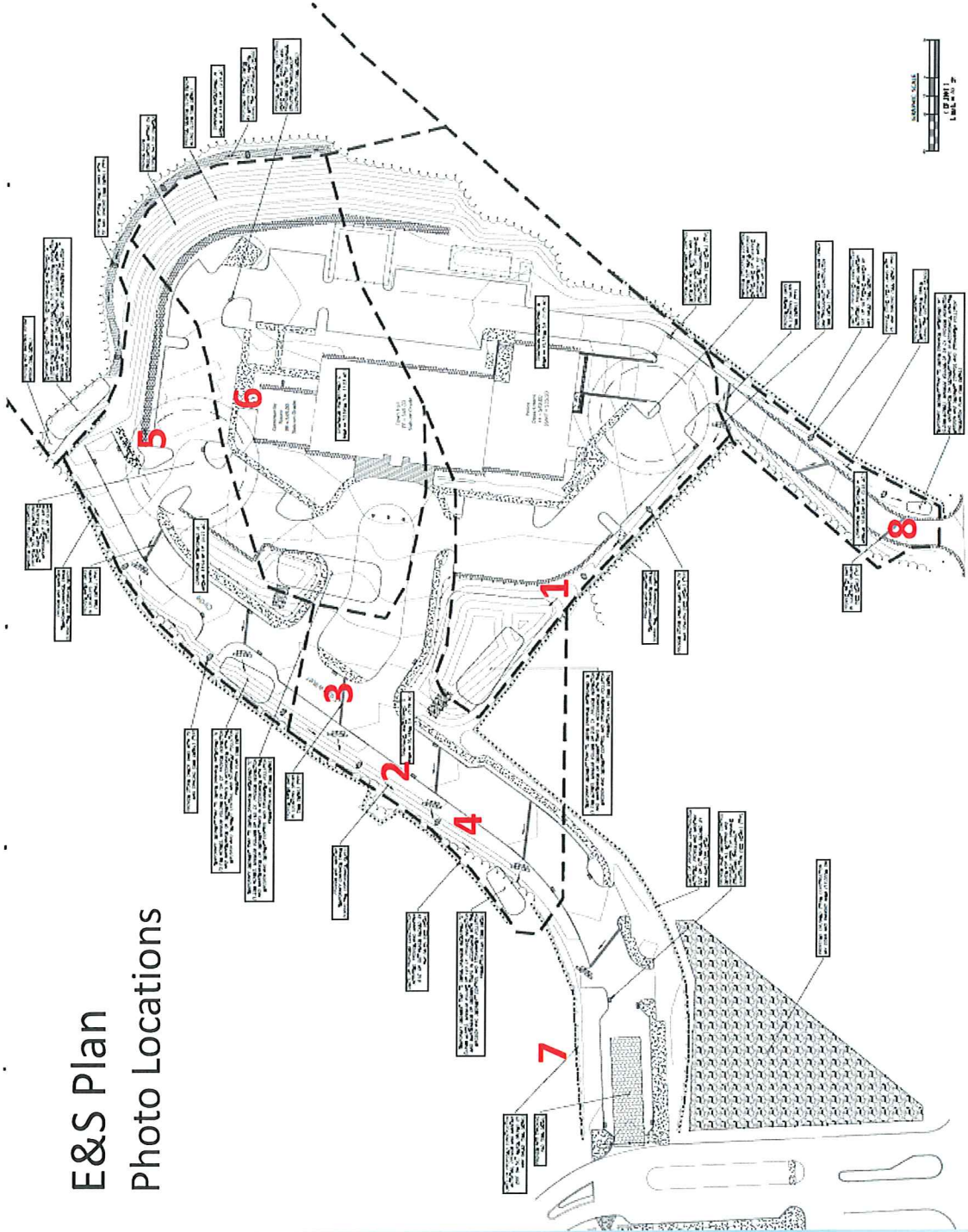




# Erosion and Sedimentation Controls

- Erosion and Sedimentation Plan was developed in accordance with 2002 CT E&S Guidelines
  - Includes silt fence backed by hay bales around entire project site, water bars on access road, diversion swales with check dams, temporary sediment traps, and anti-tracking pads
- Contractor has added extra measures:
  - Additional rows of silt fence, sediment traps, check dams, and a turbidity curtain
- Site is inspected multiple times each week by Town Staff and has been reviewed multiple times by project engineer.
- Water samples taken by Staff during most rain events in order to track progress.
  - Improvements have been noted since beginning of project.

