


MEMORANDUM

TO: Town Council

FROM: David E. Cox, Town Manager 

DATE: January 4, 2024

SUBJECT: Agenda Information – 1/9/2024

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.

**9 New Business**

**9a Consideration of an updated Job Description for the Town Clerk** – The Town Council is asked to consider an updated Job Description for the Town Clerk. As the Council will recall, this position is currently vacant. Prior to completing the hiring process for the successor, the job description was reviewed to ensure that it was current in terms of the various requirements and other important characteristics such as education and experience.

Recommendation: Approve the updated Job Description.

**9b Consideration of a Motion to approve engagement of VHB for Professional Environmental Services** – The Council is asked to consider a recommendation from the Brownfields Redevelopment Agency to engage VHB of Watertown, Massachusetts for environmental evaluation services at the 13 Summit, 1 and 13 Watrous and 3 Walnut properties. The Town’s Brownfields Redevelopment Agency received seven responses to the Request for Qualifications issued in September with responses received in October. After evaluation of the responses, the Agency members interviewed four firms in November after which the members agreed to recommend VHB for the project work. If this is acceptable to the Town Council, the Agency will work with the firm and staff to develop a scope of services and cost proposal for the first phase of the work and will return that proposal to the Council for approval. As a reminder, the Town has received grants totaling \$700,000 to fund these evaluations from the State (\$200,000) and the US EPA (\$500,000). The work to be performed under the grant includes Phases I, II and III environmental assessments, Hazardous Building Material assessments, remediation planning, and reuse planning for each of the four properties.

Recommendation: Approve engagement of VHB for the work.

**9c Consideration of an amendment to the water engineering agreement** – The Council is asked to approve Amendment Number 2 to the engineering services agreement with Environmental Partners related to water system planning. The next phase includes a great deal of work including surveying and mapping of the system development area, wetland flagging at facility sites and in the distribution system, subsurface exploration throughout the system, confirmation of permitting requirements, updated system development and construction programming and development of initial designs. The

total fee for the work under this amendment is \$1,499,900, all of which is funded via a grant received from the State and administered by DEEP.

Recommendation: Approve the proposed amendment to the Agreement with Environmental Partners.

**14 Communications, Correspondence and Announcements**

14b 2022-2023 Auditor's Communication – The Council is being provided the letter entitled Auditors' Communication with Those Charged with Governance, which outlines the basic responsibilities and findings of the auditors for the Town's Annual Comprehensive Financial Report for the Fiscal Year 2023. In short, the auditors did not experience difficulties in preparing the audit and there were no disagreements with management. The full Report, including the auditors' letter, has been provided to the Board of Finance and is posted on the Town website here:

<https://www.easthamptonct.gov/finance/files/2022-2023-audit>.

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 Regular Meeting  
Tuesday, December 12, 2023  
Town Hall Council Chambers and Zoom**

**MINUTES**

**Present:** Chairman Dean Markham, Vice Chairperson Karen Wanat, Council Members Deborah Cunningham, Brandon Goff, Richard Knotek, Jack Solomon, and Jordan Werme and Town Manager David Cox.

**Call to Order & Pledge of Allegiance**

Chairman Markham 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 Mr. Solomon, seconded by Mr. Werme, to adopt the revised agenda as submitted. Voted (7-0).

**Approval of Minutes**

**Regular Meeting of November 28, 2023**

A motion was made by Mr. Solomon, seconded by Ms. Wanat, to approve the minutes of the Town Council Regular Meeting of November 28, 2023 as submitted. Voted (7-0).

**Public Remarks**

None

**Presentations**

**Presentation from the Clean Energy Task Force**

Russell Kaplan, Chairman of the Clean Energy Task Force provided a presentation to the Town Council about the goals for their commission including Community Solar; Shared Clean Energy Facilities Program (SCEF), Expanded EV Charging in Town; and Sustainability. The overview document will be included with the minutes filed in the Town Clerk's Office. Two additional events sponsored by the Clean Energy Task Force are the Clean Energy Fair and the EV Car Show. They are hoping to dovetail with other town events next year for a better turnout.

**Bids & Contacts**

None

**Resolutions/ Ordinances/ Policies/ Proclamations**

Proclamation for Public Utilities Administrator Scott Clayton

Ms. Wanat read the proclamation for Public Utilities Administrator Scott Clayton, who is retiring. Everyone wished him well.

**Continued Business**

**Sub-Committee Reports & Updates**

Mr. Cox reported that the Water Committee, staff and Environmental Partners met with representatives from DPH and DEEP. Updates were provided on the project and questions were answered regarding the grants that have been given for this project.

Mr. Knotek noted the Appointments Sub-Committee has received the updated list of Board and Commission members noting a lot of openings on the boards. The sub-committee will meet before the January Council meeting to discuss ways to get residents interested in volunteering for board positions.

Mr. Goff thanked the Ambulance Association for the Open House.

### **New Business**

#### **Consideration of a motion to encourage residents to become participants in the Eversource Shared Clean Energy Facility Program**

A motion was made by Mr. Solomon, seconded by Mr. Werme, that East Hampton encourages residents, businesses and others to participate in the Shared Clean Energy Facility Opportunity by signing up on the Eversource website in order to lower their electrical costs and encourage the use of Clean Energy. The benefit to participants selected by Eversource is \$.025/kwhr for 20 years. Voted (7-0)

#### **Consideration of a motion to urge the State to make available to residents a solar power program similar to the Net Metering program used by the Town to reduce its electric costs**

A motion was made by Mr. Solomon, seconded by Ms. Cunningham, that East Hampton asks the State to pass a law allowing individual residents, small and large businesses and others to receive clean energy supply in the way that East Hampton gets its solar power. The power is provided by a large solar facility and individual meters at the use points (homeowners, businesses, renters, etc.) receive credit for the power provided. The Town Council will encourage our State Senator and Representative to support this position in order to reduce the electrical costs of our residents. Voted (7-0).

#### **Consideration of a motion to approve Amendment 2023-2 for the Town's Pension and Retirement Plan document**

Finance Director Jeff Jylkka provided an overview of proposed changes to the Town's pension plan. The two changes include an amendment in the way Police Officer pensions are calculated based on the most recently approved Collective Bargaining Agreement. The second reinserts language that was erroneously omitted during the previous amendment. The amended document will be included with the minutes filed in the Town Clerk's Office.

A motion was made by Mr. Solomon, seconded by Mr. Werme, to approve the amendments to the Town's Pension Plan as presented. Voted (7-0).

#### **Discussion of Implementation of Statutory Requirements for Board of Education Quarterly Financial Reporting**

Mr. Cox reported that the Board of Education is required by Statute to post quarterly financials and projections on the website and to report to the legislative body. The Superintendent and Business Manager will be invited to the January 23<sup>rd</sup> Council meeting to report the next quarter's figures. After that the item will be included on the agenda as Correspondence each quarter going forward.

Another solution will be to hold a quarterly Tri-Board Meeting where the information can be presented.

### **Town Manager's 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. Mr. Cox also reported the 2<sup>nd</sup> installment of tax bills are out and are due January 1<sup>st</sup> with a delinquent date of February 1<sup>st</sup>. He thanked the Rotary Club, Public Works, Paul's & Sandy's and other staff for assisting with the replacement of the bow and arrow sign near the lake. Also, the Santa Run has started for the season.

Also, the Council received a confidential listing of pending attorney cases. Mr. Goff congratulated Officer Cavanaugh for completing the Drug Recognition Expert Course. Mr. Werme noted we are lucky to have the real Santa!

### **Appointments**

A motion was made by Mr. Knotek, seconded by Mr. Goff, to appoint John Greeno and Austin Kelly to the Clean Energy Task Force. Voted (7-0).

### **Tax Refunds**

A motion was made by Mr. Goff, seconded by Mr. Solomon, to approve tax refunds in the amount of \$659.28. Voted (7-0).

### **Public Remarks**

None

### **Communications, Correspondence & Announcements**

#### **November 2023 Board and Commission Summary**

Council members received the November 2023 Board and Commission Summary.

Mr. Markham wished everyone a wonderful holiday season.

### **Adjournment**

A motion was made by Ms. Wanat, seconded by Mr. Goff, to adjourn the meeting at 7:26pm. Voted (7-0).

Respectfully Submitted,

Cathy Sirois  
Recording Clerk

# Proclamation

## EDWARD "TED" TURNER EAST HAMPTON LIONS CLUB 2024 HUMANITARIAN OF THE YEAR

*WHEREAS, Ted Turner is a consummate public servant and has a passion and enthusiasm for assisting veterans and other members of the community with a commitment to his fellow man and the community he lives in; and*

*WHEREAS, Ted Turner is a veteran and the current Commander of VFW Post 5095, but his community service extends over many years and in many ways; and*

*WHEREAS, Ted Turner volunteers as the Veteran's Service Representative for the Town of East Hampton and assists veterans with rides to the VA Hospital, aids in their applications for benefits, is the point person for veterans in need and has arranged for financial assistance and family support for local veterans; and*

*WHEREAS, Ted Turner has served the community with multiple terms on the East Hampton Board of Finance since 2011 and has been a member of the Economic Development Commission since 2016, and has served as Chairman of both groups.*

*NOW, THEREFORE, WE THE EAST HAMPTON TOWN COUNCIL, on behalf of the citizens of East Hampton, congratulate Edward "Ted" Turner for being named the East Hampton Lions Club 2024 Humanitarian of the Year.*

### EAST HAMPTON TOWN COUNCIL

\_\_\_\_\_  
Dean Markham, Chairman

\_\_\_\_\_  
Karen Wanat, Vice Chairperson

\_\_\_\_\_  
Deborah Cunningham

\_\_\_\_\_  
Brandon Goff

\_\_\_\_\_  
Richard Knotek

\_\_\_\_\_  
Jack Solomon

\_\_\_\_\_  
Jordan Werme

*Dated this 9<sup>th</sup> day of January 2024*

# Proclamation

## POLICE K-9 ARDO

*WHEREAS, K-9 Ardo became a member of the East Hampton Police Department in August of 2016. Ardo was trained as a Patrol K-9 and is cross trained as a Narcotics K-9. His training allows him to track people, conduct building or open area searches for people, evidence and property, perform suspect apprehension, and provide handler protection; and*

*WHEREAS, During his career, Ardo has been used in dozens of instances to track people related to various types of incidents, and his keen nose has led to over two dozen successful finds of narcotics; and*

*WHEREAS, Ardo has taken part in many community events, performing demonstrations of his abilities at schools, daycares, camps, ribbon cutting ceremonies, public safety days, and campgrounds; and*

*WHEREAS, Ardo has also participated in four Connecticut K-9 Olympic Events. He has placed in the top ten out of thirty plus teams three of the four times he has competed. His best performance was placing fourth overall and winning the tactical obedience competition; and*

*WHEREAS, Ardo will retire at the end of January 2024 after more than seven years of dedicated service, having served the community with distinction.*

*NOW, THEREFORE, WE THE EAST HAMPTON TOWN COUNCIL, on behalf of the citizens of East Hampton, do hereby thank Ardo for his years of dedicated service and congratulate him on his retirement and wish him all the best.*

### EAST HAMPTON TOWN COUNCIL

\_\_\_\_\_  
Dean Markham, Chairman

\_\_\_\_\_  
Karen Wanat, Vice Chairperson

\_\_\_\_\_  
Deborah Cunningham

\_\_\_\_\_  
Brandon Goff

\_\_\_\_\_  
Richard Knotek

\_\_\_\_\_  
Jack Solomon

\_\_\_\_\_  
Jordan Werme

Dated this 9<sup>th</sup> day of January 2024

**Town Of East Hampton, CT**  
**Town Clerk**

The Town Clerk is a managerial/supervisory position which is responsible for the administration and management process specific to land records, elections, vital statistics, licensing and various other municipal records in compliance with state statutes, federal regulations, charter and local ordinances.

**General Description**

The Town Clerk is responsible for hands-on administrative, clerical and record keeping work. This position requires a supervisory approach to encourage, motivate and evaluate staff as well as outstanding public relations skills and ability to work closely with other management professionals.

**Supervision Received**

Works within the general direction of the Finance Director and the constraints of federal, state and local laws.

**Supervision Exercised**

Supervises, trains and evaluates Assistant Town Clerk(s) and other personnel as assigned.

**Essential Duties and Responsibilities**

- Record and index land records and generate reports as required and requested.
- Prepare and scan land records for archival retention.
- Collect various fees and taxes associated with the office.
- Utilize proprietary computer software to receive and calculate recording fees and conveyance taxes for deed transfers, survey maps, trade name certificates and other recorded instruments.
- Microfilm land records and provides for security storage.
- Record, certify and report on election process activities, including campaign financing.
- Prepare content of ballots.
- Issue absentee ballots and work with registrars in all other facets of general and special elections including primaries and referendums.
- Record and index all vital statistics including births, deaths, marriages as well as veteran's discharge papers. Prepare monthly reports to the Department of Public Health.
- Issue and record marriage licenses, dog licenses and sports licenses including preparation of required or requested reports.
- Record, index and file liquor permits and trade name certificates.
- Issue voter registration cards.
- Assist with the administration of the Town's website (e.g., upload documents, schedule meeting and monitoring same).
- Maintain, and post calendar of jurisdictional governing body and its boards and commissions.
- Receive, record and file Town Meeting minutes, agendas and legal notices of all



boards and commissions.

- Administer oaths of office.
- Record and file minutes, votes, appointments and terms of office and oaths.
- Provide for jurisdictional codification of ordinances and regulations.
- Assist title searchers, attorneys, genealogists and the public with specialized information applicable to the town.
- Serve as Notary Public.
- Notarize documents and handle confidential correspondence.
- Certify and file Notary Publics and Justices of Peace.
- Prepare certified copies of documents and affix seals.
- Prepare and administer department budget and assure that assigned areas of responsibility are performed within budget; maintain budgetary control and manage department funds over the fiscal year; perform cost control activities; assure effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Complete special projects and related work as required, and any other requirements mandated by State Statutes as amended by law from time to time.

### **Knowledge, Skills and Abilities**

- Thorough knowledge of and ability to interpret all current statutes, regulations and ordinances governing responsibilities of Town Clerks.
- Knowledge of public records management.
- Thorough knowledge of election laws and processes.
- Thorough knowledge of current principles and practices of office management and procedures.
- Ability to maintain accurate records.
- Ability to deal effectively with others.
- Sufficient knowledge of the community to serve the public.
- Ability to supervise.
- Ability to problem solve.
- Ability in written and oral expression.
- Ability to operate office equipment.

### **Experience and Training**

Five (5) years employment in public records management or office experience, working with complex record systems and two (2) years of experience in a supervisory role or as an assistant to a Town Clerk or equivalent. Certification as a Municipal Clerk or an Associate's degree in business or public administration or closely related field may be substituted for two (2) years of general experience.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is frequently required to talk, hear, sit, use hands to fingers, handle, feel and operate objects, tools or controls and reach with hands and arms. The employee is required to stand and walk. The employee must be able to lift or move books weighing up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in an office setting. The noise level in the work environment is usually quiet in the office.

### **General Guidelines**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, relation or a logical assignment to the position.

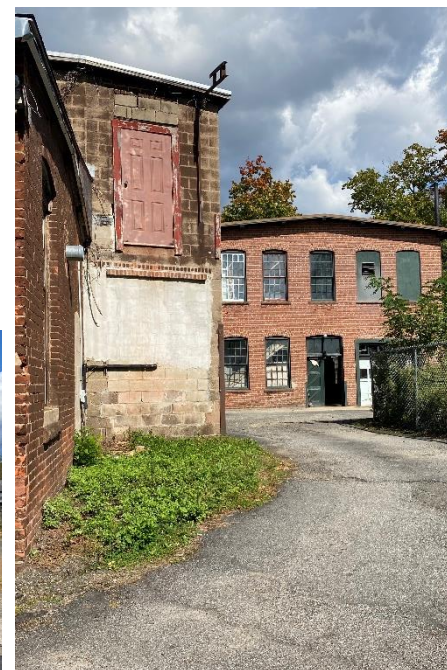
The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employee and requirements of the job change. This is an exempt position.



Qualifications  
Town of East Hampton, CT

# Environmental Site Assessments, Remedial Action Plans, and Site Reuse Assessments

October 20, 2023





October 20, 2023

David Cox, Town Manager  
Town of East Hampton  
1 Community Drive  
East Hampton, CT 06424

Re: Request for Qualifications: Environmental Site Assessments, Remedial Action Plans and Site Reuse Assessments

Dear Mr. Cox:

VHB is excited to submit our qualifications to the Town of East Hampton (Town) for providing environmental site assessments, remedial planning, and reuse assessments under both EPA and DECD Brownfield Assessment Grants. Having completed several projects in Town including Brownfield Assessment of 25 Skinner Street (EPOCH ARTs), Route 66 Corridor Study, and work on the Airline Trail, we are very familiar with your Village Center initiatives. Furthermore, our proposed project team has supported similar Brownfield projects in the Towns of Haddam, East Haddam, and Portland to support revitalization of their Village Centers.

As a leader in land development, transportation, and environmental planning, VHB is a one-stop-shop for Brownfields redevelopment. We have assembled a team of experienced LEPs, supported by 50 engineers, scientists, planners, and technical staff in our Wethersfield Connecticut office. VHB's proposed management team has 40 years of combined experience working on Brownfield projects throughout the state. **Principal-in-Charge Amy Vaillancourt, LEP**, is a Brownfield Specialist as well as VHB's Director of Environmental Services and has been providing Brownfield consulting services for 25 years. **Project Manager Pamela Lind, LEP**, has been involved with many high-profile Brownfield projects in the Naugatuck Valley (Brass Valley) as well as in Haddam and East Haddam Village Centers.

Our proposed team also includes RKG Associates (market & planning firm) and Crosskey Architects to support the Town with reuse/redevelopment planning for Brownfield sites. Collectively the VHB team has been involved in **over 50 Connecticut Brownfield redevelopment projects** that were either funded via DECD or EPA grant funds. Amy has been instrumental in helping clients obtain over \$50M in state and federal funding for their Brownfield initiatives. This team's knowledge and experience coupled with VHB's vast array of in-house services to support redevelopment planning leads to an integrated services approach that promotes quality, consistency, and time and cost efficiencies.

The VHB Team looks forward to hearing from the Town of East Hampton. Beyond the skill of each team member is passion, excitement, and a deep commitment to supporting you. Should you have any questions, please contact Amy Vaillancourt at (860) 807-4327 or [availlancourt@vhb.com](mailto:availlancourt@vhb.com).

Sincerely,

VHB

A handwritten signature in blue ink that reads "Amy Vaillancourt".

**Amy Vaillancourt, LEP**

Environmental Director of Connecticut  
Site Investigation and Remediation  
[availlancourt@vhb.com](mailto:availlancourt@vhb.com)

A handwritten signature in black ink that reads "Robin Bousa".

**Robin Bousa**

Managing Director, Wethersfield  
[rbousa@vhb.com](mailto:rbousa@vhb.com)

**Engineers | Scientists | Planners | Designers**

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## Qualifications and Capabilities

VHB's passionate professionals include engineers, scientists, planners, and designers who partner with public and private clients in the transportation, real estate, institutional, and energy industries, as well as federal, state, and local governments. Together, we work to improve mobility, enhance communities and economic vitality, and balance development and infrastructure needs with environmental stewardship.

We're a team—1,900 strong—eager to deliver value by embracing our clients' goals, anticipating challenges, building lasting partnerships, and always providing an exceptional experience. We're passionate about making meaningful contributions to the world through the work we do; and we are proud, yet humbled, to have been doing this for over 40 years.

We bring knowledge, technical excellence, and a wide network of relationships across our footprint to deliver value. When you have a team with such broad and deep experience, it's only natural to look at projects from every angle and ask the types of questions that lead to better solutions.

### Markets We Serve

**Environmental:** Balancing development and infrastructure needs with stewardship of the environment is what we do—we see the big picture and understand how to move projects through tough regulatory processes. Soil, air, noise, stormwater, groundwater, wetlands, coastal/tidal zones, wildlife, endangered species, compliance—our experience is broad. VHB focuses on navigating the regulatory waters so clients can focus on completing their projects.

**Related Services** | Environmental Assessment & Compliance | Brownfields | Natural Resource Assessment & Analysis | NEPA Documentation & Analysis | Water Resources Analysis | Wetlands Delineation, Mitigation & Permitting | Climate Adaptation Planning

**Planning & Design:** Our planners and designers routinely meet with leaders and citizens of local communities, developers, and regulators to brainstorm, plan, revise, and revisit ideas. Where will we live? Where will we shop? How will we cross the street? Can we make it functional and beautiful? We listen to hundreds of questions like this before identifying the right answers. Together, we find the most compelling idea: the one that unites everyone around

a vision of how to make the neighborhood, town, or project more than they ever imagined.

**Related Services** | Community Planning | Comprehensive Plans | Entitlement Services | Landscape Architecture | Public Outreach | Zoning Analysis

**Land Development:** When it's time to grow, add, expand, or move, clients look for someone they can trust. At VHB, it's our priority to understand operating environments and infrastructure challenges so we can navigate site permitting and approvals. We provide solutions designed to get customers, visitors, and employees in and out with ease—so clients can focus on their business, their community, and the bottom line. Bringing together the right skills and experience, our team delivers creative and practical solutions that bring value to our clients and provide confidence that their projects are not only moving forward, but that everything is going smoothly.

**Related Services** | Civil Engineering | Community Planning | Due Diligence Research & Analysis | Land Survey | Land Use Planning, Engineering & Analysis | Stormwater Design & Engineering | Utilities Design | Master Planning

**Applied Technologies:** Thinking about new ways to use technology allows us to find creative solutions that enhance our clients' experience working with us, as well as the products we deliver. We foster a culture of innovation, where our professionals understand the challenges clients face and know how to use technology effectively to get better results.

**Related Services** | Application Development | GIS/Geospatial Services | Visualization | Workflow/Process Automation | Systems Integration | Cartography/Mapping | Analysis | Video | Asset Management | Planning | Data Collection | 3D/4D Modeling | Photo Simulation

**Transportation Planning & Engineering:** Transportation is constantly on everyone's minds: will I make the train, can my child ride her bike to the library, will there be enough parking at the store? For stewards of transportation infrastructure, it's a demanding balance between maintaining safe, high-quality facilities and assets with tighter and tighter budgets. We know the challenges facing our transportation clients, and we know what it takes to deliver smart solutions that keep people moving.

**Related Services** | Roadway & Highway Engineering | Transit & Rail | Aviation | Bridge Design & Engineering | Bicycle/Pedestrian Planning & Engineering | Traffic Engineering | Alternative Delivery

## Project Organization & Staff

VHB has been providing Brownfield assessment, remediation, and redevelopment services to municipalities and developers in Connecticut for over 30 years.

Any work contracted by the Town of East Hampton will be fully managed by our Wethersfield office, which houses two Licensed Environmental Professionals (LEPs) supported by 50 engineers, scientists, and technical staff. VHB is a leader in environmental, land development, transportation, planning and design, and applied technologies throughout Connecticut. Our diverse skill base and in-house capabilities allow us to offer the Town a one-stop shop for Brownfield assessment, remediation, and redevelopment needs. Our staff possess HAZWOPER Certifications and maintain professional affiliations with Environmental Professionals of Connecticut (EPOC), Environmental Business Council (EBC), and the Brownfield Coalition of the Northeast (BCONE).

**VHB Contact:** Amy Vaillancourt • 100 Great Meadow Road Suite 200, Wethersfield, CT 06109-2377 • 860.807.4327 • [availlancourt@vhb.com](mailto:availlancourt@vhb.com)

VHB’s team brings a wealth of experience working on state and federally funded Brownfield projects in Connecticut. Our experience ranges from large-scale, high-profile Brownfield projects such as Middletown’s Riverfront Redevelopment, to small-town Village Center Revitalization initiatives in Haddam, and East Haddam. Several of these Brownfield projects where the Team has worked together are referenced in the Experience section.

*Resumes can be found in Appendix A.*



**Amy Vaillancourt, LEP**  
Principal-in-Charge | 25 years’ experience

Amy Vaillancourt is the Director of Environmental Services for VHB’s Connecticut office and has 25 years of experience working as a Brownfield Specialist in Connecticut. Her work has focused primarily on DECD and EPA funded Brownfields projects. Her skill set includes completing inventories and environmental site assessments (ESAs), remediation planning and oversight, preparation of reports and funding applications, providing public outreach, completing EPA documents, as well as agency, property owner, and developer negotiations. She has extensive experience with Connecticut’s liability protection and cleanup programs. Amy will serve as Principal-in-Charge responsible for developing contracts and making sure that agreed upon budgets and schedules are met. She will be responsible for the allocation of proper resources for the Town to promote project objectives. As an LEP, Amy will provide technical reviews on project deliverables, as well as support the Town with DECD or DEEP discussions, liability protection programs, grant funding applications, public outreach, and Brownfield reuse/redevelopment efforts.



**Pamela Lind, LEP**  
Project Manager | 15 years’ experience

Pam has worked on a vast array of Brownfields throughout Connecticut including sites ranging from gas stations to industrial facilities. She has extensive experience in investigating and remediating sites with heavy metal and solvent contamination having worked on many Brownfield projects in Waterbury and the Naugatuck Valley (Brass Valley). Her work has included everything from due diligence up to LEP Site Verification. She is particularly experienced in reporting, field work, supervision/oversight on contaminated sites in state and federal cleanup programs, as well as per-and polyfluoroalkyl substances (PFAS) sampling techniques in accordance with state and federal protocols. Pam has prepared Quality Assurance Project Plans (QAPPs),

<b>Town of East Hampton</b>		
<b>Principal-in-Charge</b> Amy Vaillancourt, LEP	<b>Project Manager</b> Pamela Lind, LEP	
<b>ENVIRONMENTAL SCIENTIST</b> Neal Hulstein	<b>PLANNING</b> Ken A. Schwartz	
<b>STRUCTURAL ENGINEERING</b> Joshua Colella, PE	<b>CIVIL ENGINEERING</b> Rod Szwelicki, PE	
<b>VHB SUPPORT SERVICES</b>		
GIS	AutoCAD	Graphics
<b>SUBCONSULTANTS</b>		
Eagle Environmental Complete Environmental Testing	Drillers (TBD) Ground Penetrating Radar (TBD)	RKG Associates Crosskey Architects

Alternative Brownfield Cleanup Analysis (ABCAs), Remedial Action Plans, and cost estimates for state and federally funded Brownfield sites. She is well versed in Connecticut's Data Quality Assessment and Data Usability Protocols and is a member of the Environmental Professionals of Connecticut (EPOC) Education Committee. Pam will serve as Project Manager and primary contact for the Town. She will be responsible for the day-to-day management of each assignment as well as development of scopes of work, reports/project documents, budgets, and schedules. As an LEP, Pam will provide technical support to Neal and the field staff to confirm quality data is produced during site assessments. She will support grant administration activities and coordinate with the Town and VHB team when developing remedial plans for the project.



**Neal Hulstein**  
Environmental Scientist | 5 years' experience

Neal is an Environmental Scientist experienced in conducting Site Investigations in accordance with ASTM standards, All Appropriate Inquiry, and DEEP Site Characterization Guidance Document as well as Remediation in accordance with DEEP Remediation Standard Regulations. His expertise includes techniques of drilling, soil, sediment, groundwater, and surface water sampling, well installation, remediation oversight and management, all in accordance with state and federal protocols/requirements. Neal has performed assessment and remedial planning activities for notable Brownfield projects such as Scovil Hoe in Haddam, Gilbert Bennet in Redding, Riverfront in Middletown, and East Haddam Village Center. Neal will serve as the Task Manager and Lead Investigator for site assessment activities responsible for coordinating and overseeing field staff to implement scopes of work in contracts prepared by Pam and Amy. Neal will also be responsible for drafting assessment reports and support with preparing QAPPs and ABCAs for the project.



**Ken A. Schwartz**  
Planning | 38 years' experience

Ken is the Senior Vice President and Corporate Practice Leader for Planning at VHB. He directs the firm's planning, design, land use, and public outreach efforts throughout the east coast, including comprehensive planning studies, economic revitalization programs, and creating redevelopment strategies and initiatives through the visioning processes. He is an award-winning NCI Charrette Planner® and has worked with dozens of cities and towns, public agencies, institutions, and private developers, to lead projects through the community

process while building a shared vision and consensus. Ken is a member of the Urban Land Institute's National Healthy Corridors Working Group comprised of 30 planning, design, real estate and health care professionals that are working together to investigate best practices to reinvent under-performing suburban and urban arterials in health-promoting ways. Ken has worked on many successful Brownfield redevelopment projects for the Cities of Norwalk CT, Metro COG in Bridgeport, as well as Glen Cove and Binghamton NY. Ken's role for this project will be to support reuse planning and community outreach activities as needed.



**Joshua Colella, PE**  
Structural | 21 years' experience

Josh is a Senior Structural Engineer with a strong passion for and experience in piloting new and innovative technologies to deliver structural project solutions VHB's clients. He has specialized experience in bridge and structure rehabilitation, load rating analysis, and inspections with a well-rounded background in design, information technology, and project management. Josh has been supporting Amy and Pam with Brownfield Projects in Connecticut that involve reuse of historic structures including Reminton Rand in Middletown and Scovil Hoe in Haddam. Josh's role for this project will be to support reuse or demolition planning for existing structures as well as cost estimating.



**Rod Szwelicki, PE**  
Civil | 12 years' experience

Rod is a Professional Engineer who specializes in land development. His experience ranges from design and construction of large urban developments to reuse of mill buildings in small town rural village settings. His responsibilities have included site design, production of plans for civil engineering land development projects, and his experience includes site grading, stormwater and sanitary sewer design, parking layout, utility layout, and local and state permitting. Notable projects Rod has completed include over 800 residential units in Simsbury, Shelton and Vernon, rehab of old mill buildings in Waterbury and Hartford for affordable housing, and reuse of a former industrial facility at 56 Hamlin Street in Middletown for use by Wesleyan University. His state and federally funded Brownfield experience includes supporting Amy with projects such as reuse of the former Remington Rand facility and Village Riverside mixed-use development in Middletown, East Haddam Village Center Revitalization, and conversion of a former industrial property to a public park at 43 Hempsted Street in New



London. Rod's role for this project will be to support reuse planning with property, utility, and infrastructure evaluations, redevelopment potential/feasibility evaluations, preliminary reuse or redevelopment concepts, and cost estimating.

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In addition to the key staff members of the project team presented above, VHB has over 50 environmental scientists, planners, GIS technicians, and engineers in our Wethersfield Connecticut office ready to support the Town with multiple Brownfield projects simultaneously. Field staff will be selected for each project based on the complexity of these site and type of assessment (i.e. Phase I ESA versus Phase III ESA or remedial planning).

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## Subcontractors

We propose to use the following subcontractors for this project. We understand the "good faith" effort requirements for MBE/WBE services under state and federal Brownfield grants. However, there are few MBE/WBE firms in the region that provide the services needed (i.e. laboratory, driller, ground penetrating radar, hazardous building materials). We routinely utilize the following Disadvantaged or Small Business Entities (DBE/SBE) as sub-contractors in support of good faith efforts on EPA and DECD funded Brownfield projects.

### Complete Environmental Testing (CET) (SBE)

80 Lupes Drive, Stratford, CT, 203.377.9984,  
cet1@cetlabs.com

CET is a Connecticut Certified full service environmental analytical laboratory. VHB has been trusting CET on our Brownfield projects for over 18 years because of their reliable data quality and outstanding customer service.

**Drillers:** We routinely use the following local drillers on Brownfield projects. Drillers will be selected based on equipment needs for the project, schedule/availability, and price. VHB will solicit quotes from these drillers for each project.

- » **Associated Borings Company, Inc. (DBE):** 119 Margaret Circle Naugatuck, CT, 203.729.5435, [jlloret64@yahoo.com](mailto:jlloret64@yahoo.com)
- » **Site LLC (SBE):** 63 Lancaster Drive Beacon Falls, CT, 203.480.4777, [info@site-llc.com](mailto:info@site-llc.com)
- » **Soiltesting, Inc. (SBE):** 90 Donovan Road Oxford, CT 203.262.9328, [anne@soiltestinginc.net](mailto:anne@soiltestinginc.net)

- » **Cisco Drilling and Test Pitting (WBE):** 525 Ella T. Grasso Boulevard, New Haven, CT, 203.752.2558, [info@ciscoenv.com](mailto:info@ciscoenv.com)

**Ground Penetrating Radar:** We will use the following underground utility locating companies based on equipment needs for the project, schedule, availability, and price. VHB will solicit quotes from these companies for each project.

- » **Underground Surveying:** 72 Grays Bridge Road Brookfield, CT, 203.312.9844, [info@undergroundsurveying.com](mailto:info@undergroundsurveying.com)
- » **New England Subsurface Imaging, LLC:** 19 Oakview Road Sandy Hook, CT, 203.304.9742, [info@nesubsurface.com](mailto:info@nesubsurface.com)

We would also propose utilizing the following firms as sub-consultants to support reuse planning for the project. VHB has a long-standing relationship with these firms and have teamed with them on numerous Brownfield Projects.

*Subcontractor qualifications are included in Appendix C and rate schedules are included in Appendix B.*

### Eagle Environmental (SBE)

8 South Main Street, Suite 3, Terryville, CT, 860.589.8257,  
[info@eagleenviro.com](mailto:info@eagleenviro.com)

Connecticut Licensed Hazardous Building Materials Consulting firm that manages all aspects of asbestos, lead, and PCB assessment to abatement design and oversight. Eagle has been providing these services on VHB's Brownfield projects for over 20 years. For this project VHB would retain Eagle for support with hazardous building materials services for the project.

### Crosskey Architects

750 Main Street, Suite 150, Hartford, CT, 860.724.3000,  
[www.crosskey.com](http://www.crosskey.com)

Architecture firm specializing in reuse of historic structures. VHB has worked with Crosskey for over 10 years on numerous projects including Brownfield projects such as Scovil Hoe adaptive reuse in Haddam and the Village Riverside mixed use development in Middletown. VHB would retain Crosskey for support with reuse planning, as well as development of concepts and renderings for the project.

### RKG Associates

76 Canal Street, Suite 401, Boston, MA 617.847.8912  
[www.rkgassociates.com](http://www.rkgassociates.com)

Full service economic planning and real estate consulting firm. VHB has worked with RKG for over 15 years on

numerous studies and planning projects. Most recently RKG and VHB collaborated on the Norwalk Train Station project and the East Hampton/Portland Route 66 Corridor Study. RKG has a good understanding of the market/demographics of East Hampton. VHB would retain RKG to support reuse planning for this project.

## Project Experience

### East Hampton

VHB has been providing services to East Hampton and Middlesex County communities for over 20 years, including Brownfield and environmental services, land development services for commercial and residential developments, transportation enhancements, as well as completing drainage, infrastructure, and renewable energy projects. Some of VHB's notable experience in East Hampton includes:



**EPOCH ARTS:** VHB was retained by the Town to complete Brownfield assessment and reuse planning for the former Star Brothers Bell Company at 25 Skinner Street which was enrolled in the DEEP Property Transfer Program. VHB completed a Phase II and Phase III ESAs for 20 Recognized Environmental Conditions (RECs)/Areas of Concern

(AOCs) including underground storage tanks (USTs), releases to soil and groundwater, polychlorinated biphenyls (PCB) containing transformers, asbestos and lead containing building materials, site wide fill, buried drums, sediment contamination in the adjacent creek from wastewater discharges, and releases from up-gradient sources. Contaminants of concern included petroleum, heavy metals and metalloids, extractable petroleum hydrocarbons (ETPH), polycyclic aromatic hydrocarbons (PAHs), PCBs, as well as chlorinated and unchlorinated solvents. VHB prepared an EPA Work Plan and QAPPs for the project as well as completed ACRES database



reporting, Quarterly Progress Reports, public outreach, and remedial cost estimating. This property has been successfully revitalized as the EPOCH Arts Building. We are very proud of having been a part of this project and thrilled to see the positive impact it has had on the community.

**Route 66 Corridor Study:** VHB also provided transportation consulting services for the recent Route 66 Corridor Study and is currently conducting a trail study for the RiverCOG to connect the East Hampton/Portland Airline Trail to the Farmington Canal Trail in Cheshire. We have a good understanding of initiatives in the Village Center.

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[Amy Vaillancourt was directly involved with work completed for EPOCH Arts at 25 Skinner Street. While working for a previous employer, she also completed site assessment activities for the Airline Trail section along Middle Haddam Road and supported potable water evaluations for the Metropolitan District Commission \(MDC\) regarding connections for Portland and East Hampton.](#)

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VHB is providing the Town of East Hampton with a team that is not only well versed in Connecticut's environmental regulations and Brownfield programs, but also has extensive experience in land development, permitting, and compliance. Knowing the federal, state, and local processes for getting Brownfield sites assessed, remediated, and redeveloped for community enhancement is our specialty.

Knowing how regulators and developers think and being able to mitigate and quantify risks has made VHB a leader in Brownfield redevelopment throughout the region.

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[Amy and Ken attended EPA National Brownfield Conference in Detroit this past August. Amy and Pam attended the September BCONE conference in Worcester. In July Amy also hosted a webinar for the EBC on Brownfield Grant Funding Opportunities. More recently Amy attended the DECD Webinar for Round 17 Brownfield grantees.](#)

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### Relevant Brownfield Experience

The RFQ requested six relevant Brownfield projects completed by the project team that demonstrates our proposed teams specific experience with:

- » Conducting site investigations and implementing remediation.

- » Preparing financial reports and ability to implement grant administrative requirements.
- » LEP and project team qualifications and experience with similar size towns, sites in CT and working together.
- » Assessment projects completed for municipal clients.
- » Preparing EPA approved Brownfield QAPPs.
- » Preparing remedial action plans, community relations plans.
- » Conducting Phase I, II, and III ESAs, HBMA, ABCA, SRA and other assessments in accordance with DEEP and EPA requirements and guidance.

To demonstrate VHB's experience with completing the above criteria and commitment to our Clients we are providing a summary of our Brownfields work completed for the municipalities of Middletown and Norwalk which have been VHB Clients for over 20 years. VHB has supported these municipalities with getting millions of dollars in state and federal grants to successfully redevelop dozens of Brownfield sites. In addition, we have included writeups for Brownfield services our team has been providing to the Towns of Haddam and East Haddam for revitalization of their Village Centers.

## Norwalk CT Brownfields Program

*Team Members: Amy, Neal, Ken, Josh, and RKG Associates*

VHB has been providing Brownfield assessment, remediation, and redevelopment services to the Norwalk Redevelopment Agency (NRDA) since the early 2000s. We worked under a \$400,000 EPA city-wide Assessment Grant to complete numerous public outreach activities including hosting an all-day public forum on Brownfields for municipal officials, community members, developers, and property owners. VHB developed a city-wide GIS Brownfield inventory which EPA presented at the National Brownfield Conference as the standard for inventories using federal funds. Working with the NRDA sites were prioritized for site assessments and reuse planning. VHB completed eligibility determinations and conducted Phase I and Phase II ESA activities for over 12 projects with sites ranging from gas stations and auto dealerships to the South Norwalk train station and Webster Block (whole city block in the downtown). Many of the properties were privately owned and required negotiations with property owners to obtain access. Costs for Phase I's ranged from \$2,500 to \$5,500 and Phase II costs ranged from \$15,000 to \$35,000. We prepared QAPPs for approval by EPA for each Phase II ESA.

VHB supported the NRDA with obtaining a \$350K DECD Brownfield Cleanup Grant for the South Norwalk Train Station and prepared a Remedial Action Plan for the project in consultation with DEEP. We developed bid specifications for remedial contractor procurement, vetted bids received, provided contractor administration, as well as LEP oversight, sampling, and reporting for remediation. This project was enrolled in the DEEP Voluntary Remediation Program and required extensive coordination as the train station was active during remediation activities.

Stakeholders included DECD, DEEP, CTDOT office of rail, Amtrak, the parking authority, abutting property owners, as well as every municipal department in the city. VHB oversaw work completed under both the EPA and DECD grant as well as provided grant administration services and grant closure documentation for both grants. We also supported the NRDA with obtaining a HUD Sustainable Communities grant for the Washington Village low-income housing complex. As a direct result of our successful work with the NRDA, VHB was also retained by a private developer (Stanley Seligson) to provide environmental and land development services for the Waypointe mixed use development along West Ave in Norwalk.

Over the past two years, VHB has worked with the NRDA to complete a Transit-Oriented Design study and redevelopment plan for the area surrounding the South Norwalk Train Station. RKG was retained to provide market evaluations for the study which was utilized by the NRDA to secure a \$6M Community Challenge Grant from DECD to facilitate the redevelopment. Most recently, VHB has been providing assessment and remedial planning services to the NRDA for the redevelopment of 340-350 West Avenue, updating the GIS Brownfield Inventory, and completing an Infrastructure Study for the area surrounding the Train Station to support redevelopment efforts.



## References

**Brian Bidoli**—Executive Director of the NRDA, 203.854.7810 ext 46783, [bbidolli@norwalkct.org](mailto:bbidolli@norwalkct.org)

**Michael Moore**—Former NRDA Project Manager for EPA & DECD grant, now Vice President of Operations for Stamford Downtown, 203.348.5285, [moore@stamford-downtown.com](mailto:moore@stamford-downtown.com)

## Middletown CT Brownfields Program

**Team Members:** Amy, Pam, Neal, Josh, Rod, Eagle Environmental, and Crosskey Architects

Middletown was the first ever EPA Brownfield Pilot Grant awarded in 1995. Under this grant, VHB provided Phase I and Phase II site assessment services for properties along the riverfront and downtown. By grouping properties into target areas, VHB was able to provide Phase I site assessment information for over 101 properties. The approach was commended by EPA and Middletown was able to secure an additional \$400K EPA Brownfield Assessment grant which was used to conduct additional Phase I, II, and III site assessments for the former Mid-State Autobody, Steve's Gas Station, a former school, and various other properties. VHB retained Eagle Environmental to provide hazardous building materials investigations for these projects.

In addition, VHB completed a city-wide GIS Brownfield Inventory and Planning Study to prioritize sites for assessment, remediation, and redevelopment. VHB has also supported the city in obtaining over \$20M in state and federal funding for their projects. Notable projects include:

### Remington Rand (former typewriter manufacture)



This project involved adaptive reuse of a 180,000 square foot abandoned industrial building into a small business incubator. VHB supported the city with obtaining a \$750K DECD Urban sites grant for installation of water and sewer lines and completed the design, permitting, contractor

bidding, and oversight during installation. This required significant coordination with utility companies and the Providence Worcester Railroad as the water lines had to be pipe jacked under the active rail line. VHB also supported the city with obtaining \$500K in EPA and DECD Brownfield Assessment and Cleanup grants for this project. VHB completed Phase I, Phase II, and Phase III ESAs, Hazardous Building Material Surveys, development of a Remedial Action Plan and cost estimates for remediation of the site, as well as enrolling it in the DEEP Voluntary Remediation Program.

During our work we identified Unisys Corporation (predecessor to Remington Rand Corporation) as a responsible party for the contamination. VHB worked with the city, DEEP, and the General Attorney of Connecticut to issue an Order against Unisys for remediation of soil and groundwater contamination at the property. VHB was retained to oversee Unisys and their consultants/contractors. Significant negotiations between the city (as owner of the site), Unisys (as responsible party), and DEEP were required to determine remedial endpoints and remedial methods as contamination was significant and included solvent contamination beneath the building and hazardous metal wastes disposed in the wetland that were too extensive to remove. As the owner of the site, the city was responsible for removal of existing underground storage tanks (USTs) and abatement of hazardous building materials to facilitate building reuse. VHB worked under both EPA and DECD grants to facilitate removal of the USTs, abate hazardous building materials, and demolish the former boiler house. VHB also supported the city with obtaining a Department of Energy Grant to replace over 60 windows and utilized Community Block Grant funds to complete tenant buildouts. Eagle Environmental prepared abatement design, bid specifications, abatement oversight, and SHPO coordination for this project. In 2021, VHB oversaw the completion of a Facilities Condition Assessment for the building and prepared cost estimates for upgrades to support the City's request for federal and state funding.

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This building is currently 60% occupied and includes over a dozen small businesses. It remains owned by the city and produces a profit from rental income that is invested back into the building. This project is touted as both an EPA and DECD Brownfield Success Story. Amy Vaillancourt was asked by EPA Region 1 to present this project in a National Webinar called "Show Me the Money." In 2021, the city was awarded a \$1M federal earmark and a \$2M Urban Act Grant to facilitate additional upgrades to the building. VHB is currently providing engineering and environmental services to facilitate these upgrades.

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### Steve's Gas Station

VHB worked under a \$200K EPA Assessment to complete Phase I, II, and III ESAs, as well as Hazardous Building Materials investigations, remedial action plan, and associated cost estimates for this property located in the downtown. This property was privately owned and VHB participated in negotiations with the property owner for

the city to purchase and facilitate redevelopment. While at a previous employer, Amy Vaillancourt supported the city with obtaining two DECD Brownfield Cleanup grants (\$500K) and oversaw the remediation of the site as well as abatement and demolition of the building. This property was found to have extensive gasoline contamination in soil and groundwater. The on-site building contained extensive amounts of caulking with high PCB concentrations. This property has been remediated and redeveloped with a new state of the art Community Health Center.