# E&S Plan Photo Locations





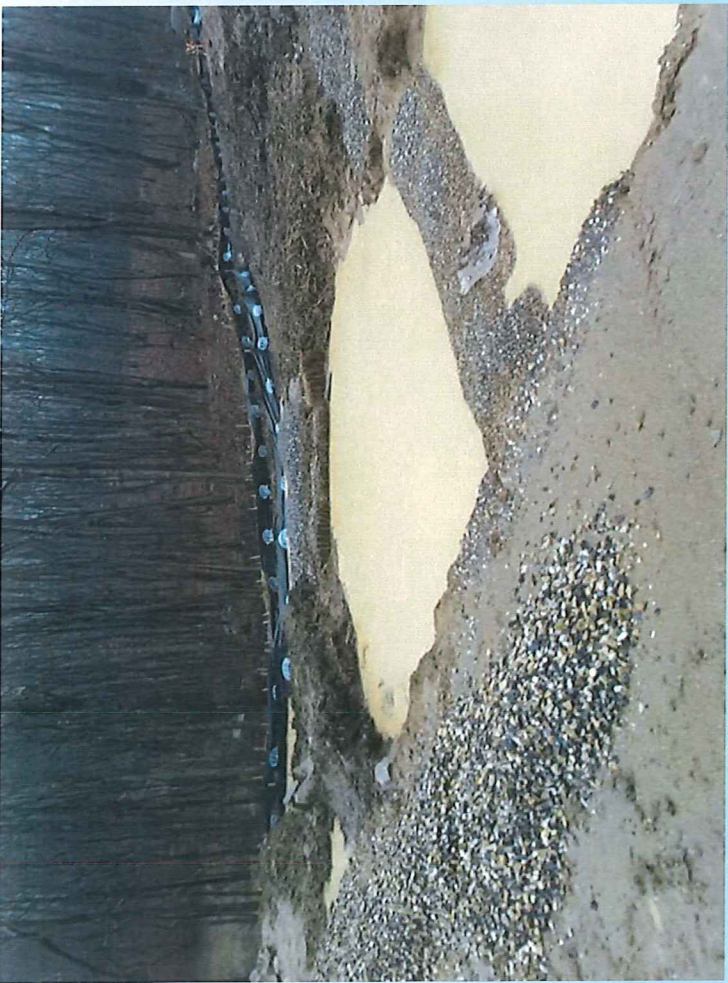


1



2



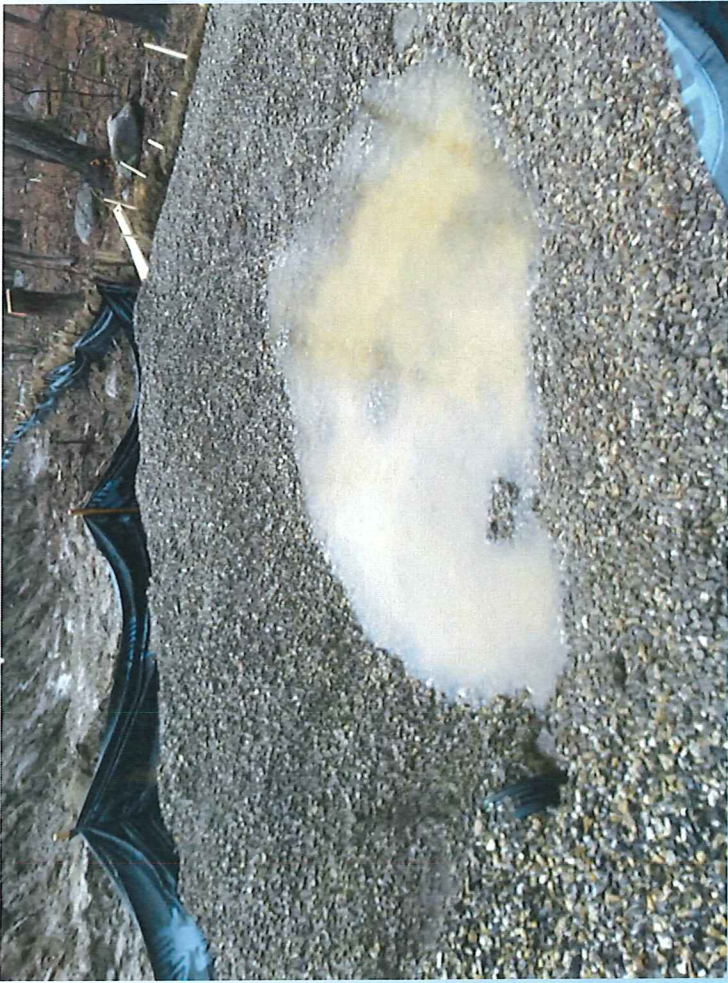


3



4



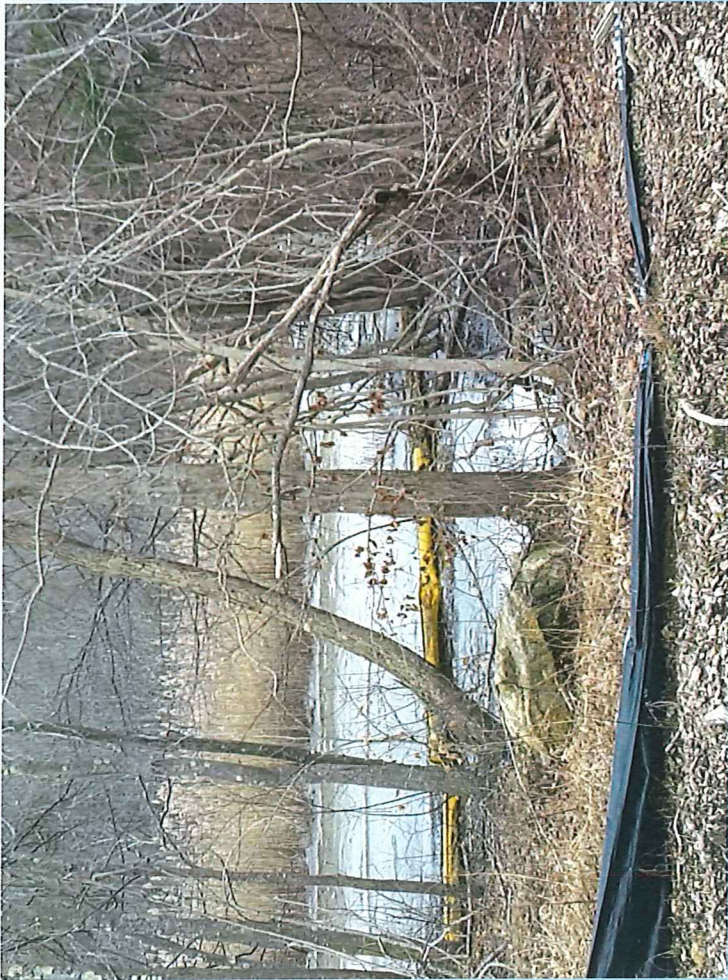


5

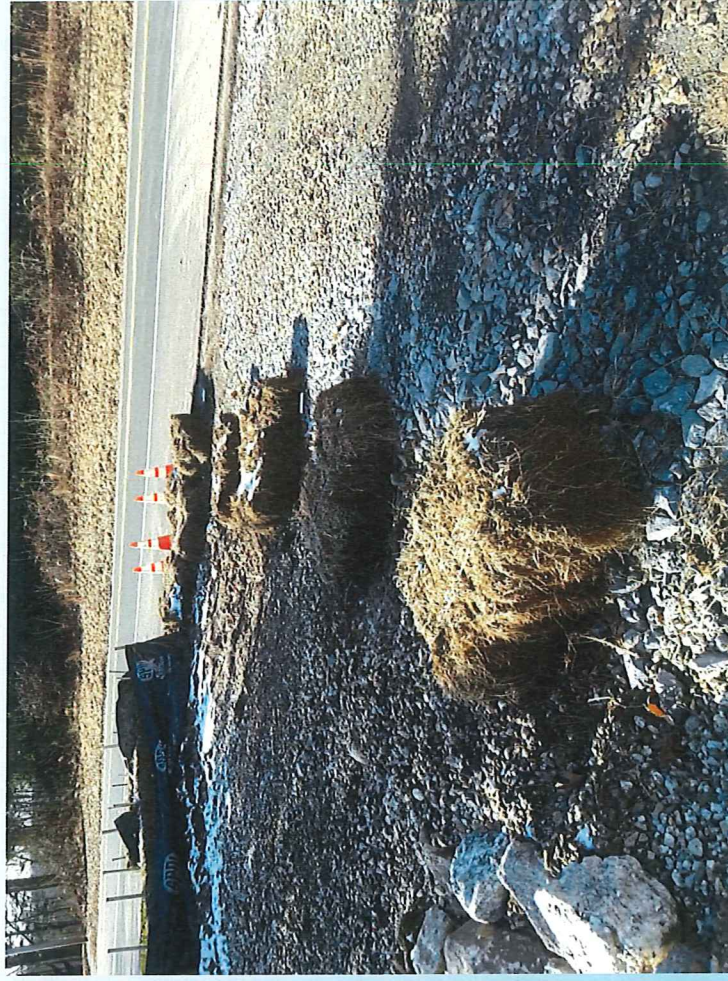


6





7



8