### OMO Manufacturing

VHB was retained by the city to support settlement negotiations with EPA regarding the city's role in operating an industrial landfill (circa 1920s-1930s) which resulted in the contamination of a three-acre industrial property that was privately owned and considered a Superfund/CERCLA site. On behalf of the city, VHB conducted oversight of EPA and documented their investigation and remediation of the property. Ultimately the city settled with EPA for \$2.8M. This project required extensive data evaluation and reporting as well as negotiations between the city, property owner, EPA, DEEP, DPH, and various attorneys for each entity. This property is located along the Connecticut River and remains a target for redevelopment by the city.



### Other Middletown Brownfield Projects

While at a previous employer, Amy Vaillancourt, Pam Lind, and Neal Hulstein worked under a \$200K DECD Brownfield Assessment grant to conduct Phase I, II, and III ESAs and Hazardous Building Material Surveys for nine continuous privately owned properties along the Newfield Street Corridor. They also recently worked under a \$300K EPA Brownfield Assessment Grant to conduct Phase I, II, and III site assessments for various properties along Middletown's Riverfront including Jackson Corrugated Container and Dulite Chemical, and completed an Environmental Summary for 19 properties along the riverfront.

Amy prepared the application to enroll the Jackson Corrugated property into the Brownfield Remediation and Revitalization Program (BRRP) and prepared a Significant Environmental Hazard Notification for submission to DEEP. In addition, Amy supported the city in obtaining a \$2.8M DECD Urban Sites grant for assessment and remediation of the Middletown Boathouse property and Columbus Point (former industrial). From 2017-2020 she oversaw investigation, remediation, and riverbank stabilization activities for this project and recently provided grant closure documentation.



Most recently, VHB supported the city with development of remedial plans and cost estimates to obtain a \$12M Community Investment Fund (CIF) grant to remediate three Brownfield properties along the riverfront including Jackson Corrugated Container, Peterson Oil, and the former wastewater Treatment Plant. Amy has provided support to the city with public outreach, negotiations, grant administration, and grant closure documentation on all DECD and EPA grants awarded to Middletown since 2004. In general, Phase Is conducted by VHB for Middletown properties ranged from \$2,000 to \$7,500 depending on complexity of the site. Phase IIs ranged from \$20,000 to \$60,000, Phase IIIs ranged from \$40,000 to \$65,000, and remedial action plans ranged from \$10,000 to \$20,000.

### References

**Christine Marques**—*Director of Economic and Community Development, 860.638.4840, [bobbye.peterson@middletownct.gov](mailto:bobbye.peterson@middletownct.gov)*

**Joseph Samolis**—*Former Director of Planning, 860.372.2809, [jsamolis@hvmaster.com](mailto:jsamolis@hvmaster.com)*



## Haddam Brownfields

**Team Members:** Amy, Pam, Neal, Josh, Eagle Environmental, and Crosskey Architects

VHB was retained by the Town of Haddam to provide remedial oversight and redevelopment planning for the former Scovil Hoe Mill (former manufacturer of metal farming implements). The site was also used as a CTDOT Maintenance Garage from 1941 to 2010. Prior to joining VHB, Amy Vaillancourt and Pam Lind conducted environmental site assessments for this property under a DECD Brownfield Assessment grant, enrolled the property in the Municipal Liability Relief Program (MLRP) and prepared a Draft Remedial Action Plan with associated cost estimates. Crosskey Architects completed an Existing Conditions Study and Reuse Evaluation for the project as well as prepared concept plans and renderings for public outreach and developer marketing.

Phase III ESA and Remedial Design Investigations were completed by VHB that included evaluation of contamination within the bedrock aquifer, sampling of potable wells on and off-site, as well as sampling of surface water and sediments from Candlewood Hill Brook which runs through the site. We worked with DEEP Remediation Division and Ecological Risk group to obtain consensus regarding remedial approaches for the site, as well as supported Haddam with an RFP for interested developers and with obtaining a \$1.8M DECD Brownfield Cleanup grant to facilitate reuse of this site. Amy was involved in an extensive public outreach process and negotiations regarding the town's purchase of the property from the state, as well as the town's future transfer of the site to Parker Benjamin (private developer).

This site is slated for adaptive reuse of the historic mill buildings and has recently been added to the National Register of Historic Places. VHB is currently finalizing the remedial action plan in concert with DEEP and DECD as well as preparing bid specifications for remedial contractor procurement. Eagle Environmental is preparing the abatement design, bid specifications, and will be providing



abatement oversight and SHPO coordination for the project.

Based on our project team's work on Scovil Hoe, Haddam requested support with remedial planning and cost estimating for the former Rossi Lumber Property which was also the Cuttaway Harrow Company manufacturer of metal farming implements. Amy oversaw the Phase I, II, and III investigations for the site and enrollment in the BRRP while at a previous employer. Furthermore, she prepared the Draft remedial plan, cost estimates, and supported the town with obtaining a \$1.5M DECD Brownfield Remediation grant under Round 16.

### Reference

**Bill Warner**—Director of Planning, 860.345.8531, [townplanner@haddam.org](mailto:townplanner@haddam.org)

## East Haddam Brownfields

**Team Members:** Amy, Pam, Neal, Rod, and Ken



VHB was retained by the Town of East Haddam to provide Brownfield consulting services to support revitalization of their Village Center. We attended meetings with the East Haddam Redevelopment Agency to understand goals for the project. We reviewed existing environmental reports, redevelopment plans, public outreach documents, market data and studies, and transportation/mobility initiatives for the Village Center. Tasks completed by the project team included:

- » Meetings with DECD and DEEP to discuss the project, existing data, and Town goals for revitalization.

- » Addressed concerns from adjacent property owners and provided guidance to the East Haddam Redevelopment Agency on liability protection programs, grant funding, and potential next steps to facilitate action.
- » Completed data usability evaluations for previous soil, groundwater and hazardous building material sampling and developed scopes of work for addressing data gaps.
- » Prepared cost estimates for assessment and planning activities for 10 properties in the Village Center.
- » Supported the Town with preparing an application for a \$200K DECD Brownfield Assessment grant under Round 17 which was awarded.

### Reference

**Melanie Kolek** — Chair, East Haddam Redevelopment Agency, 860.873.5021, rachair@easthaddam.org

Each of the projects discussed above were completed on-time and on-budget which has led to repeat and continued work serving these clients. These are just a few of the many Brownfield Projects completed in Connecticut by our proposed team. We encourage you to reach out to the references provided for feedback on our performance.

## Project Understanding



We understand that the Town's \$500,000 EPA Brownfield Assessment grant is for use on the 13 Summit Street, 1 and 13 Watrous Street, and 3 Walnut Avenue properties and the \$200,000 DECD

Brownfield Assessment grant is for use on the Summit and Watrous Street properties only. All of these properties are currently owned by the Town. The work being completed under these state and federal Brownfield grants will be used to support the Town with applying for future Brownfield Remediation Grants.

The East Hampton Brownfield Redevelopment Agency (EHRDA) will be the lead municipal agency for this project, and it is anticipated the following activities will be conducted:

1. Assistance in the development and implementation of a community outreach plan including fact sheets, website postings, and public meetings.
2. Perform and/or Update Phase I ESAs at all four properties.
3. Perform a Phase II ESA for 13 Summit Street and update Phase II ESAs for 1 Watrous Street and 3 Walnut Avenue.
4. Perform an Updated Phase III ESA at 1 Watrous Street and perform Phase III ESAs at 13 Summit, 13 Watrous, and 3 Walnut.
5. Prepare or update the HBMA for 13 Summit and 1 Watrous.
6. Prepare remediation plans for sites as necessary including ABCAs.
7. Strategize with the Town on reuse plans for the sites and develop infrastructure assessments and Site Reuse Assessments for all four sites.

Furthermore, Phase II and Phase III ESA will include PFAS testing due to a large fire in 2012 for the Bevin Bell Factory that resulted in firefighting foam being released to the Pocotopaug Creek and PFAS being detected above CT action levels in ten nearby potable wells.

VHB has reviewed Addendum 1 to the RFQ as well as all reports and documents available on the East Hampton Redevelopment Agency webpage and Agency meeting minutes from January 2023 to August 2023. Furthermore, we reviewed documents available from the DEEP on-line portal and conducted a reconnaissance of the Village Center on October 10, 2023.

The following is a very brief summary of information garnered from our review.

- » The first bell factory in East Hampton was established in 1808 and up to 30 different bell manufactures existed in Town according to records.
- » In 1984 it was discovered that solvent contamination (TCE and PCE) from surrounding industrial operations had impacted groundwater in the Village Center.
- » Properties within the Village Center are primarily served by the Village Center Community Water System (CWS), which is owned and operated by the East Hampton WPCA. The CWS became operational in 1992 and is served from two potable wells located on the Center School parcel at 7 Summit Street. Based on the extensive history of industrial manufacturing operations within the Village Center, a water treatment

and filtration system was installed in 1990, when the second well was installed, to ensure quality potable water is provided to the properties within the Village Center.

- » In 2006 the Town inventoried 23 Brownfield sites in the Village Center and considered 11 of these as "high risk" parcels including bell and textile manufacturers, automotive repair facilities and gas stations as well as dry cleaners.

Information on target properties is provided below.

### 1 Watrous Street – Former Clark & Watrous Company

This 0.51-acre property contains a 19,447 square foot building constructed prior to 1900s with additions built circa 1910 and 1920.



This property was historically part of the Summit Thread Company in the early 1900s then occupied by Artistic Wire Products circa 1940s. Other various commercial and industrial occupants existed after 1940 including electric manufacturing (1967), auto repair, wood cabinet construction/repair, as well as possible furniture repair/refinishing and dry cleaning.

This property is currently vacant and owned by the Town (foreclosed in 2016). A Phase I ESA completed in February 2020 identified Recognized Environmental Concerns (RECs) including historic operations, floor drains, fuel oil storage and release, and hazardous building materials. This property is reportedly connected to the municipal sewer and water services as well as natural gas. The water tower structure was removed in 2015.

A Phase II ESA completed in January 2021 indicated bedrock is shallow and above the groundwater table. A potential UST was identified along with PCBs in soils, polluted fill material, and soils and groundwater impacted with ETPH, TCE, and lead.

A Hazardous Building Material Survey was completed for the on-site building in January 2021 that identified Universal Wastes, lead paint on various components, PCB containing caulk, as well as asbestos containing floor tile,

glue daubs, window glazing, pipe insulation, roofing materials, and gray transit pipe in the chimney.

### 13 Watrous – Former Ghezzi Motors

A 14,017 square foot building formerly existed on this 1.36 acre property (circa 1901) to serve as a coal fired boiler house for the Summit Thread Company. In 1943 the property was occupied by Artistic Wire Products. Railroad tracks traversed the west side of the property.



The Town acquired the property in 2002 via foreclosure. Prior to foreclosure the property was occupied by Ghezzi Motors an auto repair and auto body shop.

A Phase I ESA completed in January 2005 identified eight Areas of Concern (AOCs) including floor drains, ASTs, hydraulic lift, former storage areas, and pesticide use.

A Phase II ESA was completed in December 2006. Seven AOCs were investigated and five of the AOCs had confirmed releases. Fill material (ash, coal, cinders, brick, wood, and glass) was identified to depths of 6 to 8 feet below grade and bedrock was encountered between 2 and 12 feet below grade. No groundwater was encountered during the Phase II ESA. PCBs, ETPH, metals, and VOCs including TCE were identified in site soils.

A Significant Environmental Hazard (SEH) Notification was filed in 2007 for TCE and dieldrin detected in groundwater and the property was enrolled in the Voluntary Remediation Program. A Hazardous Building Materials Survey was completed in 2007 that identified lead and asbestos containing materials and universal wastes.

In 2008 another SEH was filed due to PCBs detected in shallow surface soils. A Sensitive Receptor Survey was completed in 2009 which identified approximately 37 private water supply wells and the Village Center Community Water System which services 11 properties.

A Limited Phase III was completed in July 2009. ETPH, PAHs, PCBs, TCE and PCE were detected in site soils. Pesticides were not detected in site soils. One groundwater sample was collected, analyzed for PCBs, and none were detected.

A Groundwater Quality Assessment conducted in June 2015 for the Village Center indicated a VOC plume exists in



shallow bedrock groundwater at this property but noted concentrations have decreased since 2005.

Interim Remedial Measures/Stabilization Action was completed in December 2010 that included installation of fencing around southern perimeter of the site, excavation of 320 tons of shallow soils containing PCBs > 50 parts per million, placement of a fabric liner at the extents of excavation, and crushed stone cover.

In 2015 a STEAP grant was used to abate and demolish the on-site building. This parcel is currently vacant and remains fenced. It is our understanding that future plans for this property may include design and development of public parking and associated stormwater drainage system.

### 13 Summit Street – Former Summit Thread

This 2.1-acre property contains a 43,509 square foot vacant building. Original portions of the building were constructed in 1880 by the Merrick and Conant Silk Manufacturing Company, then was occupied by Summit Thread 1882-1940. Pocotopaug Creek formerly ran through the center of the building and was central to the manufacturing processes.

The property was used as a metal manufacturer and photographic study after 1940. Early American Gift Shop, Fred's Speed Shop, Central Woodworking Industries, and Electro Metals Incorporated occupied the property circa 1967 to 1975.

Fox's Cleaners (dry cleaning establishment) was a tenant of the building in the 1990s. Most recent use of the building was for Karate classes and music studios. This property was enrolled in the Property Transfer Program in 2012.

It is our understanding roof sections were tested for asbestos and the bump out of the building was slated to be tested for PCBs, lead and/or asbestos. Furthermore, it was reported in EHRDA June meeting minutes that there was an interested party for reuse of this property.



### 3 Walnut Ave – Former East Hampton Bell Company



This 1.53 acre parcel is also referred to as the Water Tower Property. The original building was constructed on this property in 1851. A plastics manufacturer occupied the site in the 1960s and 1970s. This property existed as a large industrial complex with over 10 buildings circa 1934 to 1970s. By

1986 most of the buildings were demolished except for the pump house and water tower that were used as fire suppression for Village Center and two adjoining structures.

Phase I and Phase II ESAs were completed in 2006. Elevated concentrations of ETPH PAHs, and metals were detected in site soils and elevated ETPH and lead were detected in groundwater which triggered an SEH notification. Fill material consisting of brick, wood, ash, coal and cinders concentrated in the south and west portions of the property. Bedrock was encountered at 4 to 8 feet below grade and outcroppings exist on the north and eastern sides of the property.

A gasoline UST for former pump engine was removed from the pump house in 2007. The buildings and water tower were removed in 2008 and this property now exists as a grassy lot.

It is our understanding Town Council has approved this parcel for use as parking, but the Dam associated with the pond may not be structurally safe. Furthermore, the Dam is on the State Registry of historic structures and any work on this parcel will need to include SHPO notification and coordination.

## Project Approach

VHB can provide all the services requested in your RFQ. We are intimately familiar with the state and federal requirements and protocols associated with Brownfield sites and funding mechanisms. Furthermore, we are familiar with the Terms and Conditions associated with EPA grants and DECD 2019 Bidding, Contracting and Construction Guidelines. As members of BCONE, EPOC, EBC, as well as participants in DEEP Remediation Roundtables and the Connecticut Environmental Forum,

we intend to keep the Town informed of regulation changes, funding opportunities, new technologies, and industry updates.

VHB's overall approach is to leverage our teams knowledge, experience, and successful Brownfield reuse/redevelopment track record so that every grant dollar is maximized in achieving the Town's goals for this project.

We envision meeting with the EHRDA at the onset of the project to further discuss project goals and develop a detailed scope of work and cost estimates for each of the requested project tasks. We would look to utilize existing soil and groundwater data where feasible to avoid duplication of sampling efforts. All existing data from previous sampling events will be compared to current RSR criteria during scope of work development.

Our general approach to each of the tasks requested by the Town is presented in this section.

## Outreach

The VHB team will work with the EHRDA to develop an outreach program that fits the needs of the project. It is our understanding that the Town's EPA Work Plan included 2 presentations at 2 council meetings and the EHRDA is considering appointing a special committee to support outreach activities.

We typically look to include various project stakeholders and agencies into outreach programs including DEEP, DPH, local Health Department, EPA, DECD, SHPO, Local Historical Society, business community, residents, adjacent property owners, as well as developers, Middlesex Chamber of Commerce, and RiverCOG. The frequency and timing of the outreach depends on the needs of the project.

Our Project Manager will attend monthly EHRDA meetings to provide project updates, review budgets, answer questions, and address concerns. These meetings can be either in person or virtual.

Our planner, architect, and outreach specialists will work with the EHRDA to conduct visioning charettes and/or workshops to solicit input as part of reuse planning efforts. In the past we have used site walks, local events, flyers, and QR code surveys as opportunities to engage the community. The VHB team can prepare graphics and renderings as necessary for public outreach efforts.

VHB can also support the EHRDA in developing social media posts, dedicated webpages, and articles for publishing in the Rivereast and Events Magazine.

## Environmental Site Assessments (ESAs)

This project involves completing four Phase I ESA Updates, one comprehensive Phase II ESA, two Limited Phase II ESAs, three comprehensive Phase III ESAs and one limited Phase III ESA. Where feasible we would look to combine investigation efforts for time and cost efficiencies. VHB anticipates working with the EHRDA to develop agreed upon scopes of work and cost estimates for each ESA to be conducted.

VHB's Phase I ESAs are conducted in accordance with ASTM Standards, EPA's All Appropriate Inquiry (AAI), and DEEP's Site Characterization Guidance Document (SCGD). Our Phase II and Phase III ESAs are conducted in accordance with ASTM and SCGD. Our team is proficient in sampling protocols for all forms of media (soil, bedrock, groundwater, air, surface water, sediment, building materials, etc.) and analytical parameters for both investigation and confirmation of remediation including emerging contaminants such as PFAS. Our proposed project manager and LEP, Pam Lind is VHB's subject matter expert in PFAS (regulations, sampling, remediation, and waste disposal) for Connecticut and will guide PFAS sampling for this project.

Our teams experience working on Brownfield sites in Haddam, East Haddam, and Portland has made us especially aware of approaches for investigating and remediating Brownfield sites where bedrock is shallow, there is a comingling of releases, historic discharges to surface waters and subsurface, and area groundwater is being used for potable purposes by the community. We have had good success using sonic drilling to evaluate releases in bedrock and install bedrock wells.

VHB's Standard Operating Procedures (SOPs) for conducting assessment activities are outlined in our approved EPA QAPP. We would prepare site specific QAPP Addenda for each EPA funded investigation to cover any sampling proposed (Phase II/III ESAs and hazardous building materials).

Based on our experience, it is important to have discussions with stakeholders prior to developing scopes of work for investigating sites, especially if the property is owned by the Town or private developer. We recommend discussion of potential liability and future remedial action that could arise from triggering a Significant Environmental Hazard Notification or EPA Notification of PCBs during

assessment activities and may present hurdles for a project that could have been appropriately managed through pre-investigation discussions. Our approach to any Brownfield investigation is to gather the information necessary for clients to make informed decisions.

Also based on existing information, consultation with DEEP's Ecological Risk Group will be required as part of assessment and remedial planning activities needed for Pocotopaug Creek and the ponds at 13 Summit St and 3 Walnut Ave. Similarly, DPH may require off-site sampling of private potable wells and/or vapor intrusion evaluations depending upon the type and concentration of contaminants detected and potential for impact to sensitive receptors.

Prior to initiating any subsurface investigations, VHB will obtain permits, utility clearances, and authorizations required. Separate reports will be prepared for each ESA. Phase II and III ESA reports will include appropriate mapping, summary tables, and a Conceptual Site Model for each site. All reports will be submitted to the Town for review prior to finalizing. Final Reports will be submitted in electronic and hard copy. VHB can prepare Final Investigation reports and Completion of Investigation Forms for those sites that are enrolled in the Property Transfer Program. However, this program is expected to sunset in 2024 and replaced by DEEP's new Release Based Reporting Program.

## Remedial Action Plans, Alternative Brownfield Cleanup Analysis (ABCA), and Cost Estimates

VHB's LEPs will prepare Remedial Action Plans for the four target properties to bring them into compliance with DEEP RSRs for soil and groundwater contamination. Remediation required for sediment and/or surface water will be included as well as preparation of EPA PCB Cleanup Plans if necessary.

VHB has implemented excavation and off-site disposal, Environmental Use Restrictions, Engineered Controls, and Institutional Controls on many Brownfield Sites and have used various exemptions, variances, and alternatives provided in the RSRs such as Alternative Criteria, Incidental Sources of Pollution, Wide-spread Polluted Fill exemptions, and others to achieve LEP Verifications on Brownfield sites. We have also designed and implemented pump and treat systems for groundwater and air sparging, bio-remediation, and sub-slab depressurization systems.

Our approach is always to dovetail remedial efforts with the redevelopment plan and offer remedial solutions that are viable and cost effective. Our experience is that developers or potential purchasers of Brownfields sites want the least amount of long-term obligations or encumbrances on the property.

Our RAPs will clearly define the areas requiring remediation, quantities for soil remediation, and methods to be implemented to achieve remedial end goals. Appropriate CAD or GIS mapping and summary tables will also be provided along with cost estimates for remediation.

VHB will also prepare ABCAs as necessary for sites that the EHRDA will be seeking EPA Brownfield Cleanup funding. ABCAs are a requirement for receiving EPA funding and will include evaluation of potential cleanup scenarios that could be implemented along with the pros and cons of each scenario in relation to the proposed final reuse of the site. Cost estimates for each remedial scenario will be provided in the ABCA.

Where feasible during remedial planning we look to include use of local resources, recycling of wastes, and meeting potential grant cost shares through local Department of Public Works equipment, personnel, and materials (i.e. gravel, backfill, etc.).

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[On a recent \\$1M DECD funded Brownfield Project, Amy Vaillancourt saved the state and Town of Portland \\$200K by arranging for metal recycling companies to remove the six large bulk storage petroleum tanks for scrap metal at no charge to the Town.](#)

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VHB can complete the RAP public notice requirements for sites that are enrolled in the Voluntary Remediation Program or Property Transfer Program. Where feasible we look to combine public notice requirements for the ABCAs and RAPs.

## Hazardous Building Material Assessment (HBMA)

Our teaming partner Eagle Environmental will complete HBMA's for the buildings located at 13 Summit Street and 1 Watrous Street. HBMA's will be conducted for asbestos, lead, and PCB containing building materials as well as Universal Wastes. Eagle will collect samples for laboratory analysis in accordance with industry standards. Where feasible we will look to utilize existing sampling data to avoid duplicative efforts. Once laboratory results are received Eagle will prepare a comprehensive report with

mapping depicting sample and material locations along with tables providing quantities of hazardous materials identified and cost estimates for abatement.

VHB will include Eagle's HBM Assessment sampling in the site specific QAPPs for 13 Summit St and 1 Watrous St. Abatement of hazardous building materials will also be included in ABCAs where appropriate.

## Site Reuse Assessments

Our team of planners, engineers, architects, and LEPS will work collaboratively to support the Town with reuse planning for all four targeted Brownfield sites.

Based on information reviewed, the EHBRDA is considering the following potential uses:

- » 13 Summit St is a strategic area that could be apartments with studios for live/work opportunity. The rear of the property could be used for parking and the pond could serve as an amenity.
- » 1 Watrous St may be best utilized for storage or small manufacturing.
- » 13 Watrous St should be evaluated as part of a larger overall development opportunity.
- » 3 Walnut Ave with its proximity to Pocotopaug Creek and the Airline Trail provides a potential link to an expanded greenway system with destinations and points of interest.

It has been suggested that properties could be mixed use with apartments on the top floors and commercial use on the bottom or ground floor. Village District zoning for the area is defined as having distinct historical, economic, and environmental characteristics within a mixed-use area. Furthermore, Pocotopaug Creek, Lake Pocotopaug, and Bevin Pond create opportunities for passive recreation, aesthetics, and habitat creation.

We know that it has been the Town's goal to find a viable long-term source of public water, balance land uses, and nurture small businesses. There may also be potential to capitalize on tourism and the current housing market.

## Market Study

Our teaming partner RKG Associates will conduct a Market Study for the project to support reuse planning efforts. The last market study conducted for the Village Center was 2015 (pre-pandemic). Having previously completed the market analysis for Route 66 Corridor Study, RKG is intimately familiar with the overall demographic characteristics of the Town as well as the socioeconomic

trends influencing development decisions in the region. The market study will include:

- » Population and household trends and projections
- » Employment and workforce force trends
- » Real estate analysis of parcels and market trends in Town
- » Market opportunities for targeted development or adaptive reuse by type (commercial, residential, industrial).

Data will be analyzed in conjunction with the redevelopment potential of each site to support the highest best use determinations given current trends and long-term projections. RKG will prepare a written report documenting the market study and will provide a discussion of the results. The report will be reviewed with EHBRDA prior to finalizing.



## Infrastructure Assessments

VHB's civil and structural engineers will conduct an infrastructure assessment for the target properties that will include:

- » Preliminary structural evaluations of buildings and other structures such as Dams
- » Zoning, land use, and parking requirements
- » Existing utility information (water, sewer, gas, etc.)
- » Mapped wetlands, floodway, and floodplain boundaries

In addition, VHB has in-house survey capabilities and can conduct land surveys as needed for the project. As part of reuse planning, it may be necessary to determine property boundaries, shared access or egresses, and easements that may exist for target properties.

VHB's structural engineer and Crosskey Architects will work together to develop a list of potential items needing repair to stabilize and preserve the integrity of the existing structures and potential associated costs. Our team has



done this on previous Brownfield projects to support reuse planning and budget projections.

Data gathered as part of infrastructure assessments will be documented for each property and used to complete an opportunity and constraints analysis as described below.

### Opportunities and Constraints Analysis

Our team will work collaboratively to develop an opportunity and constraints analysis for each property that will take into consideration:

- » Environmental contamination, hazardous building materials, and regulatory requirements
- » Market study information / highest best use
- » Existing infrastructure and zoning
- » Renovations and repairs to structures
- » Surrounding amenities and land uses
- » Wetland/floodplain
- » Overall redevelopment potential and historic preservation
- » Cost estimates and funding
- » Potential developer risk
- » Stakeholder and community input

The information and process used to complete the opportunity and constraints analysis will be documented in a written report and reviewed with EHRDA prior to finalizing. This analysis will support sound decision making by the EHRDA regarding reuse planning for target properties.

### Reuse Concepts

It is anticipated that all of the work completed for this project will culminate in the development of potential

reuse concepts for target properties. VHBs planner, engineers, LEPs and teaming partners Crosskey Architects and RKG Associates will work with the EHRDA to prepare reuse concepts for each property that can be presented to the community and project stakeholders for input and consensus. Reuse concepts will include proposed uses, site plans (buildings, parking, utilities, drainage, lighting, landscape, streetscape, access/egress, etc), renderings, as well as cost estimates for construction, renovation, and remediation. A

preliminary proforma can be prepared for each property reuse concept for garnering developer interest.

Our team will also work with the EHRDA, SHPO, and the local historical society when developing concepts for adaptive reuse of historic structures.



### Developer RFPs

The VHB team can support the Town with preparing RFPs for developers. Our work completed for the project can be summarized into an RFP package with appropriate mapping, renderings, reuse concepts, and photos to solicit developer interest.

Furthermore, we can support the EHRDA with obtaining independent appraisals to be included in the RFP.

It is our experience that EPA and DECD Brownfield Cleanup funding is easier to obtain if the Town has an interested developer involved.

### Connecticut Remediation & Liability Relief Programs

Our project team is familiar with working sites through the Voluntary Remediation Program, Property Transfer Program, Significant Hazard Notification Program, and the Brownfield Remediation and Revitalization Program (BRRP). In addition, we have supported applications for enrollment in each of the state's liability protection programs including the BRRP, Abandoned Brownfield Cleanup Program (ABC), and Municipal Brownfield Liability Relief Program.

VHB routinely work with clients, property owners, developers, as well as DECD and DEEP, to determine which

remediation and/or liability program is appropriate based on overall goals for the project since each project has its own nuances, stakeholders, milestones, and time frames.

Obtaining liability protections can be important for obtaining developer interest. The BRRP is considered to be the most "developer" friendly of the Remediation and Liability Protection Programs in Connecticut due to its flexibility and less stringent requirements.

We look for time and cost saving opportunities by considering the similar but separate requirements of DEEP Remediation programs and DECD funding by combining meetings, reports, public notice, and signage requirements.

VHB is also keenly aware of the upcoming sunset of the Property Transfer Program and implementation of Connecticut's new Released Based Program that is expected to be launched in early 2024. Any implications for the project as a result will be discussed with the EHBRDA.

## Grant Administration & Funding Applications

VHB can provide grant administrative services to the Town including preparing property eligibility forms and petroleum determination letters, compiling quarterly reports, updates to ACRES database for EPA grants, MBE/WBE and annual reporting, DECD Performance Monitoring Plan (if needed), and preparing the required grant closure documentation. Our staff is well-versed in the administrative requirements of state and federal grants as well as which tasks are eligible for funding under each grant (state versus federal) and contamination type (Hazardous Substance versus Petroleum). It is our understanding that DECD is now requiring assessment grantees under Round 17 to post a project sign in accordance with DECD guidelines. VHB can support the Town with these signage requirements.

VHB is familiar with the Town's purchasing and finance protocols and can work with your staff so that contracts, purchase orders, and invoices include the proper documentation and information required for grant reimbursement requests.

Our project team has extensive experience preparing grant applications including but not limited to DECD and EPA Brownfield Grants, Urban Act grants, Community Challenge grants, Community Investment Fund 2030, Historic Preservation grants, FEMA and NOAA grants, SRF Clean Water funding, trail and mobility grants, and Bond Commission requests for funding.

We understand the process of layering funding sources to get projects done. VHB has supported municipalities throughout the region with obtaining millions in state and federal funding for their projects which in turn has leveraged billions in private investment in Connecticut. We look forward bringing this experience to the Town of East Hampton in support of revitalizing the Village Center.

## Schedule

VHB is aware the EPA grant period extends from October 1, 2023 through September 30, 2027. Typically, EPA expects that 25 percent of the grant will be expended within 18 months. DECD Grants are typically good for up to three years.

VHB has reviewed the schedule provided in the Town's RFQ and are confident our team can achieve the targeted dates for completion of project tasks. Our goal would be to position the Town for applying for state and federal Brownfield Cleanup grants beginning in FY2025.

# Appendix A Resumes

## Amy J. Vaillancourt, LEP

Project Director/Brownfield Specialist



Amy is the Director of Environmental Services in VHB's Wethersfield office. She has over 20 years of experience working on state and federally funded brownfields projects in Connecticut. Amy is a Brownfield Specialist proficient in completing City-wide Brownfield inventories and prioritization of sites, as well as completion of site assessments, remediation planning and oversight, reporting, liability protections and funding applications, public outreach, and job training. She is also a Connecticut Licensed Environmental Professional (LEP).

### *24 years of professional experience*

#### **Education**

BS, Environmental Science,  
University of New Haven

#### **Registrations/Certifications**

OSHA 40-Hour HAZWOPER  
Certification; 29 CFR1910.120

Licensed Environmental  
Professional

#### **Affiliations/Memberships**

Environmental Professional  
Organization of Connecticut

National Brownfields  
Association

Environmental Business Council

Society of Women  
Environmental Professionals

#### **City of Norwalk, Brownfields Program, Norwalk, CT**

Amy served as Project Manager for this program under a \$400K EPA Community-Wide Assessment Grant and DECD Brownfield Area Wide Planning Grant. Her work included completion of a City-wide Brownfields GIS Inventory, prioritization of sites for assessment activities, public outreach, as well as property owner and developer negotiations. She hosted several public meetings, including an all-day brownfields forum to facilitate public participation in the program. Amy supported the Norwalk Redevelopment Agency with private developer negotiations, including Seligson for the West Avenue/Waypointe project as well as Spinnaker on the 95/7 project. She oversaw the completion of site assessments for Currie Tire, European Auto, Webster Block, former Corday Tie, Day Street properties, and the South Norwalk Train Station. Amy also supported funding applications for a HUD Sustainable Communities Grant and a \$300K DECD Municipal Brownfields Grant for Remediation of the South Norwalk train station. She prepared the Remedial Action Plan, participated in stakeholder meetings, and contractor negotiations to facilitate remedial activities.

#### **City of Middletown, Brownfields Program, Middletown, CT**

Amy has served as Project Manager for this program for almost 20 years working under various state and federal Brownfield Grants totaling over \$25 million. She was responsible for development and implementation of Community Outreach Plans including public meetings, charrettes, newsletters, and webpages. Her work included participating in negotiations with regulatory agencies, property owners, developers as well as addressing citizen concerns. She oversaw assessment of over 100 properties in the City, completed numerous hazardous building materials surveys, prepared technical specifications and bid documents for remediation and abatement, and developed PCB Cleanup Plans. In addition, she oversaw completion of planning studies, market studies, and supported development marketing materials and developer RFPs. Notable Brownfield projects in this program include the remediation and redevelopment of the former T&T Sunoco which has been redeveloped with a successful health food store (It's Only Natural Market), Midstate Autobody and Steve's gas station which has been redeveloped with a state of the art Community Health Center, Portland Chemical Industrial Facility which has been redeveloped by the largest commercial truck sales and service facility in New England (Jukonski Trucking), and Remington Rand which is both an EPA and DECD Success Story and has been adaptively reused as the RM Keating Enterprise Center (City owned small business incubator 180,000 square feet).





## Amy Vaillancourt, LEP

Amy also served as Project Manager for the City's recent EPA and DECD Brownfield grants where she oversaw assessment and remediation of various industrial properties to facilitate implementation of the City's Master Plan for Riverfront Revitalization. This successful Brownfields track record recently garnered the City an additional \$12 million in DECD Community Investment Fund 2030 to support Brownfield remediation and redevelopment along the riverfront. Amy remains LEP-of-Record on several these sites that are enrolled in formal CTDEEP Programs including Property Transfer Program, Voluntary Remediation Program, Significant Environmental Hazard Notification Program, and the Brownfield Revitalization and Redevelopment Program.

### **City of Norwich, Brownfields Program, Norwich, CT**

Amy served as the Project Manager for 10 years working under various DECD and EPA grants to complete a City-wide GIS Brownfield inventory and prioritization activities, community outreach, property owner and developer negotiations, as well as assessment and remedial planning activities on properties throughout the City.

Notable projects include the Shipping Street Area encompassing over 20 former industrial properties on the Thames River most of which were privately owned and, in a floodplain, the city-owned Norwich Marina, the former Norwich State Hospital consisting of over 50 acres with large institutional buildings, the American Legion which was a former disposal site for Thermos on the Thames, Uncas Leap a Heritage Trail and National Landmark, and various other properties. Amy supported the City with obtaining a \$200,000 DECD Brownfield Grant for Pomenah Mills and a \$400,000 EPA Community-Wide Assessment Grant. Most recently she oversaw assessment activities, hazardous building materials surveys for the YMCA project which was recently awarded a \$6 million DECD Community Challenge Grant to facilitate redevelopment of this Brownfield site.

### **Town of Haddam Brownfields, Haddam, CT**

Amy has been working with Haddam to address Brownfields and groundwater contamination in their village center caused by various former industrial properties. Her work began with supporting the Town with obtaining two \$200K DECD Brownfield grants for the historic Jail property and the former Scovil Hoe property (farm implement manufacturer (1884-1941) and a CTDOT Maintenance Facility (1942 to 2010)). She oversaw the assessment and remedial planning for the Scovil Hoe property and recently supported the Town with obtaining a \$1.8 million DECD Brownfield Remediation Grant. Her work on this project also included significant negotiations with CTDEEP, CTDOT, and the Town's legal counsel. She supported the Town with access agreements, purchase and sale agreement, enrolling in the Municipal Liability Relief Program, and supported preparation of an RFP and marketing materials for developers. Most recently, she has been supporting the Town and selected developer with reuse planning and is finalizing the Remedial Action Plan and bid specifications to procure a remediation contractor. Based on her work, Amy was brought in by the Town to provide Brownfield consulting services for the Rossi property - a former industrial property with significant contamination that has impacted nearby residential drinking water wells resulting in a Significant Environmental Hazard Notification. She oversaw assessment activities for the Rossi property, supported development of a purchase and sale agreement, enrolled the property in the Brownfield Redevelopment and Revitalization Program (BRRP), developed a Remedial Action Plan with associated cost estimates, and recently supported a DECD Brownfield Grant funding request for \$1.5 million to remediate the property.

## Pamela Lind, LEP

Project Manager/LEP



### Education

BS, Natural Resource Management, University of Connecticut, 2008

### Registrations/Certifications

Licensed Environmental Professional, CT, 06/2023

OSHA 40-Hour HAZWOPER Certification; 29 CFR1910.120

OSHA 8-Hour HAZWOPER Refresher Certificate

OSHA 10-Hour Construction Safety and Health Certificate, 10/2027

### Affiliations/Memberships

Environmental Professional Organization of Connecticut, 2009

Pamela is a Senior Environmental Scientist and Project Manager in VHB's Wethersfield office. Pamela has been involved in investigating and remediating Brownfield sites during her 15-year environmental career. Her logistical understanding of field work is extensive as the first seven years of her career were almost exclusively in the field. Her work experience specific to Brownfields includes Phase I environmental site assessments (ESAs), Phase II/III ESAs, remedial planning and execution, and bringing a wide variety of sites through to site verification. Pamela's experience includes the development of scopes of work, project management and oversight, and report writing, as well as the completion and filing of the array of CTDEEP forms. Her clients range from private entities and LEP lead sites to municipalities working on various Brownfield initiatives.

*15 years of professional experience*

### Scovil Hoe Brownfield Remediation, Haddam, CT

Pamela serves as Project Manager and LEP of Record for the remediation of the Scovil Hoe Brownfield site, using a \$1.8M DECD Brownfield Grant. This cleanup and redevelopment initiative has the goal of revitalizing the Higganum Village Center and promoting community and economic development.

*The following Brownfield projects were completed by Pamela prior to joining VHB:*

### 67-71 Minerva Street, Brownfield Remediation and Revitalization Program, Derby, CT

Pamela served as project coordinator and project lead for the extensive ESA and Site Characterization study for a nine-acre property located in downtown Derby. A significant component, and one of the first steps, of the proposed redevelopment plan was to apply for the Connecticut Brownfield Remediation and Revitalization Program (BRRP). Pamela worked with the City and the Naugatuck Valley Council of Governments (NVCOG) to identify environmental impacts, and to develop a remedial approach consistent and compatible with the proposed redevelopment plan and sale to a potential purchaser and developer. Pamela's scope of work on the project included completion of a Phase I (ESA), a groundwater reclassification application / approval, and an extensive Phase II/III Site Investigation across the site. Pamela prepared a preliminary Remedial Action Plan (RAP) to achieve compliance with CTDEEP Remediation Standards, which will be revised and completed upon acceptance of the site redevelopment plan.

### 130 Freight Street, RCRA Closure and Site Characterization, Waterbury, CT

Pamela served as lead expert on Resource Conservation and Recovery Act (RCRA) closure. The site included an extensive history of environmental impacts with 63 Areas of Concern and seven Solid Waste Management Units (SWMU). The site was a treatment, storage, and disposal facility for 25 years and abandoned since 1998, with a series of EPA and CTDEEP involvements. Pamela's primary involvement included extensive historical review and research, along with CTDEEP's involvement and coordination on determining the life cycle of the various Solid Waste Management Units (SWMUs) and determining the best avenue for closure of each unit. Pamela

## Pamela Lind, LEP

developed the closure plan for the units and determined the remaining RCRA Corrective Action characterization plan in conjunction with site characterization, overall. The closure plan and characterization plan would be included in the Stewardship Permit.

### **Newfield Street, DECD Brownfields Site Assessment, Middletown, CT**

Pamela served as project manager and project coordinator for a DECD-funded Brownfields project located on nine parcels and a total of 26 acres of land. The site had extensive petroleum impacts throughout much of the site. Pamela's primary focus was on the Phase II/Phase III Environmental Site Assessment, historical document review, and site characterization. Additionally, due to the contentious relationship between the property owner and the City of Middletown, Pamela's involvement included review of on-site staff safety as well as remaining in consistent contact with field staff, the project director, and the City. Also, due to the limited access agreement, the field work had to be completed in a restricted timeframe with several aspects requiring coordination.

### **Buckingham Street VOC and PFAS-Impacted Subsurface Investigation, Watertown, CT**

Pamela served as project coordinator and project lead for a 20-acre property located in Watertown associated with the (CTA). Pamela was involved with the continued investigations of the identified groundwater plumes impacted predominantly with volatile organic compounds (VOCs) and per- and polyfluoroalkyl substances (PFAS). Pamela coordinated the Remedial Design Characterization, oversaw the field work, and continues to investigate the remedial options and technology, including enhanced in-situ reductive dichlorination with zero valent iron and/or bioaugmentation and emulsified vegetable oil, as well as a trap and treat injectable activated carbon.

### **Confidential Industrial Site, PFAS Investigation, Seymour, CT**

Pamela served as project coordinator and project lead at an existing electronics hardware manufacturing facility with a large machine shop and plating operation. Contaminants of concern at the facility included chlorinated solvents, plating solutions, petroleum hydrocarbons, and PFAS. Releases of VOCs, petroleum hydrocarbons, polycyclic aromatic hydrocarbons (PAHs), and metals have not been detected at the site. However, investigations with a particular focus on PFAS detections within the groundwater and soils was required. Groundwater investigations included the installation and sampling of shallow and deep overburden monitoring wells, and bedrock monitoring wells. PFAS were detected in the groundwater and the identification of source area(s) is still under investigation. Several off-site sources have been investigated and may be contributing to the groundwater plume. Pamela performed a "fingerprint" investigation of the PFAS in the groundwater, looking for source areas potentially impacting the site.

### **Former Manufacturing Facility Phase II, Phase III, Remedial Action Plan, Stratford, CT**

Pamela served as Senior Project Scientist assisting the Project Manager responsible for performing the field investigation and reporting portions of the Phase II. She also provided further project coordination and management for the Phase III and remedial efforts. The investigations included completion of a ground-penetrating radar (GPR) survey, installation of multiple soil borings and overburden monitoring wells (both interior and exterior), and completion of soil boring logs.

## Neal Hulstein

Environmental Scientist



**Neal is an Environmental Scientist experienced in all aspects of Site Investigation and Remediation. His work experience includes Brownfields, ASTM Site Assessments, state and federal regulations, and Connecticut Remediation Standard Regulations.**

*5 years of professional experience*

### **Scovil Hoe Brownfield Remediation, Haddam, CT**

Neal serves as Lead Field Investigator for the remediation of the Scovil Hoe Brownfield site, using a \$1.8M DECD Brownfield Grant. This cleanup and redevelopment initiative has the goal of revitalizing the Higganum Village Center and promoting community and economic development.

### **Education**

BS, Earth Science, Central Connecticut State University, 2018

AA, General Studies, Manchester Community College, 2016

### **Registrations/Certifications**

OSHA 10-Hour Construction Safety and Health Certificate

OSHA 40-Hour HAZWOPER Certification; 29 CFR1910.120

OSHA 8-Hour HAZWOPER Refresher Certificate

### **Field Work Experience**

Neal's field work experience includes:

- Phase I, II, and III Environmental Site Assessments, wetland/vernal pool delineations, well surveying, remedial planning, remedial oversight, and support with cost estimating.
- Groundwater and soil sampling of various media including soil, groundwater, surface water, stormwater, sediment, soil vapor, and air. Proficient in sampling for various parameters including PCBs, PFAS, radon, and mold.
- Contractor administration and oversight during remediation, excavation, and UST removals.
- Communications with various agencies to obtain data, secure permits, and provide notifications.
- Data management, mapping, and report preparation.
- Scope of work development and cost estimate preparations.

### **Project Scientist I/Staff Scientist, Meriden, CT**

Prior to and since joining VHB, Neal has completed numerous Phase I ESAs that included: Site visits, visited local government offices, interviewed current and/or former Site owners, occupants or local government officials, figure generation, and communicated with team as necessary. Sites included auto body shops, industrial facilities, dry cleaners, etc. Neal performed Phase I ESAs and/or PCAs in accordance with ASTM Standards for various multi-site portfolios across the US. His tasks included coordinating travel, conducting multiple site visits per day, support writing, and maintaining good communication with the team to meet client deadlines. Sites included chain restaurants, daycare facilities, car washes, auto service facilities, and cellular towers.

Neal performed Phase I, II, and III site investigations to determine the presence of contamination at identified AOCs and/or delineate the extent of contamination and/or fulfill data-gaps. His responsibilities included oversight of utility mark out, coordinated and directed subcontractors, oversaw test pit(s), logged soil borings, oversaw



monitoring well installation (overburden/bedrock), surveyed wells, collected soil/groundwater/sediment samples, vapor sampled and oversaw remediation. Neal wrote reports and utilized Esdat, Eslog, ArcGIS, AutoCAD, and Surfer as needed.