# Weather As a Factor

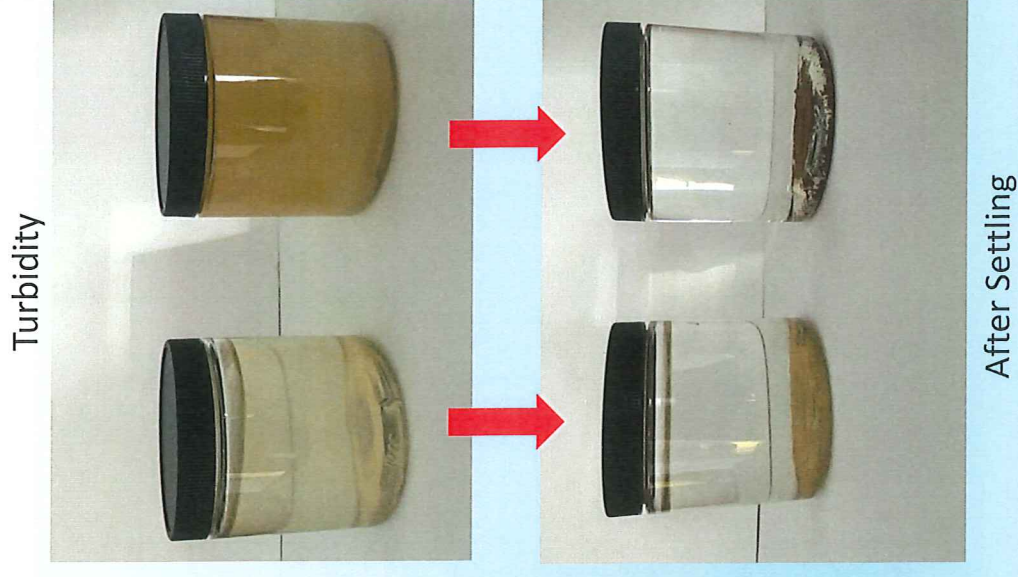
- **November (Second wettest on record)**
  - Normal Rainfall – 3.89”
  - November 2018 – 8.25”
  - 15 days with rainfall greater than .01” ,
  - 14 days with rainfall .1” or more
  - 7.6” of snowfall
- **December (Fifth Wettest on Record)**
  - Normal Rainfall – 2.84”
  - December 2018 (as of December 23\*) 3.8”
  - 9 days with rainfall greater than .01” of rainfall
  - 3 days with rainfall greater than .1” of rainfall