**Scovil Hoe, DECD Brownfields Site Assessment, Haddam, CT**

Neal conducted subsurface investigation oversight, groundwater monitoring, and various investigation and remedial planning tasks for this DECD-funded Brownfield project. He led data management and mapping efforts for the project, including support with development of the Remedial Action Plan. Neal is currently supporting development of contractor bidding specifications for remedial efforts.

**Minerva Street, Brownfield Remediation and Revitalization Program, Derby, CT**

Prior to joining VHB, Neal supported completion of Phase I, II, and III ESAs for a nine-acre Brownfield site located in downtown Derby, CT. Neal collected data to support an application to enroll the site in the Connecticut Brownfield Revitalization and Redevelopment Program. He also supported identification of AOCs, delineation of environmental impacts, and development of the remedial action plan. Other work included drinking water sampling, various data management tasks, support with groundwater reclassification application/approval, completion of receptor survey, communication with tenants and property owners. Investigation work included subsurface drilling inside and outside the building, installation of shallow and deep overburden and bedrock wells, and groundwater sampling for various COC including PFAS, drinking water sampling, and various data management tasks.

**Village Riverside Redevelopment, Middletown, CT**

Neal performed a Phase I ESA to help develop RECs/AOCs to the ASTM and CTDEEP SCGD of a large 3 parcel property in a highly urbanized area of Middletown. Oversight for Phase III drilling activities and Geotech drilling was conducted to aid in redevelopment plans for the Site. On going support is needed to develop remediation cost estimates, soil management plans, and various supporting tasks.

**43 Hempstead Street EPA Funded Brownfield, New London, CT**

Neal performed a Phase I ESA Update for this EPA funded former industrial brownfield in the heart of New London. VHB is under contract to perform additional tasks such as a remedial design investigation, remediation action plan development, public outreach, cost estimating, ABCA, and QUAPP.

**Halley Court Phase I ESA, Fairfield, CT**

On behalf of a private developer, Neal performed due diligence activities for this 7,000 square foot former industrial facility. He identified RECs in accordance with the ASTM Standard and AOCs in accordance with the CTDEEP Site Characterization Guidance Document; collected data necessary to make a determination as to whether this property would qualify as an "establishment" under Connecticut's Property Transfer Act Law; and prepared a detailed report outlining potential regulatory implications, environmental risks/liability, and recommended next steps. In addition, Neal prepared data tables, mapping, photographic logs, and other appendices for the report.

## Ken A. Schwartz, AICP, NCICS

Sr VP, Planning & Design Service Leader



Ken is Senior Vice President and Practice Leader for Planning at VHB. He directs the firm's planning, design, land use, and public outreach throughout the east coast, including comprehensive planning studies, economic revitalization programs, and creating redevelopment strategies and initiatives through the visioning processes. He is an award-winning NCI Charrette Planner® and has worked with dozens of cities and towns, public agencies, institutions, and private developers, to lead projects through the community planning process while building a shared vision and consensus. Ken is a member of the Urban Land Institute's National Healthy Corridors Working Group comprised of planning, design, real estate, and health care professionals that are developing best practices to reinvent under-performing suburban and urban arterials in health-promoting ways.

*38 years of professional experience*

### Education

MA, Urban and Environmental Policy, Tufts University, 1985

BA, Geography, Clark University, 1982

### Registrations/Certifications

American Institute of Certified Planners

National Charrette Institute Charrette System™ Certificate

### Affiliations/Memberships

American Planning Association, 1987

Urban Land Institute, Boston, 2000

### **Norwalk Redevelopment Authority, Norwalk Brownfields Inventory and Environmental Documentation, Norwalk, CT**

Ken is assisting the Norwalk Redevelopment Authority (NRDA) in conducting a brownfield inventory for the City of Norwalk, CT. VHB is working with the NRDA and the Connecticut Metropolitan Council of Governments to design a GIS Brownfield database which will be used to view, and display collected data. Ken is working with the team to organize and implement workshops to gather input from stakeholder groups regarding the type of data that would be important to include in the GIS Brownfield database from a developer, environmental professional, and regulatory agency perspective. This input will guide the data collection process and yield the best redevelopment opportunities for the City of Norwalk.

### **Bridgeport Brownfields Inventory and Economic Development Site Selector, Bridgeport, CT**

Ken worked with the Greater Bridgeport Regional Council (GBRC) to prepare a web-based GIS tool to aid site selection for brownfield development along priority development corridors in the Bridgeport region. The team conducted a comprehensive inventory that included data collection, site profiling and screening, prioritization, and documentation for over 800 current or potential brownfield properties along priority development corridors in Bridgeport, Stratford, and Fairfield. A Regional Developers Workshop was convened on behalf of GBRC to gather input from the development community on information that was included in the inventory.

### **Downtown Danbury Transit-Oriented Development Study, Danbury, CT**

The City of Danbury undertook a Downtown Transit-Oriented Development Study to build upon previous revitalization and redevelopment efforts. To support these efforts, the City explored the feasibility of relocating its existing bus hub to a new facility adjacent to the Metro-North Danbury rail station. The new facility was envisioned to address current and future bus operator needs, create synergies between the bus and rail systems, and support ongoing and future public- and private-sector development near transit. Ken directed VHB's work in preparing a co-location analysis for the transit hub. Work included calculating the size and layout of an integrated bus facility; identifying and screening potential sites to identify a preferred site; determining the



physical requirements and operational considerations associated with relocating the bus routes; and estimating order-of-magnitude costs (capital and O&M) for the facility and the revised bus routes.

#### **Binghamton Brownfield Opportunity Area Planning, Binghamton, NY**

Ken assisted the City of Binghamton in evaluating redevelopment opportunities for a designated 407-acre Brownfield Opportunity Area along the Chenango River. The study area encompasses the North Side neighborhood and an industrial area just north of Downtown Binghamton. VHB's Plan was used by the City to secure additional funding for cleanup of targeted sites.

#### **Orchard Brownfield Opportunity Area Planning, Glen Cove, NY**

Recognizing changing dynamics affecting its commercial and housing sectors, the City of Glen Cove took an active approach by supporting redevelopment projects in several strategic locations. The City focused its attention on the revitalization of one of its historic residential neighborhoods, known as The Orchard in the Brownfield Opportunity Area Step 2 Nomination Study. Ken directed a team that created a plan that improved a neighborhood affected by multiple brownfield sites. The evaluation included identification of environmental issues and an assessment of traffic and utility improvements, including access to two Long Island Rail Road commuter rail stations. The evaluations identified opportunities for development using transit-oriented development design techniques proximate to the Glen Street Station.

#### **Barnum Station Feasibility Study, Bridgeport, CT**

Ken was Project Manager for the feasibility study of a proposed new commuter rail station in East Bridgeport on behalf of the Greater Bridgeport Regional Council and funded through the U.S. Department of Housing and Urban Development's Sustainable Communities Regional Planning Grant Program. He managed a multidisciplinary consultant team in assessing the feasibility of the station from a railroad infrastructure and operations perspective; providing ridership forecasts; assessing the physical layout of potential rail station program alternatives; coordinating future land use and build out scenarios; conducting an assessment of transit-oriented development opportunities in the station area; and developing a concept plan for the new station. Ken worked with the Technical Advisory Committee and Community Advisory Committee to gain valuable stakeholder input and feedback on project objectives, findings, and recommendations.

#### **Parramore Comprehensive Neighborhood Plan, Orlando, FL**

Downtown Orlando is experiencing tremendous change and much of that change is occurring in the Parramore neighborhood, a historic African-American community located just west of Orlando's Central Business District. Changing conditions include a new SunRail commuter rail service, expanded free bus rapid transit service, a new performing arts center, and a new high-tech mixed-use "Creative Village" that will include the University of Central Florida and Valencia College. Ken prepared a Neighborhood Plan that was based on the principles of Healthy Community Design. Intended to balance the preservation of cultural heritage with the need for economic development, the Parramore Plan used Healthy Community Design principles as a guide to revitalize the community and address critical issues such as chronic diseases, homelessness, crime, low educational achievement, and residential displacement. The plan was formally adopted by the Orlando City Council and received an "Award of Excellence" from the APA Florida Chapter in 2015.

## Joshua Colella, PE

Senior Structural Engineer



Josh is a Senior Structural Engineer in VHB's Wethersfield office with a strong passion for and experience in piloting new and innovative technologies to deliver structural project solutions for departments of transportation and municipal clients. He has specialized experience in bridge and rehabilitation, bridge load rating analysis, and bridge inspections with a well-rounded background in highway design, information technology, and project management.

*21 years of professional experience*

### Education

BS, Civil Engineering, University of Hartford, 2002

### Registrations/Certifications

NBIS Certified Bridge Inspector

Amtrak Roadway Worker Protection,

Metro-North Railroad Roadway Worker Protection (Contractor),

Professional Engineer, CT, 01/2024

### **City of Torrington, Rehabilitation of Bogue Road Bridge, CTDOT Bridge No. 05059**

Josh served as the engineer of record and project manager leading the structural design for the construction of the rehabilitation of CTDOT Bridge No. 05059, Bogue Road over the Naugatuck River. In this role, Josh led the rehabilitation project through its entire lifecycle, first performing the rehabilitation study, then leading the rehabilitation design, and supported the project through construction phase services. The project included the use of accelerated bridge construction techniques providing a deck replacement using a proprietary precast deck panel system, elimination of bridge deck joints using ultra high-performance concrete link slabs, bearing replacements, steel girder strengthening and included restoration of the approach roadways and approach barrier safety improvements.

### **City of Torrington, Rehabilitation of Church Street Bridge, CTDOT Bridge No. 03976**

Josh is VHB's project manager and engineer of record leading the rehabilitation of CTDOT Bridge No. 03976, Church Street over the west branch of the Naugatuck River. The project includes the development of the rehabilitation study, performing the structural design of the bridge including the development of the bid documents, and supporting the project through construction phase services. The project includes the major rehabilitation of the bridge steel girder system, bearing replacements, deck rehabilitation including parapet modification, and includes restoration of the approach roadways and approach barrier safety improvements.

### **Town of Trumbull, Rehabilitation of Old Town Road Bridge, CTDOT Bridge No. 05402**

Josh served as the engineer of record leading the structural design for the construction of the rehabilitation of CTDOT Bridge No. 05402, Old Town Road over the Pequonnock River. In this role, Josh led the rehabilitation design and supported the project through construction phase services. The project included the major rehabilitation of the bridge steel girder system, bearing replacements, deck rehabilitation, and includes restoration of the approach roadways and approach barrier safety improvements.

### **CTDOT, Darien Railroad Station Improvements, Connecticut**

Josh served as the Structural Design Task Manager for this fast-tracked project for the CTDOT Office of Rail. In his role, Josh lead the VHB structural design efforts including:





replacement of the existing concrete double-tee platform superstructure (with a heated, fiber-reinforced polymer transit panel system), rehabilitation of the existing platform substructure components, replacement of ramp and stair access structures (with a heated, fiber-reinforced polymer system), new elevator machine control rooms, four (4) new catenary structures, as well as canopy roof repairs due to the removal of the existing catenary structures.

#### **CTDOT, Task Order Railroad Engineering Services, Connecticut**

As part of VHB's Task Order Railroad Engineering Services contract with the CTDOT, Josh has been serving as the structural lead for a variety of task order assignments including:

- S-Program | Under this task, Josh has been serving as the structural lead for the S-23 bridge repair program. In this role, Josh has been coordinating the design of repairs to bridges along the NHML and its three branches. The coordination has included field checking of conditions, meetings with MNR personnel to confirm desired repairs, and development of repair plans for submission.
- Emergency Platform Repairs Program | Under this task, VHB developed an emergency platform inspection program to assess conditions along the Metro North rail corridor at various stations. The inspection program was developed to identify, assess, and repair critical deficiencies affecting high level platform structural systems in an expedited manner. As part of this project, VHB developed and executed an inspection program in accordance with the National Bridge Inspections Standards and Connecticut Department of Transportation Bridge Inspection Manual. VHB developed an inspection report format for these structural systems in addition to development of rehabilitation repair plans and specifications to address critical deficiencies encountered. Working with the CTDOT, VHB performed construction support services during repair construction.

#### **RIDOT, Henderson Bridge Reconstruction**

Josh is currently working with RIDOT on the reconstruction of the Henderson Bridge. He is supporting the ADD TEXT. This project involves a "road diet" on the Henderson Bridge, which includes a new shared-use path and aesthetic lighting and architectural elements similar to the linear park on the Washington Bridge, which was also designed by VHB.

#### **CTDOT, Route 15 Interchange 59 Improvements, New Haven–Woodbridge, CT**

As part of the Preliminary Design Phase, the VHB team provided a suite of Environmental Services, Pavement Design, Hydraulics and Drainage Design, Traffic Engineering, Lighting Design, and Structural Engineering. The purpose of this project is to provide safety, mobility, and connectivity improvements on Route 15 at the Exit 59 interchange ramps and the immediate subnetwork connections with Route 69 and Route 63.

## Rod Szwelicki, PE

Project Manager | Land Development



Rod is a project manager in the Connecticut office working on a variety of land development projects including institutional, retail, residential, and warehouses. Rod has extensive experience in residential and institutional site design, site grading, stormwater design and hydraulic engineering, parking layout, utility layout, and local and state permitting.

*12 years of professional experience*

### Education

BS, Civil Engineering, 2011

BS, Civil Engineering, Merrimack College, 2011

### Registrations/Certifications

Professional Engineer, CT, 01/2023

Amtrak Roadway Worker Protection (Amtrak Contractor)

OSHA 10-Hour Construction Safety and Health Certificate, CT

### Wesleyan University, Science Building, Middletown, CT

Rod is the project manager for the Wesleyan University new state of the art Science building, VHB is providing civil engineering design and permitting services. The project is located on the site between Church Street and Lawn Ave. The 193,000 square foot new construction building will house teaching, research, support and office spaces for Biology, Molecular Bio & Biochemistry, Chemistry, general purpose classrooms, a vivarium, and the College of the Environment.

### Wesleyan University, Integrative Arts Lab, Middletown, CT

Rod is the Project Manager for Wesleyan University's renovations/additions to 56 Hamlin Street to support a building focused on contemporary art and generic studio use. The project includes renovating and rebuilding a portion of the existing historic 12,000 GSF building, as well as constructing a new addition to the building. The University anticipates that the final building will be approximately 18,500 GSF with potential outdoor classroom/amenity space. Rod is managing the design, permitting, and construction administration.

### Mixed-Use Residential Project, Vernon, CT

Rod was the primary design engineer for a proposed development consisting of 300 apartment units and 30,000 SF of retail and restaurant space. As part of the project, VHB provided site design, utility design, drainage, and local permitting. VHB was also responsible for coordination with CTDOT for OSTA Permitting.

### The Ridge at Talcott Mountain, Simsbury, CT

Rod was the primary design engineer for The Ridge at Talcott Mountain, a mixed-used residential development in Simsbury. When complete, The Ridge development will accommodate 280 residential units, a 120-bed assisted living facility, and approximately 10,000 SF of retail space. As part of the project, VHB provided site design, utility design, drainage, and local permitting and obtained a Connecticut General Permit for the Discharge of Stormwater and Dewatering Wastewaters from Construction Activities.

### Quaker Green, West Hartford, CT

Rod has provided site design and permitting services for new construction of two midrise residential buildings as the final phase of the 11-acre residential development known as Quaker Green in West Hartford. The development first phase designed by VHB in 2005 consists of two 47,000 SF, four-story buildings. The project included conceptual planning, permitting, layout, grading, drainage, and utility design. Permitting included local Town Council and Connecticut Department of Transportation



approval. Rod was also responsible for follow-on construction services providing coordination with contractors and observation of construction-related items.

**The Mark Apartments, Shelton, CT**

Rod was the primary design engineer for a mixed use, six building, 228-unit apartment development in Shelton. As part of the project, VHB provided site design, utility design, drainage, and local permitting. VHB was also responsible for coordination with CTDOT for OSTA Permitting and the DEEP for the Connecticut General Permit for the Discharge of Stormwater and Dewatering Wastewaters from Construction Activities.

**Wesleyan University, Campus Hot Water Loop, Middletown, CT**

Wesleyan University has created a master plan to upgrade the existing campus wide steam heating system to a new efficient hot water heating system. Rod is the Project Manager for the development of Site Plan Documents for the hot water system upgrades. These services and documents will include identifying potential routes, identifying existing utility conflicts, final site treatments for disturbance associated with the construction of the upgrades, hot water main site plans and profiles, and any applicable details for site construction.

**Wesleyan University, Drainage Analysis, Middletown, CT**

Rod was Project Engineer for the preparation of a comprehensive drainage analysis for specific sections of the Wesleyan University's campus. The report included an analysis of existing storm drainage and detention systems, noting of deficiencies, and recommendations for improvement.

# Appendix B Billing Rates

VHB

## Key Personnel Rates

As requested in the RFQ we have provided hourly rates for key personnel assigned to the project. Whenever possible, we will employ highly skilled personnel with more affordable billing rates for fieldwork and data collection tasks.

<b>Staff and VHB Title</b>	<b>Project Role</b>	<b>Hourly Rate</b>
Amy J. Vaillancourt, LEP Director of Environmental Services	Project Director/Brownfield Specialist	\$305
Pam Lind, LEP Project Manager	Project Manager/LEP	\$180
Ken Schwartz, AICP, NCICS Planning & Design Service Leader	Reuse Planning and Outreach	\$355
Rod Szwelicki, PE Civil Engineer	Reuse Planning	\$190
Josh Colella, PE Structural Engineer	Reuse Planning	\$230
Neal Hulstein Environmental Scientist	Site Assessments	\$120



## VHB HOURLY BILLING RATES

<u>BILLING CODE</u>	<u>LABOR CATEGORY</u>	<u>HOURLY RATE</u>
260	Technical/Professional 26	\$355
250	Technical/Professional 25	\$330
240	Technical/Professional 24	\$305
230	Technical/Professional 23	\$285
220	Technical/Professional 22	\$260
210	Technical/Professional 21	\$250
200	Technical/Professional 20	\$240
190	Technical/Professional 19	\$230
180	Technical/Professional 18	\$220
170	Technical/Professional 17	\$210
160	Technical/Professional 16	\$200
150	Technical/Professional 15	\$190
140	Technical/Professional 14	\$180
130	Technical/Professional 13	\$170
120	Technical/Professional 12	\$160
110	Technical/Professional 11	\$150
100	Technical/Professional 10	\$140
090	Technical/Professional 09	\$130
080	Technical/Professional 08	\$120
070	Technical/Professional 07	\$110
060	Technical/Professional 06	\$100
050	Technical/Professional 05	\$90
040	Technical/Professional 04	\$80
030	Technical/Professional 03	\$70
020	Technical/Professional 02	\$60
010	Technical/Professional 01	\$50
350	Technical/Support 5	\$90
340	Technical/Support 4	\$80
330	Technical/Support 3	\$70
320	Technical/Support 2	\$60
310	Technical/Support 1	\$50
500	Court Testimony Starts at	\$355

**Reimbursable and subconsultant expenses are billed at cost plus 10%.**

Project  
Project # and Phase

Initials:  
Job Name:  
Project #:  
Date(s):

Generate Printer-Friendly Format

TOTAL: \$0.00

<u>Description</u>	<u>Rate per Unit</u>	<u>Units</u>	<u>Number of Units</u>	<u>SubTotal</u>	<u>Comments for Special Circumstances</u>
<b>Field Equipment</b>			<b>Subtotal:</b>	<b>\$0.00</b>	
Battery- deep cycle / 12Volt / jumper kit	\$5.00	day		\$0.00	
	\$20.00	week		\$0.00	
Hand auger	\$25.00	day		\$0.00	
Water level meter	\$30.00	day		\$0.00	
	\$70.00	week		\$0.00	
Interface probe	\$60.00	day		\$0.00	
	\$175.00	week		\$0.00	
Metal detector (Schonstedt)	\$45.00	day		\$0.00	
MiniRae Lite PID - Photoionization Detector	\$95.00	day		\$0.00	
	\$250.00	week		\$0.00	
Peristaltic pump	\$40.00	day		\$0.00	
	\$110.00	week		\$0.00	
Survey equipment (Spectra Laser Level)	\$95.00	day		\$0.00	
Whale pump	\$15.00	day		\$0.00	
<b>Field Supplies</b>			<b>Subtotal:</b>	<b>\$0.00</b>	
Alconox Soap	\$25.00	carton		\$0.00	
Asphalt Patch	\$20.00	pail		\$0.00	
Bailer - disposable (0.75 in. x 3 ft.)	\$8.00	each		\$0.00	
Bailer - disposable (1.5 in. x 3 ft.)	\$9.00	each		\$0.00	
Concrete - ready mix / 80 lb. bag	\$8.00	each		\$0.00	
Filter sand	\$15.00	50lb bag		\$0.00	
Filters - disposable / 0.45 Micron	\$17.00	each		\$0.00	
Gloves, nitrile / disposable	\$20.00	box		\$0.00	
Respirator cartridge - OV, AG, or HEPA	\$7.00	each		\$0.00	
Respirator, disposable/paper	\$2.00	each		\$0.00	
Survey stake - 1 ft. (hub or marker)	\$0.50	each		\$0.00	
Tubing, LDPE 1/4" OD	\$0.25	foot		\$0.00	
Tubing, HDPE 1/4" OD	\$0.40	foot		\$0.00	
Tubing, LDPE 1/2" OD	\$0.50	foot		\$0.00	
Tubing, HDPE 1/2" OD	\$0.70	foot		\$0.00	
Tubing - silicone (5703)	\$2.50	foot		\$0.00	
Tyvek booties, polycoated	\$5.00	pair		\$0.00	
Tyvek suit, polycoated - no elastics	\$12.00	each		\$0.00	
Tyvek suit, polycoated w/elastic & hood	\$14.00	each		\$0.00	
	\$10.00	day		\$0.00	
Consumables	\$30.00	week		\$0.00	



Complete Environmental  
Testing, Inc.

# 2023 Environmental Price List-Level 5

## **ORGANIC ANALYSES**

525.3	PNAs in Drinking Water	\$200.00
524.2	Purgeable Organics	\$80.00
524.2	Trihalomethanes	\$50.00
552	Haloacetic Acids	\$131.25
608	Organochlorine Pesticides	\$60.00
608	PCBs	\$52.00
624	Purgeable Organics	\$112.50
625	Acid Extractables (GC/MS)	\$93.75
625	Phthalate Esters (GC/MS)	\$112.50
625	Polynuclear Aromatics (GC/MS)	\$90.00
625	Semi-Volatile Organics (GC/MS)	\$150.00
	Alcohol Scan (C1-C4)	\$100.00
	CT ETPH Method	\$65.00
	Ethylene or Propylene Glycol	\$75.00
	Ethylene & Propylene Glycol	\$100.00
	Fingerprint by G.C.	\$75.00
	MA EPH with Targets	\$175.00
	MA EPH without Targets	\$100.00
	MA VPH	\$80.00

8015	Diesel Range Organics (DRO)	\$65.00
8015	Gasoline Range Organics (GRO)	\$75.00
8081	Organochlorine Pesticides	\$60.00
8082	PCBs	\$52.00
8082	PCBs by Soxhlet Extraction	\$72.00
8151	Chlorinated Herbicides	\$125.00
8100	TPH by 8100M	\$65.00
8260	Aromatic Volatile Organics	\$50.00
8260	Halogenated Volatile Organics	\$50.00
8260	Volatile Organics (GC/MS)	\$80.00
8260	NY STARS List	\$55.00
8260M	1,4-Dioxane	\$67.50
8270	Acid Extractables	\$93.75
8270	Base Neutrals	\$115.00
8270	Phthalates Only	\$112.50
8270	Polynuclear Aromatics Only	\$90.00
8270	Semi-Volatile Organics	\$150.00
8270	NY STARS List	\$110.00

## **HAZARDOUS WASTE CHARACTERIZATION**

Reactivity- Cyanide	\$20.00
Reactivity- Sulfide	\$20.00

Flashpoint (Ignitability)	\$30.00
Corrosivity (pH)	\$7.50



## INORGANIC ANALYSES

\*Digestion Fee \$10.00  
(Soil/Water)

\*\*Filtering for Dissolved Metals \$10.00

\*\*Microwave Digestion \$20.00  
(Paint/Oil Samples)

*\*The digestion fee only applies to samples where 1, 2, 3 or 4 metals are requested. Five or more metals waives the digestion fee.*

*\*\*Filtering or microwave digestion fees are billed regardless of the number of metals requested.*

### Individual Metals ICP or ICP/MS

Aluminum	\$9.00
Arsenic	\$9.00
Barium	\$9.00
Beryllium	\$9.00
Boron (ICP only)	\$9.00
Cadmium	\$9.00
Calcium	\$9.00
Chromium	\$9.00
Cobalt	\$9.00
Copper	\$9.00
Gold	\$40.00
Iron	\$9.00
Lead	\$9.00
Lead Paint Chip (inc. digestion)	\$29.00
Lead Wipe (inc. digestion)	\$19.00
Lead in Drinking Water	\$16.50
Lead Air Cassette	\$9.00
Magnesium	\$9.00
Manganese	\$9.00

Mercury (ICP/MS or Cold Vapor)	\$19.50
Molybdenum	\$9.00
Nickel	\$9.00
Palladium	\$40.00
Platinum	\$40.00
Potassium	\$9.00
Selenium	\$9.00
Silver	\$9.00
Sodium	\$9.00
Strontium	\$20.00
Thallium	\$9.00
Titanium	\$9.00
Tin	\$9.00
Tungsten	\$25.00
Uranium (ICP/MS only)	\$40.00
Vanadium	\$9.00
Zinc	\$9.00
Zirconium	\$20.00

### Metals Group Pricing

RCRA 8 Metals	\$75.00
Priority Pollutant 13 Metals	\$105.00
MCP 14 Metals	\$112.50

CT DEEP 15/RSR Metals	\$120.00
TAL 23 Metals	\$165.00

***When ordering bottles for dissolved metals, please tell us if you are planning to field filter or have the lab filter the samples.***



CT Laboratory Certification PH-0116  
MA Laboratory Certification M-CT903

NY Laboratory Certification 11982-NELAP  
RI Laboratory Certification 199

PA Laboratory Certification 68-02927

## **WET CHEMISTRY**

Acidity	\$10.00
Alkalinity	\$10.00
Asbestos PLM (bulk)	\$35.00
Ash	\$10.00
BOD 5 Day	\$25.00
BOD 20 Day	\$25.00
BTUs/lb	\$75.00
COD	\$12.00
Chloride	\$12.00
Chlorine, Residual	\$12.00
Chromium, Hexavalent (soil)	\$35.00
Chromium, Hexavalent (water)	\$15.00
Coliform, Fecal	\$45.00
Coliform, Total (P/A)	\$18.75
Coliform, Total (MPN)	\$45.00
Color	\$5.25
Cyanide, Amenable	\$26.25
Cyanide, Total	\$22.50
E. Coli (MPN)	\$45.00
E. Coli & Total Coliform (MPN)	\$55.00
Fluoride	\$12.00
Halogens, Total (Oil)	\$75.00
Hardness	\$12.00
Moisture (%)	\$10.00
Nitrogen:	
Ammonia	\$20.00
Kjeldahl	\$20.00
Nitrate	\$12.00
Nitrite	\$12.00
Organic	\$40.00
Total	\$44.00

Odor	\$5.25
Oil & Grease HEM	\$40.00
Oil & Grease SGT-HEM	\$50.00
Organic Content/Loss on Ignition	\$37.50
pH	\$7.50
Paint Filter Test	\$7.50
Phenols, Total	\$20.00
Phosphate, Ortho	\$12.00
Phosphate, Total	\$15.00
Phosphorus, Total	\$20.00
Salinity	\$12.00
Silica	\$20.00
Solids:	
Fixed	\$20.00
Settleable	\$10.00
Total Dissolved	\$10.00
Total Suspended	\$10.00
Total Volatile	\$20.00
Total (Soil)	\$6.00
Total (Water)	\$10.00
Specific Conductance (soil)	\$26.25
Specific Conductance (water)	\$12.00
Specific Gravity (Density)	\$18.75
Sulfate	\$12.00
Sulfide	\$12.00
Sulfite	\$18.75
Sulfur	\$20.00
Sulfur (Oil)	\$75.00
Surfactants (MBAS)	\$35.00
Turbidity	\$7.50

**PLEASE CALL THE LABORATORY FOR PRICING ON STORMWATER ANALYSIS**



CT Laboratory Certification PH-0116  
 MA Laboratory Certification M-CT903

NY Laboratory Certification 11982-NELAP  
 RI Laboratory Certification 199

PA Laboratory Certification 68-02927

## SPLP/TCLP ANALYSES

Metals:	
*Extraction	\$25.00
RCRA 8 Metals	\$75.00
	<b>\$100.00</b>
Volatile Organics:	
Extraction (ZHE)	\$60.00
Volatiles (11)	\$80.00
	<b>\$140.00</b>

Semi-Volatiles:	
*Extraction	\$25.00
Acid & Base Neutrals (12)	\$150.00
Pesticides	\$60.00
Herbicides	\$125.00
	<b>\$410.00</b>
Complete TCLP/SPLP Analysis	<b>\$650.00</b>

\*An extraction fee will be charged for each analysis requested for TCLP/SPLP.

## GENERAL INFORMATION

**Hours of Operation:** Monday through Friday: 7AM to 6PM. Emergency services and weekend services are available with prior arrangement. Weekend and Emergency services are subject to additional fees including services to meet hold times or priority requests. Please call the lab to arrange weekend/emergency services.

**Turnaround Time:** Standard turnaround is approximately 5-10 working days. Priority surcharges are as follows:

3 Working Days	40%
2 Working Days	50%
2 Working Days (TCLP/SPLP/Soxhlet)	75%
Next Day	75%
Next Day (TCLP/SPLP/Soxhlet)^	100%
Same Day (8 hours)^	100%
Same Day (Received after 1pm)^	200%

^When available with prior arrangement. Please note, due to extractions, SPLP, TCLP and Soxhlet analysis may only be available as a 2 or 3 day priority.

**Priority Service begins when the samples are received at the laboratory. Samples received after 1:00PM and any samples picked up by courier service will be considered next day receipt. Samples that require expedited turnaround time to meet hold times will be charged at the priority service rate.**

**Electronic Data Deliverables, RCP Packages and DQA Worksheets are available at no additional charge. Duplicate/Matrix Spike/Matrix Spike Duplicate samples will be charged at the rate of analysis requested. Samples requiring particle size reduction or compositing samples in laboratory will be subject to an additional fee.**

**Sample Containers and Courier Service:** Bottles and preservatives are available at no charge with the exception of EnCore Samplers. Sample collection or pick up is available by mutual agreement. EnCore Samplers are available at \$15.00 each. Bottle Orders can be requested at [bottleorders@cetlabs.com](mailto:bottleorders@cetlabs.com). Sample pickups can be requested at [samplepickup@cetlabs.com](mailto:samplepickup@cetlabs.com). Bottle Orders and Sample Pickup requests should be made with at least 24 hours notice.

**Sample Disposal:** We reserve the right to return any unused portion of sample. Samples are disposed of 30 days after the report date unless otherwise noted by client on the chain of custody.



CT Laboratory Certification PH-0116  
MA Laboratory Certification M-CT903

NY Laboratory Certification 11982-NELAP  
RI Laboratory Certification 199

PA Laboratory Certification 68-02927

# 2023 Environmental Price List-PFAS Pricing

DRINKING WATER BY EPA METHOD 537.1	\$250.00
DRINKING WATER BY EPA METHOD 533	\$300.00
WATER BY EPA METHOD 537.1 MODIFIED (isotopic dilution) *	\$300.00
EPA METHOD 1633 (DRAFT METHOD) *	\$400.00
SOIL ANALYSIS BY EPA 537.1 MODIFIED (isotopic dilution) *	\$300.00

\*Any blanks submitted for matrices other than drinking water, will be billed at the rate of the analysis requested

## **GENERAL INFORMATION**

**Hours of Operation:** Monday through Friday: 7AM to 6PM. Please call the laboratory to arrange priority services.

**Turnaround Time:** Standard turnaround is approximately 10 working days. Any samples received after **1:00PM** for PFAS will be considered a next day receipt. Priority surcharges are as follows:

5 Working Days <sup>^</sup>	100%
Less than 5 Working Days	Call lab for availability

***^Prior arrangements must be made with the laboratory for PFAS priority samples.***

*Samples that require expedited turnaround time to meet hold times will be charged at the priority service rate. Electronic Data Deliverables are available at no charge.*

**Sample Containers and Courier Service:** Bottles and preservatives are available at no charge. **Sample containers for PFAS must be provided by CET.** Bottle Orders can be requested at [bottleorders@cetlabs.com](mailto:bottleorders@cetlabs.com). Sample pickups can be requested at [samplepickup@cetlabs.com](mailto:samplepickup@cetlabs.com). Bottle Orders and Sample Pickup requests should be made with at least 24 hours notice.

**Sample Disposal:** We reserve the right to return any unused portion of sample. Samples are disposed of 30 days after the report date unless otherwise noted by client on the chain of custody.



CT Laboratory Certification PH-0116  
MA Laboratory Certification M-CT903

PA Laboratory Certification 68-02927

NY Laboratory Certification 11982-NELAP  
RI Laboratory Certification 199

Eagle Environmental, Inc.

# EAGLE ENVIRONMENTAL, INC. – RATE SHEET 2022

## Personnel Category

Principal .....	\$ 175.00/hr
Licensed Environmental Professional.....	\$ 150.00/hr
Senior Project Manager.....	\$ 125.00/hr
Project Manager .....	\$ 105.00/hr
Senior Consultant.....	\$ 95.00/hr
Licensed Asbestos Inspector.....	\$ 80.00/hr
Licensed Asbestos Project Monitor .....	\$ 80.00/hr
Licensed Asbestos Management Planner.....	\$ 125.00/hr
Licensed Lead Inspector .....	\$ 80.00/hr
Licensed Project Asbestos/Lead Designer.....	\$ 125.00/hr
Clerical.....	\$ 55.00/hr
AutoCAD .....	\$ 80.00/hr

## Reimbursable Expenses

Mileage .....\$ .625/mile

## Equipment

Rental Equipment..... \$ As Needed/Per Piece

## Analytical

Bulk Sampling Analysis by PLM  
 24 hr turn around ..... \$ 20.00/ea  
 3 day turn around..... \$ 18.00/ea  
 5 day turn around..... \$ 15.00/ea

Bulk Sampling Analysis by PLM/Point Count  
 24 hr turn around ..... \$ 45.00/ea  
 48 hr turn around ..... \$ 40.00/ea  
 5 day turn around..... \$ 35.00/ea

Bulk Sampling Analysis by TEM  
 24 hr turn around ..... \$ 65.00/ea  
 3 day turn around..... \$ 60.00/ea

Air Sample Analysis by PCM  
 Same day turn around..... \$10.00/ea

Clearance Air Sample Analysis by TEM  
 3 hr turn around ..... \$ 375.00/ea  
 6 hr turn around ..... \$ 125.00/ea  
 24 hr turn around ..... \$ 100.00/ea

Lead Paint Samples (TCLP analysis)  
 48 hr turn around.....\$ 95.00/ea  
 5 day turn around .....\$ 80.00/ea

Lead Paint Samples (Wipe, Chip)  
 24 hr turn around.....\$ 15.00/ea  
 48 hr turn around.....\$ 13.00/ea  
 5 day turn around .....\$ 12.00/ea

Microbial Air Sample Analysis (M001)  
 24 hr turn around.....\$ 70.00/ea  
 5 day turn around .....\$ 60.00/ea

Microbial Bulk Sample Analysis (M041)  
 24 hr turn around.....\$ 70.00/ea  
 5 day turn around .....\$ 60.00/ea

PCB in Caulk (EPA SW 846 8082)  
 24 hr turn around.....\$ 135.00/ea  
 48 hr turn around.....\$ 115.00/ea  
 5 day turn around .....\$ 90.00/ea

Radon Analysis  
 5 day turn around .....\$ 35.00/ea



Crosskey Architects

# 2023 Billing Rates

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<u>BILLING CATEGORY</u>	<u>HOURLY RATE</u>
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Founder	\$270/hr
President/Vice President	\$230/hr
Principal	\$220/hr
Project Manager	\$185/hr
Job Captain	\$135/hr
Historic Preservationist	\$130/hr
Intern/Draftsperson	\$125/hr
Clerical	\$80/hr

## DIRECT CHARGE SCHEDULE

Crosskey Staff Mileage	At Prevailing IRS Rate
'In-House' Printing/Reprographics	
B&W Copy/Print (8.5"x11" & 11"x17")	\$0.10/page
Color Copy/Print (8.5"x11" & 11"x17")	\$0.50/page
Color Photo Paper (8.5"x11" & 11"x17")	\$3.50/page
B&W (12"x18" & 15" x 21")	\$0.75/page
Color (12"x18" & 15" x 21")	\$6.00/page
B&W (24"x36" & 30" x 42")	\$3.00/page
Color (24"x36")	\$4.00/page
Color (30"x42")	\$5.00/page
Color Photo Paper (24" x 36")	\$40.00/page
Color Photo Paper (30" x 42")	\$55.00/page
Foam Core Mounting	\$30.00 additional per sheet

SUBCONTRACTORS / SUBCONSULTANTS      Cost plus 10%

REIMBURSABLE EXPENSES                      Cost plus 10%

\*Rates will increase up to 5% annually, at the Architect's option, for all contracts that extend beyond twelve (12) months after the date of the contract.

RKG Associates

## RKG Associates Rate Table

<b>Title</b>	<b>Hourly Rate</b>
Principal	\$250
Project Manager	\$185
Senior Analyst	\$175
Analyst	\$150

# Appendix C Subcontractor Qualifications

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## Services Offered

### HAZARDOUS AND REGULATED BUILDING MATERIALS INSPECTION SERVICES

- Asbestos-Containing Materials (ACM)
  - Lead-Based Paint
  - PCB/DEHP Containing Light Ballasts
  - PCB-Containing “Source” Materials
  - Mercury Vapor Lamps
  - Mercury Containing Thermostatic Controls
  - Chlorofluorocarbons
  - Radon
  - Mold
  - Water Intrusion Inspections/Moisture Mapping
  - Indoor Air Quality Studies
- 

# Subconsultant Qualifications

## Eagle Environmental, Inc. Overview

Eagle is a Connecticut based Hazardous Building Materials and Environmental Consulting firm located at 8 South Main Street, Suite 3 in Terryville, Connecticut. Eagle provides hazardous building material consulting, environmental investigation and remediation, and construction management services throughout Connecticut and various New England States. Eagle offers complete inspection, design and monitoring services for asbestos-containing materials (ACM), lead-based paint (LBP), Polychlorinated Biphenyls (PCB's), and other hazardous and regulated building materials. Eagle's services also include water intrusion evaluations and radon assessments. Eagle celebrated twenty-seven (27) years of quality and excellence in the environmental consulting industry in 2022.

Eagle provides turn-key consulting services from the inception of the project to the final reporting. Eagle specializes in building sciences and provides hazardous materials consulting services to support demolition, renovation, risk assessments, hazardous materials management, property transactions and OSHA compliance. Our experienced staff consists of Senior Project Managers, Project Managers, Senior Consultants and Field Technicians, which are supported by our administrative staff. The President and Vice President are actively involved in the technical aspects of our services on a daily basis. The technical staff is cross trained in multiple disciplines.

Eagle is qualified for all size projects from single family residential demolitions or renovations to large-scale commercial and industrial remediation. We routinely provide pre-demolition inspection, monitoring and clearance services for municipal blighted building programs as well as provide consulting for large Brownfields cleanup projects such as the former Norwich State Hospital. Eagle is capable of performing complete inspection work for grant applications under the State of Connecticut Department of Housing and the Connecticut Housing Finance Authority. We perform environmental compliance inspections for more than 150 schools in Connecticut under various Contracts. In addition, we routinely inspect, design and monitor multi-million dollar school renovation and demolition projects.

Eagle is a State of Connecticut licensed Lead Consultant/Contractor and all team members are appropriately licensed in the disciplines in which they work. Eagle is certified by the Connecticut Department of Public Health for asbestos air sample analysis by Phase Contrast Microscopy (PCM). Eagle is a State of Connecticut certified Small Business Entity (SBE). Eagle employees one Connecticut licensed environmental professional (LEP).

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## Services Offered

### HAZARDOUS AND REGULATED BUILDING MATERIALS DESIGN SERVICES

- Alternate Work Practice
- Asbestos Abatement Technical Specifications
- Asbestos Operations and Maintenance Plans
- Lead-Based Paint Abatement Plans
- Lead-Based Paint Hazard Control Plans
- Lead-Based Paint Management Plans
- Universal Waste Reclamation Technical Specifications
- PCB - Self Implementing Clean-Up and Disposal Plan (SIP)
- PCB - Risk-based Remedial Action Plan (RAP)

### HAZARDOUS AND REGULATED BUILDING MATERIALS MONITORING SERVICES

- Asbestos-Containing Materials Monitoring and Clearance Sampling
- Lead-Based Paint Monitoring and Clearance Sampling
- PCB Clearance Sampling and Analysis
- Post Mitigation Radon Testing
- LEED Air Quality Testing

### CONSTRUCTION ADMINISTRATION

- Project Management and Consulting Services
- 

Eagle understands the commitment necessary to execute a successful project within budget and schedule. It is our knowledge of these regulatory requirements, good relationship with the regulating agencies and experience managing fast track projects with aggressive schedules that uniquely qualifies us for any project. We will commit the necessary personnel and resources required to ensure that our contractual obligations for a Contract are fulfilled in a timely manner. Eagle believes that hazardous building materials should not bring construction to a halt, but rather they should be considered an integrated step in the design and construction process -- one that is adequately planned and budgeted for in advance

All of Eagle's projects are managed directly by a Senior Project Manager or Project Manager who receives support from the Principal In Charge (President or Vice President). A Principal In Charge is assigned to every project to interact with the Senior Project Manager or Project Manager to ensure project obligations are achieved.

Eagle undertakes responsibility of executing a project from start to finish. Upon receipt of the signed contract, we allocate manpower and resources to the job so the project can be completed within budgeted cost and time parameters. Eagle will assign a Project Manager to manage the Consultant's effort and to assist the Client with the management and administration of the project. These duties will include, but are not limited to, scheduling, coordinating, and managing Consultant personnel; assisting the Client with abatement and remediation project management; reviewing abatement/remediation contractor applications for payment and requests for change orders; attending weekly job meetings while abatement and/or remediation activities are underway; and communicating abatement information to the other parties designated by the Client.

For complex project inspection work, Eagle's Project Manager will visit the site with the team of Field Technicians to review the area(s) of inspection, evaluate safety considerations and review the building systems. The project manager manages sample budgets and coordinates inspection work and interacts with the Client throughout the inspection process to update them with pertinent information.

Most inspections can be performed in regular hours. However, if necessary, we can schedule the work at off hours or on weekends/holidays. We can assist the Client in the bid process in clarifying issues/questions raised by the contractors and participate in pre-bid and pre-construction meetings. Our good relationship with the regulatory agencies helps for expeditious approval of Alternative Work Practices (AWP) for asbestos abatement work. During the abatement process, we attend project meetings to provide progress updates.

## Eagle Project Team

The Eagle team consists of eighteen full-time employees. Eagle's team is comprised of a Principal, a Vice President of Operations, a Senior Manager of Environmental Sciences, a Senior Project Manager, a Project Manager, Senior Environmental Consultants and Environmental Consultants. Eagle has a full-service AutoCAD department capable of developing single line schematic drawings to full-size scaled drawings and site plans.

The following represent leadership who will have a role in the project.

### **Peter J. Folino, Principal**

Peter has thirty (30) years of hazardous building materials consulting experience and obtained his Bachelor of Science Degree from Springfield College in Springfield, MA. As President, Peter oversees the quality of services provided by Eagle Environmental, Inc. and guides the firm's management team. He is involved with the everyday operations on a technical and administrative level. Peter serves as laboratory director for the in-house asbestos analysis laboratory.

Peter is a licensed asbestos inspector, designer and project monitor and a licensed lead inspector/risk assessor and planner/project designer in the State of Connecticut. He participates in the American Industrial Hygiene Association (AIHA) Asbestos Analyst Registry. Peter is an active member of the Connecticut Lead Poisoning Elimination Task Force. As a member of the task force, Peter helped develop revised state regulations pertaining to lead-based paint testing, abatement, and clearance.