Note: Weather data as recorded at Bradley Int'l Airport

\*Not updated due to Gov't Shutdown

## Soil Type as Factor

- Water samples collected by staff have taken as much as two weeks for turbidity to clear.
- Restrictive layer below topsoil makes rainwater infiltration near impossible (in some locations as shallow as 21")
- Soil is saturated due to significant amounts of rain.





**DRAFT**

**TOWN OF EAST HAMPTON**

**Low Income Veterans Exemption From Property Taxes**

**Sec. 1 Purpose**

The purpose of this ordinance is to provide additional property tax relief for low income veterans or their spouse consistent with Connecticut General Statute Section 12-81f (a)(b)(c) and in recognition of their service to our country.

**Sec. 2 Definitions**

The following definitions shall apply in the interpretation of this ordinance.

*Veteran* - any resident who served honorably on active duty in the armed forces of the United States of America and is entitled to an exemption from property tax in accordance with CGS 12-81(19).

*Low Income*- for the purposes of this ordinance shall be defined as those individuals falling within the limits of income as identified by the Office of Policy and Management yearly Qualifying Income Table provided under section 12-81I of the Connecticut General statutes.

*Exemption* – Shall be defined as a benefit provided to an individual on their property tax.

**Sec. 3 Application**

The Town of East Hampton, by majority vote of its Town Council, does hereby allow for a local option additional low-income veterans exemption, in an amount of \$20,000 of the assessed value, in accordance with Section 12-81f of the Connecticut General Statutes.

Applicants for this exemption must file with the Office of the Assessor bi-annually in accordance with CGS 12-81f(d).



Office of the FINANCE DIRECTOR

JEFFERY JYLKKA

[jjylkka@easthamptonct.gov](mailto:jjylkka@easthamptonct.gov)

**To:** Mike Maniscalco, Town Manager  
**From:** Jeff Jylkka, Finance Director  
**cc:**  
**Date:** 01/03/2019  
**Re:** Federal grant/loan purchasing policy

---

Comment: The Uniform Guidance (2 C.F.R. Part 200) requires all federal grant recipients to have written procurement policies that conform to applicable federal law and Uniform Guidance requirements (2 C.F.R. § 200.318(a)). Local governments are not required to incorporate the entire text of the Uniform Guidance into their local procurement policies. A compliance statement, such as the one below, is sufficient. Local governments are free to adopt more detailed procedures.

**Uniform Guidance procurement policy compliance statement:**

**“Contracts funded with federal grant or loan funds must be procured in a manner that conforms with all applicable Federal laws, policies, and standards, including those under the Uniform Guidance (2 C.F.R. Part 200).”**

TOWN OF EAST HAMPTON  
 FISCAL YEAR 2019-2020

Town Council Budget Policy Statement

CHARTER - GENERAL POWERS AND DUTIES

As specified in Section 2.4 of the Town of East Hampton Charter, "each year the council shall submit to the Board of Finance a policy statement outlining its annual budget goals and objectives for the ensuing fiscal year."