Peter served as the project manager for the Norwich State Hospital USEPA Brownfields cleanup consisting of the abatement and remediation of 58 institutional and support buildings at the site in Preston, Connecticut. The project has been ongoing for approximately last three years. Peter also served as the project manager for the former Nova Dye factory located at 313 Mill Street in Waterbury, CT, another Brownfield site. This project consisted of a major environmental cleanup of several industrial buildings partially or completely damaged by fire. He developed the Alternative Work Practice and technical specifications for this project for the Waterbury Development Corporation. He is also working as the Project Manager for the renovation of five Hartford Public Schools and Windsor Locks High School. The renovation of some of these schools required securing approval of Alternative Work Practice and Variance Applications from the State of Connecticut Department of Public Health (DPH) and approval of Environmental Protection Agency (EPA) of a Self-implementing Onsite Cleanup and Disposal Plan (SIP) for remediation of PCB.

In addition, Peter has an extensive background in Public Housing rehabilitation projects funded by the Department of Economic and Community Development (DECD) and the Connecticut Housing Finance Authority (CHFA).



## **Christopher Liberti, Vice President of Operations**

Christopher is an experienced consultant with 22 years of experience in the area of hazardous building materials consulting as it pertains to inspection, design, and monitoring for asbestos abatement work. Christopher serves as Eagle Environmental, Inc.'s senior project manager and is responsible for completing and managing some of Eagle's largest projects. He has substantial working knowledge of Occupational Safety and Health Administration (OSHA) guidelines and regulations.

Christopher has performed field sampling for potential personal and area air contamination. He has completed training in OSHA Hazardous Waste Operations and Emergency Response as well as Supervisor/Competent Person Training for Deleading of Industrial Structures. Mr. Liberti has completed NIOSH 582 equivalent training in Sampling and Evaluating Airborne Asbestos, as well as the 40-hour Asbestos Abatement Supervisor Training. He is a licensed asbestos inspector, project designer, and project monitor in the State of Connecticut.

Christopher has a Bachelor of Science Degree in Geology and Geophysics from the University of Connecticut.

## **Jason Eberhard, Senior Project Manager**

Jason is an experienced environmental consultant with more than 30 years experience in the area of hazardous building materials and industrial hygiene consulting as it pertains to inspection, design, and monitoring for asbestos abatement work, hazardous materials remediation, indoor air quality, and occupational workplace health and safety. He serves as one of Eagle Environmental, Inc.'s senior project managers and is responsible for completing and managing a wide variety of hazardous materials projects. Jason has substantial working knowledge of local, state, and federal guidelines and regulations and has worked extensively throughout the northeast states, California and Canada.

Jason is a licensed asbestos inspector/management planner and project designer in the State of Connecticut. He has a Bachelor of Science in Business Management from Keene State College.

## **Aaron E. Hatcher, Project Manager**

As a Project Manager, Aaron manages hazardous materials inspection and monitoring projects in public- and privately-owned facilities. He also performs field surveys and data acquisition, as well as field verifications for quality review purposes.

Aaron has completed NIOSH 582 equivalent training in Sampling and Evaluating Airborne Asbestos, as well as the 24-hour Asbestos Inspector Training, 24-hour Asbestos Project Designer Training, the 40-hour Asbestos Project Monitor Training, the 5-day Lead Inspector/Risk Assessor Training, the 5-day Lead Supervisor/Contractor Training and the 2-day Lead Project Designer Training. He is a licensed asbestos inspector, asbestos project designer, asbestos project monitor, lead project designer, and lead inspector/risk assessor in the State of Connecticut as well as a health and safety intervention practitioner. Aaron is the Project Manager for Connecticut Children's Medical Center Healthy Homes Program.

Aaron has a Bachelor of Science Degree in Environmental Sciences from Teikyo Post University in Waterbury, Connecticut.

## **Supporting Technical Staff**

Eagle maintains a staff of qualified trained and licensed inspectors, designers, and project monitors. All staff members participate in the American Industrial Hygiene Association Asbestos Analyst Registry and attend continuing education and annual refresher training. The following personnel represent the technical staff of Eagle. Additional administrative personnel support these key professionals.

- » John Terrill – Senior Environmental Consultant
- » Kathleen Morgan - Environmental Consultant II
- » Joshua Smith – Environmental Consultant II
- » Michael Stewart – Environmental Consultant II
- » Jake Cyr – Environmental Consultant I
- » Evan Kulig – Environmental Consultant I
- » Nicholas Mussen – Environmental Consultant I
- » Jonathan Vargas – Environmental Consultant I
- » Brett Baczek - AutoCAD Drafter / Environmental Consultant I

## **Supporting Administrative Staff**

- » Brandy Christen – Office Manager
- » Victoria Farkas – Administrative Assistant
- » Tammy Poitras – Administrative Assistant

# Crosskey Architects Firm Profile

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Crosskey Architects revitalizes and transforms communities through the development and redevelopment of underutilized buildings and sites. Through sensitive rehabilitation, creative adaptive reuse and conscious design of new buildings, we rejuvenate social fabrics and a neighborhood's 'sense of place'.

We are a team of unique individuals specializing in historic rehabilitation and the design of multifamily housing with a client-focused approach. Our enthusiastic pursuit of creative solutions is aided by our expert knowledge and over 39 years of extensive experience. Crosskey maintains a robust staff of architects, designers, historic preservationists, and support staff. The office is headed by our President Laura Crosskey, and Vice-President Michael Weissbrod with a leadership team of Principal Architects who lead all projects within the firm. The office is further divided into separate teams, each headed by a dedicated project manager. This method of organization, paired with our highly-coordinated project management system enables us to balance multiple projects within each team.

Since its inception, our firm has sought to improve upon traditional design organizations with respect to management, project organization, staff coordination, and delivery systems. The result is a distinctive portfolio of projects with many design and preservation awards.

At Crosskey Architects, we are preservationists who transform abandoned buildings from neglected, broken-down relics into culturally infused modern spaces, while envisioning a prosperous future that empathizes with our rich and storied past. We create communities by considering the context of their locations, in both time and space. Crosskey Architects does not design in a vacuum, rather focuses on contextual design solutions that promote transformation and a positive impact on the broader community.



750 Main Street, Suite 150, Hartford, CT 06103

(860) 724-3000

Contact: Laura Crosskey; [lcrosskey@crosskey.com](mailto:lcrosskey@crosskey.com)

# Firm Leadership

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## William W. Crosskey II, AIA LEED AP

Founder

Historic Architect, 36 CFR Part 61  
40+ years

### Education:

- Syracuse University  
Bachelor of Architecture, 1979  
Graduated *cum laude*

### Affiliations:

- American Institute of Architects & AIA Connecticut
- National Trust for Historic Preservation
- Association for Preservation Technology International  
US Green Building Council
- CT Trust for Historic Preservation  
Vice Chairman (2011)
- CT Trust for Historic Preservation  
Board of Directors (2005 to 2011)

### Awards & Recognition:

- Connecticut Preservation Action  
Audrey Beck Award, 2019

## Biography

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Bill Crosskey graduated *cum laude* from Syracuse University with a double major in architecture and architectural history. He was trained in the Northeast, and has worked in the Hartford area for the majority of his career. He has a wide range of experience with project types including historic preservation, master planning, corporate offices, multifamily housing, community centers, restaurants, sacred buildings, retail facilities, financial institutions, and healthcare facilities.

With over 40 years of experience, Bill has worked on many types of projects: urban, rural, new construction, renovation, affordable, market rate, mixed income, special needs, and senior housing. He has experience with funding sources such as DECD, CHFA, and HUD. Projects range in size from two units to over 600; recent projects include master planning for large-scale urban projects in Hartford and Norwalk.

Bill has served as Architect of Record and/or Historical Architect for dozens of properties on the National Register of Historic Places. His meticulous attention to detail and ability to work closely and easily with others keeps these complex projects running smoothly throughout all phases. Bill's preservation awards are a testament to the quality of his work. He is NCARB Certified and a LEED Accredited Professional since 2008.

Licensed in the following states:

Connecticut 1983 - Architecture

Connecticut 1997 - Interior Designer

Florida 2019 - Architecture

# Firm Leadership

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## Laura J. Crosskey, AIA

President

Business Management 4+ years  
Architecture 6+ years

### Education:

- Southern California Institute of Architecture  
Master of Architecture, 2016
- University of Hartford  
Bachelor of Science, Architectural Engineering Tech., 2013  
Graduated *magna cum laude*

### Affiliations:

- American Institute of Architects
- AIA Connecticut
- National Council of Architectural Registration Boards
- Connecticut Green Building Council Member
- National Trust for Historic Preservation Member
- Connecticut Preservation Action Board Member

## Biography

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Laura has been an influential member of the family-business, Crosskey Architects, over the past ten-plus years. She is a hands-on leader involved in all aspects of the firm from day-to-day operations and technical services, to strategic leadership and business management.

With life long exposure to the management and development of the business, Laura possesses the principles and values of the first generation of Crosskey Architects and carries them into the second generation for consistency and continuity of the firm.

With a technical background from the University of Hartford and a design background from the Southern California Institute of Architecture, Laura's architectural training brings a well-rounded approach to each project. As a licensed Architect and Interior Designer, she collaborates on both rehabilitation and new construction projects with a focus on community revitalization and sustainability. Laura's interest in architecture stems from the social responsibility architecture inherently possesses and a belief that successful architecture can create change in the lives of individuals and communities.

Laura is fluent in both English and Spanish.

Licensed in the following states:

Connecticut 2020 - Architecture

Connecticut 2020 - Interior Design

Massachusetts 2022 - Architecture

New York 2022 - Architecture

# Firm Leadership

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## Michael D. Weissbrod, AIA

Vice-President

17+ years

### Education:

- University of Hartford  
Master of Architecture, 2011  
Bachelor of Science, Architectural Engineering Tech., 2006

### Affiliations:

- American Institute of Architects
- AIA Connecticut
- CANstruction Coordinator
- National Council of Architectural Registration Boards

## Biography

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Mike joined Crosskey Architects in 2006, after graduating *magna cum laude* from the University of Hartford. He focuses on rehabilitation of historic structures and multifamily housing as well as urban and suburban new construction multifamily projects. Mike is a hands-on architect with great attention to technical details, allowing him to think through complex issues and problems, driving client satisfaction. He works with clients from start to finish as the primary point of contact on projects.

Diverse experience and appreciation for design challenges enable Mike to approach each project with a fresh perspective. His driving interest is in the individuality of each project. Mike is directly involved with each project from its start to its completion. He understands that a strong, thought out design is vital and should be followed to ensure project harmony. The plans and strategies he has developed for building for future design help to prevent and mitigate unforeseen issues.

Mike aims to positively impact communities and improve lives through his work. He started his career at Crosskey Architects as an intern architect, growing with the firm to a principal and ultimately an ownership position. Mike has lead projects ranging in size from \$50,000 to \$50 million.

Licensed in the Following state:

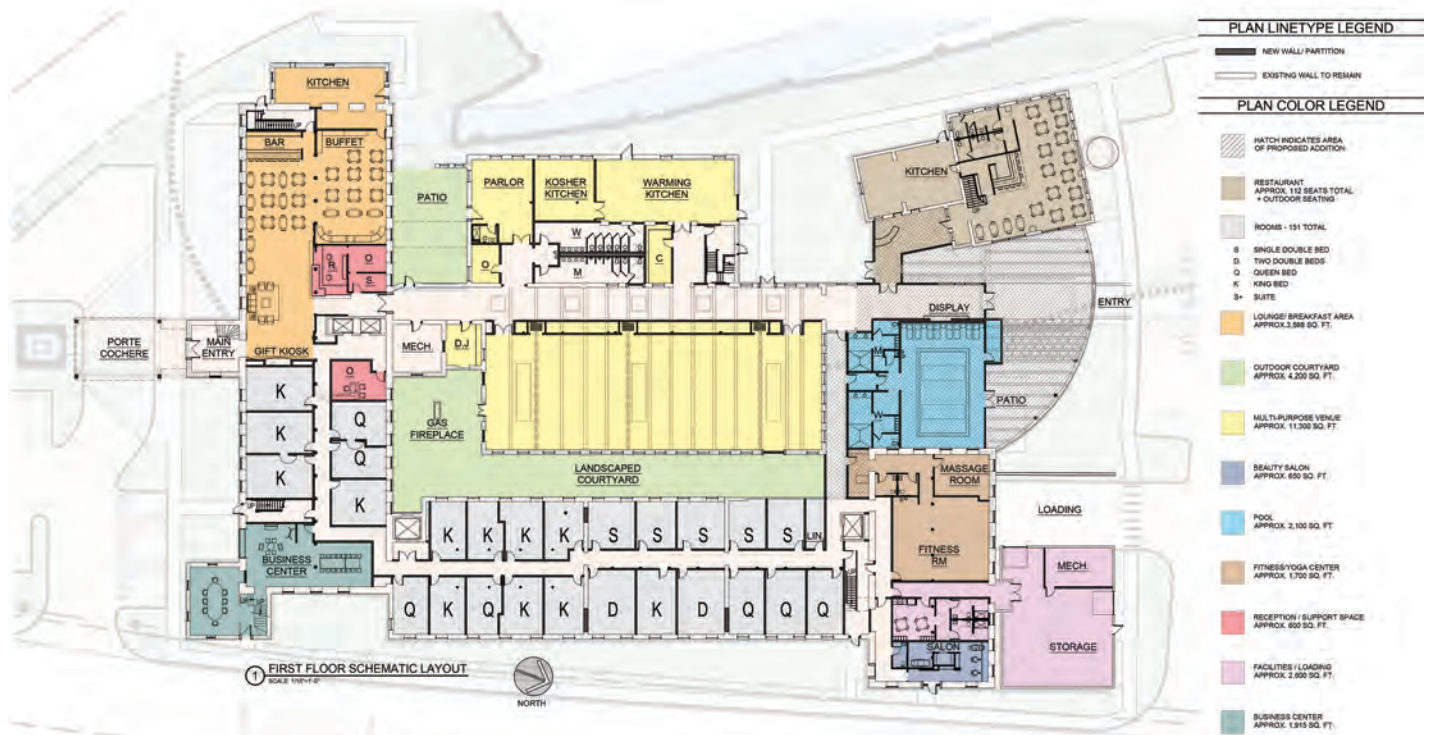
Connecticut 2017 - Architecture

# Hale Mill Inn

Norwich, CT

Client: Palisades Funding Solutions  
 Size: 100,000SF/150 Guest Rooms  
 Cost: Est. \$20,000,000  
 Funding: Historic Tax Credits  
 Status: Construction Documents In-Progress  
 Type: Historic Preservation/Conversion/Hospitality

The conversion of the Former Hale Mill includes the restoration of the existing complex. The existing building was previously undergoing renovation and restoration activities in the early 2000s, which abruptly came to a halt. Almost two decades later, the project has been revived, continuing restoration, renovation and addition to the buildings to generate a boutique style hotel with numerous on site amenities. The integration of contemporary design features into the historic fabric of the existing buildings will create 150 guest rooms, including two-story guest suites with vaulted ceilings. Amenities include a large fitness center overlooking the indoor pool area and spa, a full services salon, a large event space, an upscale restaurant with outdoor seating and a modern bar/lounge. The Hale Mill is listed on the National Register of Historic Places.

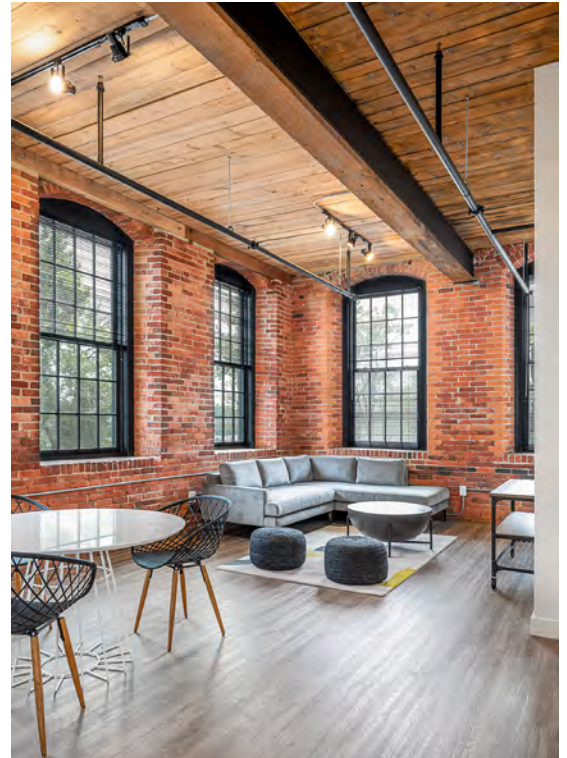


# Montgomery Mill

Windsor Locks, CT

Client: Beacon Communities  
Size: 159 units, 197,000 SF  
Funding: CHFA, Federal and State  
Historic Tax Credits  
Cost: \$45,000,000  
Status: Completed 2020  
Type: Historic Preservation and  
Multifamily Housing

The J.R. Montgomery Company Industrial Complex is a former textile manufacturing facility located between the Windsor Locks Canal and the Connecticut River. The former mill complex is an important icon in Windsor Locks' industrial history and a major landmark in the downtown area. The rehabilitation of this complex involves the converting three former industrial buildings into apartments for households at varying income levels. The plan incorporates green design while working within budget and applicable historic preservation standards. The Windsor Locks Canal State Park Trail is located along the canal and runs parallel to the buildings affording residents the opportunity for recreational opportunities. Its location downtown makes it a pedestrian-friendly community, located close to mass transit and within walking distance of the town center and many amenities.





# Capewell Lofts

Hartford, CT

Client: Corp. for Independent Living  
Size: 72 units  
Funding: CRDA, Federal and State  
Historic Tax Credits  
Cost: \$17,755,000  
Status: Completed 2016  
Type: Multifamily Housing/Historic  
Preservation/Sustainable  
Design

The Capewell Horse Nail Company factory building was a significant Hartford manufacturing center from the late 19th century to 1985. It is located in the city's Sheldon-Charter Oak Neighborhood and listed on the National Register of Historic Places. The factory, completed in 1903 following a fire that destroyed an earlier building, was vacant for over 25 years. While the building had suffered significant deterioration, it remained viable for rehabilitation and adaptive reuse for multifamily housing. The conversion of the Capewell Horse Nail Company factory building into Capewell Lofts is an example of sustainable preservation. It achieved LEED Gold certification through the incorporation of high efficiency mechanical and electrical systems, including LED lighting and energy recovery ventilations. It also contains a conduit and is prepared to utilize solar energy.

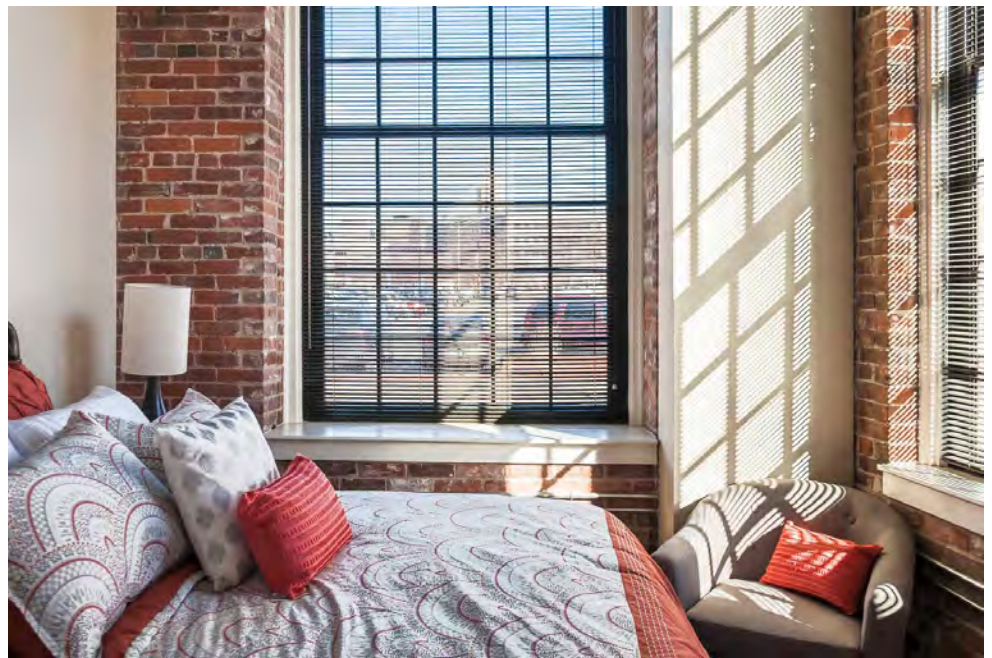


# Capitol Lofts

Hartford, CT

Client: Dakota Partners, Inc.  
Size: 112 units  
Funding: CHFA/DOH, Federal and State Historic Tax Credits  
Cost: \$23,500,000  
Status: Completed 2017  
Type: Historic Preservation/  
Multifamily Housing

The former Pratt & Whitney Machine Shop Company (most recently occupied by Hartford Office Supply) is located in the Frog Hollow National Register Historic District, at the corner of Capitol Avenue and Flower Street. It is just three blocks from the Connecticut State Capitol. T-shaped in plan, the complex was constructed in four phases c. 1890-1899. The interior is mostly open in plan, with wood flooring and exposed timber and cast iron structural framing. It had been vacant for many years prior to being rehabilitated for adaptive reuse as a mixture of market-rate and affordable multifamily housing. Nearly all the windows in the building complex were replaced with aluminum sliding windows. The windows were designed so that the change in operation did not change the form or appearance of the windows or impair the character of the building.



# Talcott Mill

Vernon, CT

Client: Talcott Mill Landlord, LLC  
Size: 84 Units  
Cost: \$15,000,000  
Funding: Federal & State Historic Tax Credits  
Status: Completed 2017  
Type: Historic Preservation/Multifamily Housing

The former Talcott Brothers Woolen Mill is the centerpiece of the Talcottville Historic District, a well preserved manufacturing village that is listed on the National Register of Historic Places. After a fire destroyed an earlier cotton spinning factory on the site, the Talcott Brothers built a wool textile mill in 1870. While the mill complex grew and evolved into a 15 building complex, most constructed between 1870 and 1920, it retains much of its character as a planned industrial community. This project is transforming the property into multifamily housing, while restoring key components such as the mill's bell tower and smoke stack.