OBJECTIVE

The objective of this budget policy statement is to provide guidance from the Town Council to the Board of Finance during the creation and implementation of the annual Town of East Hampton Budget. Although not specifically named in the Charter, the intent of this Budget Policy Statement is to also provide guidance to the Town Manager and the Board of Education who are charged with proposing and presenting respective general government and education budget recommendations to the Board of Finance.

GENERAL STATEMENT

The Town of East Hampton's annual budget should consider the needs of our community and reflect the taxpayer's ability to pay for those needs.

GUIDELINES

- Include taxpayers in the budget process as early as possible utilizing Tri-Board meeting(s), public hearings, our Town website, local newspaper, town notices, Citizens Guide to Budget and meetings.
- The budgets presented should reflect the guidelines presented here as well as projected available revenue, anticipated State funding shortfalls and current economic conditions.
- The Town Manager and the Board of Education will present their respective budgets at a Town Forum. Their budget must include all proposed spending presented in a format that is easily read and understood by our citizens.
- The Town Manager's budget will incorporate the recommendations of the Capital Committee composed of representatives of the Town Council and Boards of Finance and Education.

2019-2020 BUDGET GOALS & FUTURE PLANNING

- The fund balance shall NOT be used to lower the annual mill rate or pay for Town operating expenses. Fund balance should not exceed generally recognized stable municipal budget parameters and the Town should strive to maintain its "AAA" bond rating.
- All new personnel requests should be quantifiably justified.
- The Public Works budget should include a plan to continue ongoing road repairs, sidewalks, trees, lake watershed protections and road improvements,
- Maintain and enhance the school district accreditation.
- Maintain and expand emergency communications equipment between all departments.



- The Capital Committee should update the Town's long-term Capital Improvement Plan to ensure the future financial discipline and funding stability of the Town.
- Conservatively estimate state revenues to be prepared for shortfalls in state funding.
- Continue to support investment in new technologies and updates to IT security.
- Funding should be allocated to address ongoing town facility needs.
- The Council for its part will:
  - continue to support the Town Manager's labor negotiation efforts to realize efficiencies and savings for taxpayer's.
  - seek out cost savings by pursuing regional sharing of services
  - work to identify opportunities to "share" services between and among Town departments and the Board of Education
  - support the implementation of those items from the Lake Pocotopaug 9 Point Plan that will preserve and improve the condition of the lake and its watershed with previously allocated funding or new initiatives where critical and aggressive pursuit of grant funding can be explored.
  - ensure social services and programs for seniors are adequately funded.
  - provide continued support of public safety services, training and equipment.
  - commit to continually replenishing and augmenting our mill rate stabilization fund and not appropriating such funds for non-designated uses.
  - continue to support programs and efforts to help those addicted to opioids.
  - continue efforts that maintain and plan for redevelopment of Town owned facilities.
  - continue to support the East Hampton Library.

Approved by Town Council: \_\_\_\_\_



AGENDA  
ITEM # 12

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

January 8, 2019

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 forty one (41) refunds totaling \$4,375.12.

Respectfully Submitted,

Kristy L. Merrifield, CCMC  
Collector of Revenue



0.  $\square_{CL}$

11.84  $\oplus$   
23.97  $\oplus$   
60.72  $\oplus$   
10.46  $\oplus$   
87.79  $\oplus$   
269.11  $\oplus$   
21.14  $\oplus$   
38.84  $\oplus$   
18.52  $\oplus$   
43.69  $\oplus$   
51.57  $\oplus$   
6.37  $\oplus$   
76.67  $\oplus$   
35.30  $\oplus$   
36.63  $\oplus$   
16.40  $\oplus$   
131.69  $\oplus$   
149.00  $\oplus$   
263.30  $\oplus$   
48.16  $\oplus$   
247.74  $\oplus$   
198.26  $\oplus$   
118.76  $\oplus$   
219.24  $\oplus$   
25.28  $\oplus$   
14.33  $\oplus$   
21.67  $\oplus$   
14.00  $\oplus$   
14.30  $\oplus$   
3.93  $\oplus$   
1.57  $\oplus$   
630.02  $\oplus$   
40.07  $\oplus$   
291.52  $\oplus$   
18.61  $\oplus$   
134.59  $\oplus$   
489.51  $\oplus$   
200.99  $\oplus$   
136.33  $\oplus$   
131.28  $\oplus$   
21.95  $\oplus$

**BOARD AND COMMISSION SUMMARY  
DECEMBER 2018****Arts & Culture Commission**

No meeting

**Board of Finance**

The Board of Finance met on Monday December 17<sup>th</sup> for their Regularly Scheduled Meeting. While the only action item was the approval of Meeting dates for 2019, discussion was had on multiple on-going topics, including but not limited to, Tax Bill Modifications, Budget Dashboards and the Library Roof Repair Project.

**Brownfields Redevelopment Agency**

The Brownfields Redevelopment Agency met on December 17<sup>th</sup> at the East Hampton Middle School Library. The members reviewed the typed report from the Town Manager. They discussed their progress with both 13 Watrous Street and 4 Starr Place, and they were able to fill out and send in their forms to extend their grant for another year. They also discussed whether adding a Phase 1 and 2 for the 1 Watrous Street project will follow through. They requested to have a proposal for the property that included a Phase 1 and 2 for the project.

**Clean Energy Task Force**

No meeting

**Commission on Aging**

The Commission on Aging met on December 13<sup>th</sup>. JoAnn Ewing updated the commission on the activities at the Senior Center. An update on the Advocacy Group was given. They will be focusing on transportation as their first task. The commission discussed what they would have at the Lions Health Fair in the spring. A meeting with the Community Renewal Team will be held in January to discuss meals on wheels and the nutrition program.

**Conservation-Lake Commission**

The Conservation-Lake Commission met on December 13<sup>th</sup>. The Commission reviewed a plan for Edgewater Hill-Residential. The master plan was unanimously approved by all board in 2007. They are now seeking approve for design for the fourth phase of the project which includes estate and cottage home, some of which are within the watershed. The initial motion was to table the vote until Dr. Knocklein and Steve Trinkus could review the plan. This motion failed. After discussion, a second motion to make a favorable recommendation for the next residential phase passed unanimously. The commission also discussed the watershed project/federal funding. The Lake Smart brochures have been distributed. There was extensive discussion on runoff into the lake. There was also discussion on the lake level and a baseline/plan of proposed lake levels for Mr. Bevin so the town does not end up arbitrarily asking for the dam to be opened or closed.



### **Design Review Board**

The Design Review Board met on December 20<sup>th</sup>. The members approved the 2019 meeting dates with a change to make the start time for the meetings be 6:30 instead of 7:00. The board members were presented with two plan reviews. They went over each plan and asked their questions. They recommended to approve both plans to Planning and Zoning. The members also discussed the contradicting buildings within the town and community. They were trying to figure out a way to prevent more buildings that do not suit the theme of the town to be built.

### **Economic Development Commission**

The Economic Development Commission met on December 18<sup>th</sup>. There was a presentation by Ellen Paul, the Library Director, and Amy Ordonez, the Chairperson for the Library Advisory Board. They explained their Shop Local Campaign and asked the members for their support and help next year for the event. Ms. Paul also asked for the members' support for the library in winning an Excellence in Public Library Service Award. The members agreed to help the library in their endeavor to win the award. The members then discussed their old business topics. The index for the tourism pamphlet was created and some of the sections were divided between the present members. There will be a special meeting to put the finishing touches on the pamphlet in January. They reviewed the Planning and Zoning minutes and approvals. The members discussed the New Business Banner location, the Belltown Spotlight on Business, the town beautification projects, and bringing the business association event to East Hampton.

### **Ethics Commission**

No meeting

### **Fire Commission**

The Board of Fire Commissioners met on December 10<sup>th</sup>. The Fire Marshal and Fire Chief gave their reports and those reports will be attached to the minutes. Mr. Salafia shared two items of communications he had. The members discussed the dry hydrant problems and solutions. They decided to contact Mark Davis of Big Water in Maryland to come to town and investigate the dry hydrants. They discussed the capital and operating budgets to finalize and give to the town for the new budget. The commissioners approved the purchase of a Bullard thermal camera to replace an existing outdated thermal camera.

### **High School Building Committee**

No meeting

### **Inland Wetland Watercourses Agency**

The IWWA met on December 19<sup>th</sup>.

Application IW-18-019, The Neighborhood at Edgewater Hills, Phase 1D & E of approved master plan 18 lot subdivision with activities in the Upland Review area. Map 10A/Block 85/Lot 5C. Application approved.

Application IW-18-020, Paul Catalano, 49 Bay Road, construction of a 13.25' x 24' attached garage with living space above within the Upland Review area. Map 9A/Block 70/Lot 33. Application approved.

Application IW-18-023, Pennwood Builders, 55 O'Neill Lane, adding structural concrete piers to support existing house structure within Upland Review Area. Map 10A/Block 83/Lot 21. Application approved.

### **Joint Facilities**

No meeting

### **Library Advisory Board**

The Library Advisory Board met on December 3<sup>rd</sup>. They were presented with the proposed plan for the new library roof by Matt Brown from Anchor Engineering. He explained the process of installing the new roof and answered all questions that were put forth to him. Ellen Paul discussed the Director's report with the members. The board discussed the new library website, the library budget for the fiscal year, and the library's buy local campaign.

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

The Middle Haddam Historic District Commission met on December 20<sup>th</sup>. Application 523 for a Certificate of Appropriateness at 2 & 4 Keighley Pond Road to make repairs and replacement of outside structures involving the porch, stairs, railings, clapboard and doors was approved unanimously. Application 524 for Certificate of Appropriateness at 49 Middle Haddam Road to install 3 double hung replacement windows in master bedroom was approved unanimously.

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

At the December Parks and Recreation Advisory Board Meeting, Shawn Mullen updated the board on the status of the Seamster Park Playground Project. The build is scheduled for August of 2019. The advisory board also went over the applications for the Airline Trail sub-committee. Dan Roy and Tim Adams will narrow down the applications and the board will appoint a committee after they conduct interviews.

### **Planning & Zoning Commission**

The Planning & Zoning Commission met on December 5<sup>th</sup>.

PZC-18-021: The Neighborhood at Edgewater Hills – Phase 1D & E of approved master plan 18 lot subdivision. Map 10A/Block 85/Lot 5C – Public hearing set for 1/2/2019

### **Town Facilities Building Committee**

The Town Facilities Building Committee met on December 12<sup>th</sup>. Updates were received regarding concrete, steel fabrication drawings. Eversource sign off should be received soon. There was discussion on the runoff into the lake and approval for a sediment boom to be placed in the retention pond. All bid recommendations were voted on with the decision to re-bid fire suppression. A local contractor option was taken into account for



the drywall bid. The local contractor was within 5% of the lowest qualified bid and agreed to the lower bid price. Invoices were approved.

### **Water Pollution Control Authority**

The Water Pollution Control Authority Committee met on Tuesday December 4th. Attorney Richard Carella, of Updike, Kelly and Spellacy (UKS) addressed the committee on behalf of the Town Manager's office on the proposed WPCA connection charge for the New Town Hall. No decisions were made at this time. Edgewater Hill Phase 1A is looking to extend the sewer line for the next area of development. Committee will require clarification of Phase 1 boundary lines prior to setting a public hearing. After another force main break on Old Marlborough Road additional excavation has determined that the bottom of force main is corroding. The WPCA has started work with CLA Engineering to replace that force main in the spring. The Committee has approved the 2019 meeting schedule

### **Zoning Board of Appeals**

No meeting