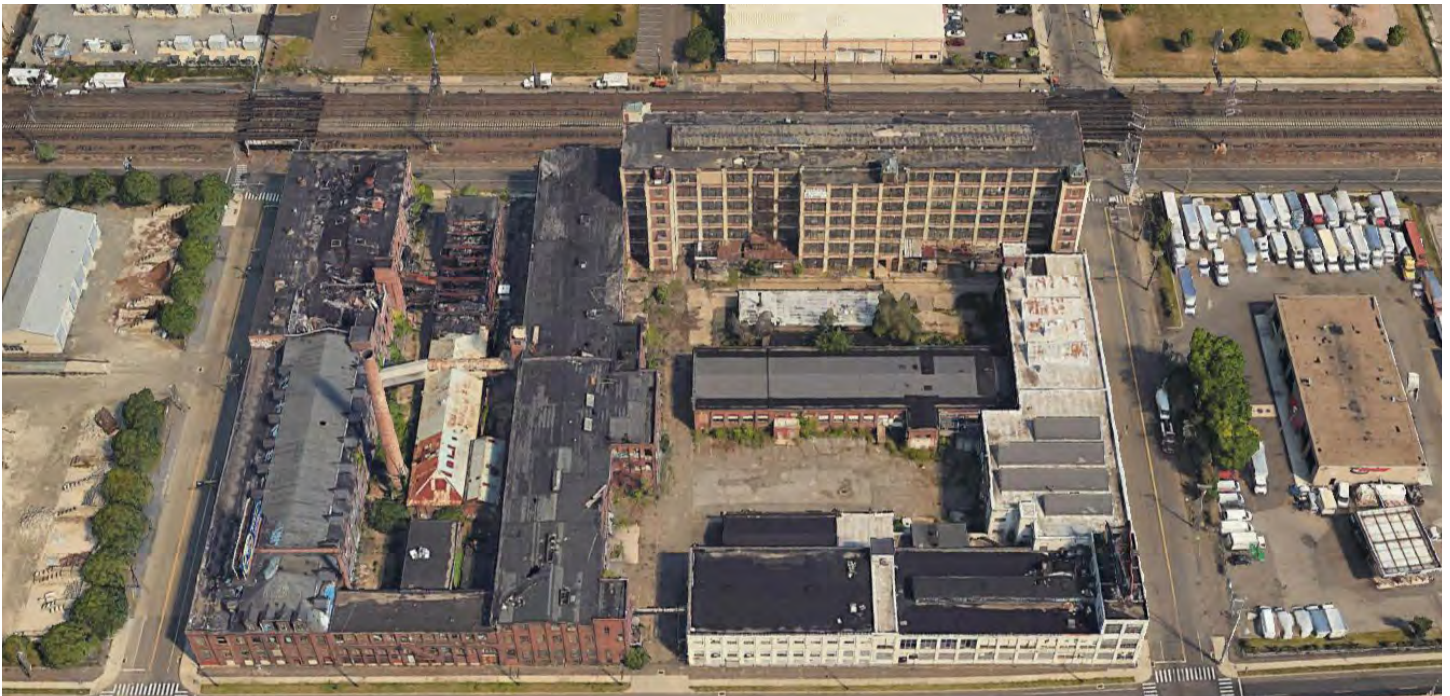


# American Graphophone Factory

Bridgeport, CT

Client: Railroad Ave, LLC  
Size: 157 units  
Funding: Federal and State Historic Tax Credits  
Cost: \$73,000,000  
Status: Phase I Complete 2019  
Type: Charter School/Historic Preservation/Multifamily Housing

The American Graphophone Factory complex is listed in the National Register of Historic Places as contributing to the Railroad Avenue Industrial District. The Cherry Street complex is comprised of ten buildings of different styles and vintages. The eastern portion of the complex was renovated first. Phase I consisted of a Charter School, Cherry Street Townhouses and Cherry Street Lofts. The F shaped building along Howard Avenue was renovated into a school to serve approximately 750 students. The western section of the wing was converted to residential units to support the teaching staff. The six story along Railroad Avenue was converted to 128 accessible units. The three story brick building perpendicular to Charter School was repurposed to suit 29 townhouses. The one story concrete block and brick multipurpose building was used as a community space, which will include a gym, and support and administrative offices. Phase II is schedule for a later date.



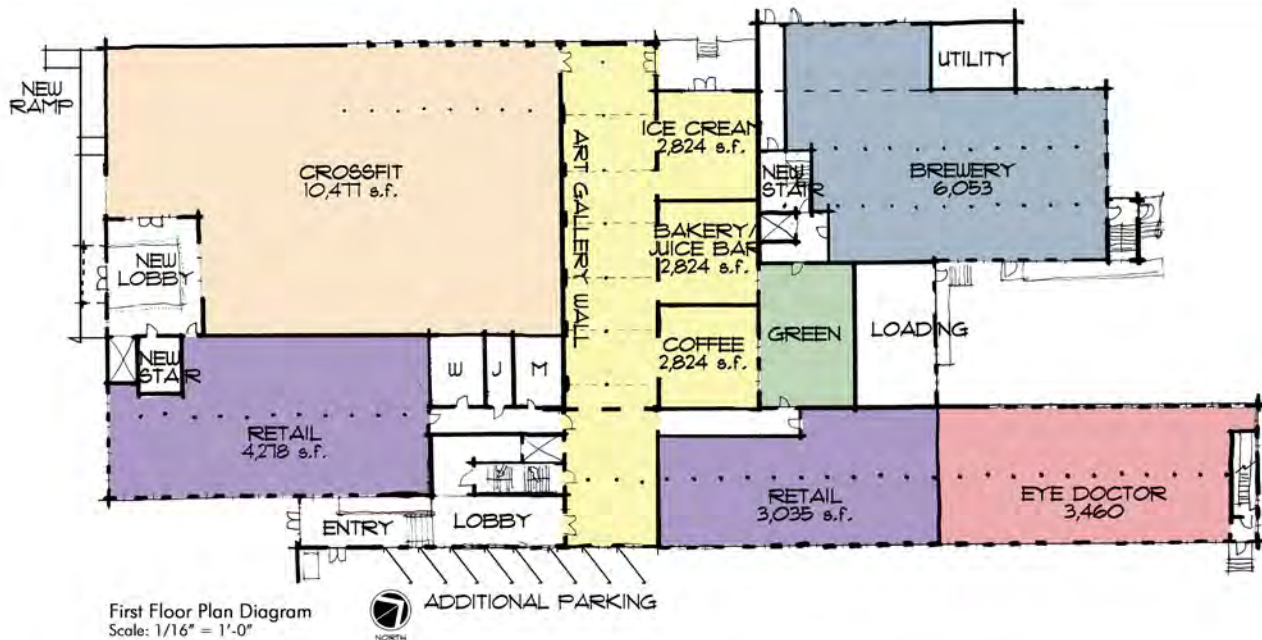
# Southington Cutlery Factory

Southington, CT

Client: Florian Properties  
Size: 234,747 SF/17 units  
Funding: Federal & State Historic Tax Credits  
Cost: \$8,185,000  
Status: Phase 1 Construction In Process  
Type: Historic Preservation/Mixed-Use/Multifamily Housing

The Southington Cutlery Factory, listed in the National Register of Historic Places, is significant as one of Southington's leading industries as a well-preserved complex that illustrates the evolution of industrial architecture from the 1870s to the early 20th century. The property is the only mill left near the center of Southington, connecting the two primary residential neighborhoods. The rehabilitation serves as a catalyst for future development in the area, addressing the unmet needs within the surrounding neighborhood, by creating a mixed-use building downtown, providing apartment housing targeted towards young professionals. The project consists primarily of tenant fit-outs for residential and retail use.

## RAILS TO TRAILS WALKWAY



# Scovil Hoe Mill Redevelopment

Higganum, CT

Client: Fuss & O'Neill c/o  
CT DOT  
Size: 30,000 SF  
Cost: TBD  
Funding: TBD  
Status: Feasibility Study Completed 2018  
Type: Historic Preservation/Adaptive  
Reuse/Mixed-Use

The 2 two-story brick buildings on the 4 acre site in Higganum are currently used by CT DOT as a repair garage. Working with Fuss & O'Neill and economic development consultant, Camion Associates to provide a feasibility study and new building schematics, Crosskey Architects developed marketing graphics to convey the site's potential to prospective developers. The proposed design would return most of the converted door openings back to their original size and style, while reusing some of the new openings with a barn door style that would serve as an indoor-outdoor connection, ideal for restaurant seating. Additionally, a new building to be constructed on site was proposed to allow for more ground floor retail space and four townhouse units above.

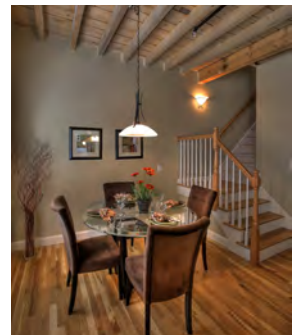


# Kenyon Falls

Coventry, CT

Client: Corporation for Independent Living  
Size: 46 condominium units  
Funding: Historic Tax Credits  
Cost: \$6,388,000  
Status: Completed 2018  
Type: Historic Preservation/  
Multifamily Housing

Kenyon Falls is a nineteenth-century mill complex in Coventry. For this adaptive re-use project, the primary mill building (1859) received a small rear addition and was converted into 8 two-bedroom condominium units. Each unit has an individual entrance and private deck. Five new buildings will be constructed on the locations of other mill structures on the site, in homage to the historic site development. The new buildings will accommodate the remaining 38 units, which will be three-story wood framed buildings that complement the historic mill complex. The project fosters a sense of community and maximizes the natural features of the site, including the mill pond and the brook. The mill is listed on the National Register of Historic Places and the renovation was partially funded with historic tax credits.

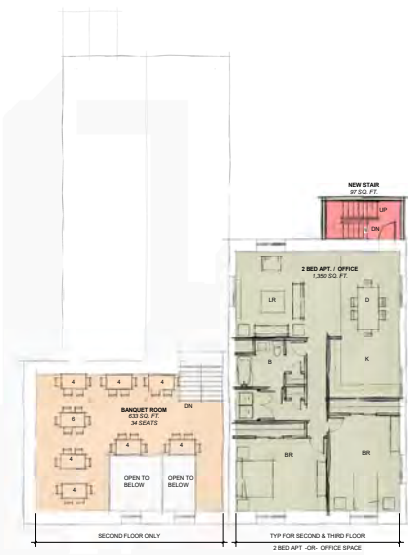


# Haddam Jail

Haddam, CT

Client: Town of Haddam c/o Fuss & O'Neill  
 Size: 14,716 SF  
 Cost: Est. \$2,030,000  
 Funding: TBD  
 Status: Schematic Design 2018  
 Type: Adaptive Reuse/Mixed-Use

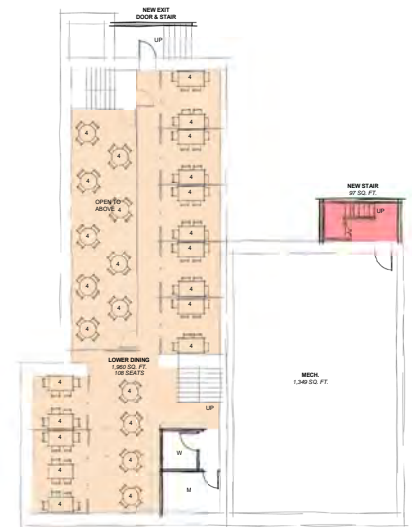
Crosskey Architects is working with Fuss & O'Neill and economic development consultant, Camion Associates, to produce a schematic design for adaptive reuse of the historic jail house. The stone cell block was constructed in 1845, with two-foot thick walls along the cells and fifteen-inch walls against the halls. The keepers mansion, a 37' x 28' appendage to the jail, housed the sheriff and his family on the first floor, and debtors and women prisoners on the second. The Town of Haddam aims to develop the jail house into a mixed use building containing a restaurant, museum and some office space. Crosskey Architects has developed various schematic plans for such, while Fuss & O'Neill has developed the overall site plan, abatement, market study and cost estimates.



③ OPTION 1A - SECOND & THIRD FLOOR  
1/8" = 1'-0"



② OPTION 1A - GROUND FLOOR  
1/8" = 1'-0"



① OPTION 1A - BASEMENT LEVEL  
1/8" = 1'-0"



# Historic Mill & Factory Conversions

## 237 Hamilton Street

Location: Hartford, CT  
Status: Construction Documents In-Progress  
Project Cost: TBD

## Parkville Market II

Location: Hartford, CT  
Status: Construction Documents In-Progress  
Project Cost: TBD

## Hale Mill Inn

Location: Norwich, CT  
Status: Construction Documents In-Progress  
Project Cost: TBD

## Ponemah Mill

Location: Baltic, CT  
Status: Design Development In-Progress  
Project Cost: TBD

## 30 Arbor Street

Location: Hartford, CT  
Status: Construction Documents In-Progress  
Project Cost: Est. \$800,000

## Montgomery Mill

Location: Windsor Locks, CT  
Status: Construction In-Progress  
Project Cost: \$45,000,000

## 28 High Street

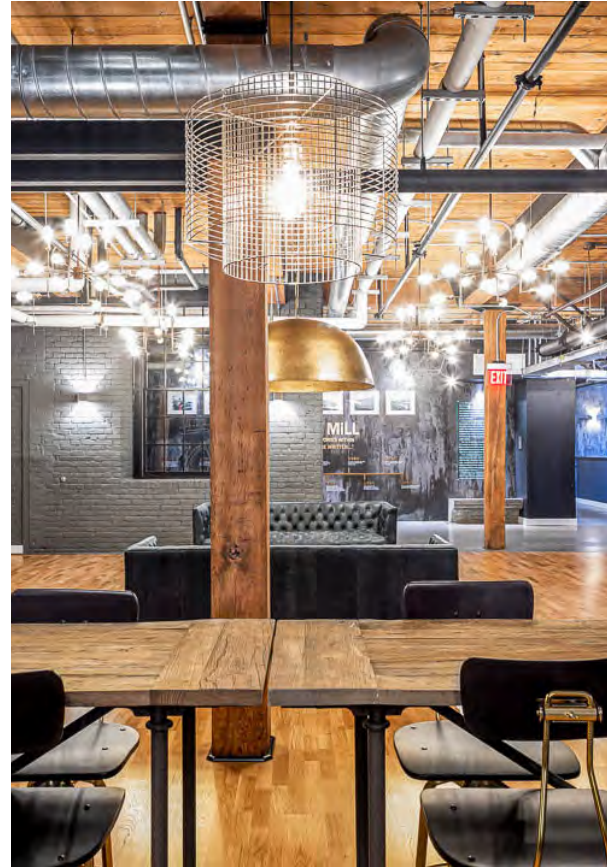
Location: Hartford, CT  
Status: Complete 2021  
Project Cost: \$5,000,000

## Hartford Rescue Mission

Location: Hartford, CT  
Status: Construction Documents In-Progress  
Project Cost: Est. \$1,300,000

## 1 Factory Square

Location: Southington, CT  
Status: Design Development In-Progress  
Project Cost: Est. 9,100,000



# Historic Mill & Factory Conversions

## Cheney Mill Clock Tower Window Replacements

Location: Manchester, CT  
Status: Complete 2020  
Project Cost: Est. \$3,000,000

## 19 Lafayette Street

Location: Hartford, CT  
Status: Construction Documents Completed 2019  
Project Cost: TBD

## Cherry Street Lofts

Location: Bridgeport, CT  
Status: Phase I Completed 2019  
Project Cost: \$73,000,000

## Hockanum Mill

Location: Vernon, CT  
Status: Completed 2019  
Project Cost: \$5,000,000

## Cheney Silk Vault

Location: Manchester, CT  
Status: Conditions Assessment & Feasibility Study Completed 2018  
Project Cost: Est. \$170,000

## Scovil Mill

Location: Higganum, CT  
Status: Feasibility Study Completed 2018  
Project Cost: Est. \$10,000,000

## Kenyon Falls

Location: Coventry, CT  
Status: Completed 2018  
Project Cost: \$7,000,000

## Talcott Mill Apartments

Location: Vernon, CT  
Status: Completed 2017  
Project Cost: \$15,000,000

## Capitol Lofts

Location: Hartford CT  
Status: Completed 2017  
Project Cost: \$23,500,000



# Historic Mill & Factory Conversions

## Pawcatuck Threadmill Apartments

Location: Pawcatuck, CT  
Status: Completed 2017  
Project Cost: \$21,600,000

## Waterbury Clock Factory

Location: Waterbury, CT  
Status: Conditions Assessment Completed 2016  
Project Cost: N/A

## Charles Street Place

Location: Meriden, CT  
Status: Completed 2016  
Project Cost: \$6,500,000

## Hartford Rubber Works - Hands on Hartford

Location: Hartford, CT  
Status: Brewhouse Completed 2016  
Project Cost: \$4,500,000

## Capewell Lofts

Location: Hartford, CT  
Status: Completed 2016  
Project Cost: \$17,750,000

## American Threadmill

Location: Willimantic, CT  
Status: Schematic Design Completed 2013  
Project Cost: TBD

## Winsted IHOZ

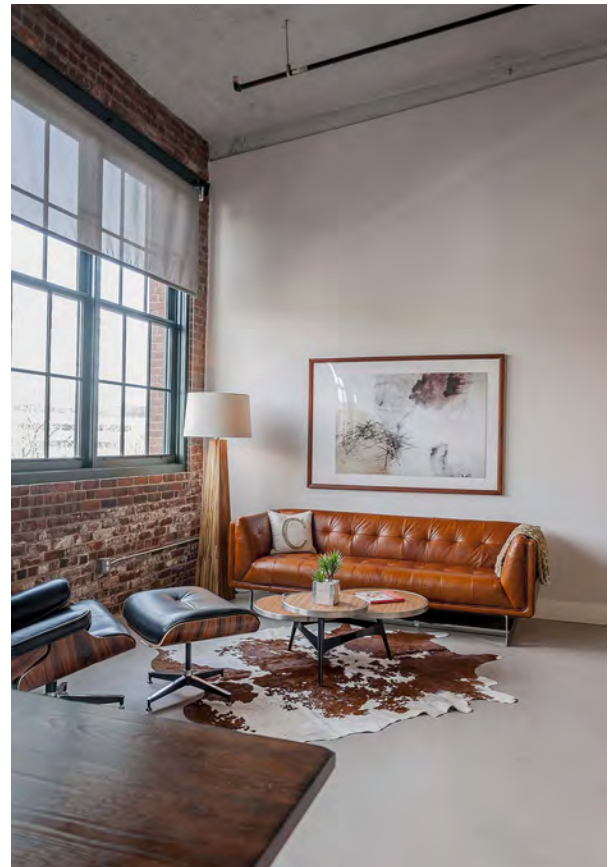
Location: Winsted, CT  
Status: Feasibility Study Completed 2012  
Project Cost: N/A

## Cheney Mill Dye House

Location: Manchester, CT  
Status: Completed 2011  
Project Cost: \$15,000,000

## Cheney Machine Shop

Location: Manchester, CT  
Status: Completed 2009  
Project Cost: \$175,000





RKG Associates, Inc. is a full service economic, planning, and real estate consulting firm with offices located in Boston, MA, Alexandria, VA, Atlanta, GA, and Dallas, TX. Since our founding in 1981, the firm has successfully completed more than two thousand consulting projects regionally, nationally, and internationally, providing a comprehensive

range of economic, planning, marketing and management services to governmental, business and institutional clients. The firm currently employs 10 full-time professionals, having grown to become one of the most respected economic and real estate advisory consulting firms in United States.

RKG Associates specializes in the application of economic analysis to economic development, real estate development, and financing issues toward the goal of attracting private sector investment and job creation. We have completed numerous economic development strategic plans and economic diversification strategies. Our approach is to synthesize the market, real estate, and fiscal analysis into an achievable, yet progressive, implementation strategy. Simply put, an economic development effort is only effective if it is accompanied by a detailed “road map” for the client to transition from vision to action. Our expertise transcends the location, size and scale of a community, having advised rural towns all the way to major metropolitan areas.

RKG Associates has assembled a group of highly qualified professionals who bring their own unique perspective to each assignment, and the firm’s strength lies in the diversity of backgrounds and disciplines represented within the organization. The talents of staff economists, planners, financial analysts, appraisers and real estate developers are brought together in a team effort to solve client problems. RKG Associates also has access to, and works with, a wide array of affiliates and consultants who provide technical expertise in such areas as architecture, urban design, engineering, environmental science, and associated disciplines.

## **RKG Associates Core Service Areas**

### **Economic Consulting Services**

RKG’s economic consulting services center on evaluating demographic, economic, real estate and industry-wide trends within a city, region, and/or state. This research allows us to evaluate the economic and fiscal impacts of a proposed facility or new development, create a target industry analysis, or formulate an economic development plan for an area. Economic Consulting services include:

- » Fiscal and Economic Impact Analysis
- » Downtown Revitalization and Urban Redevelopment
- » Economic Development Strategies
- » Labor Force Studies
- » Target Industry Analysis

## **Real Estate Services**

Projects grounded in a market-based approach – regardless of industry – allows our clients to maximize the potential by identifying highest and best use, defining the market factors and associated impact on outcome expectations, and targeting consumer demand. The professionals at RKG have over 30 years of experience providing market research, development feasibility and financial feasibility consulting services to both the public and private sectors on a wide variety of real estate projects. Our project experience throughout the U.S. includes:

- » Real Estate Market Research
- » Market Feasibility Studies
- » Highest and Best Use Studies
- » Financial Feasibility Analysis
- » Real Estate Appraisals
- » New Construction, Land Development and Adaptive Reuse

## **Planning Services**

Sound planning positions an organization or community for success. Practical planning efforts enables agencies the ability to progressively meet their needs on an ongoing basis. Operation and organizational development focus on the people and processes that accelerate and improve growth initiatives. Simply put, focus is placed on the critical factors – the core mission and goals of the organization – so that adequate resources are allocated to the activities that provide the greatest benefit. When an organization is faced with crucial decisions that have the potential to infinitely impact all four critical elements of business – human resources, financial resources, physical resources, and capital – an impartial and factual based form of planning is required. RKG's planning professionals have special expertise in evaluating overall land use patterns, rezoning strategies to encourage new investment, project management, public process and the preparation of economic base and market studies in support of the municipal master planning process. Planning services includes:

- » Brownfields Redevelopment
- » Military Base Reuse
- » Municipal Master Plans
- » Tax Base Management Strategies
- » Municipal Service Studies
- » Open Space and "Smart Growth" Strategies
- » Transportation Planning
- » Real Estate Advisory Services

# Market Study and Development Feasibility

## Norwich, Connecticut



### RKG SERVICES

Market Analysis, Development Feasibility Analysis.

### SITUATION

The City of Norwich was interested in the commercial development opportunities for this former mill, to encourage revitalization throughout the area and to further compliment the successful re-positioning of several other properties into residential use. The property was partially occupied with a handful of industrial and flex-space users and most likely required some level of remediation. The owners of the property, along with the City, required a market study to indicate potential tenants, their lease rates and phasing/space requirements. Further, the “reuse” of the former property was to be reviewed in terms of a 10-year pro-forma.

### RKG APPROACH/SOLUTION

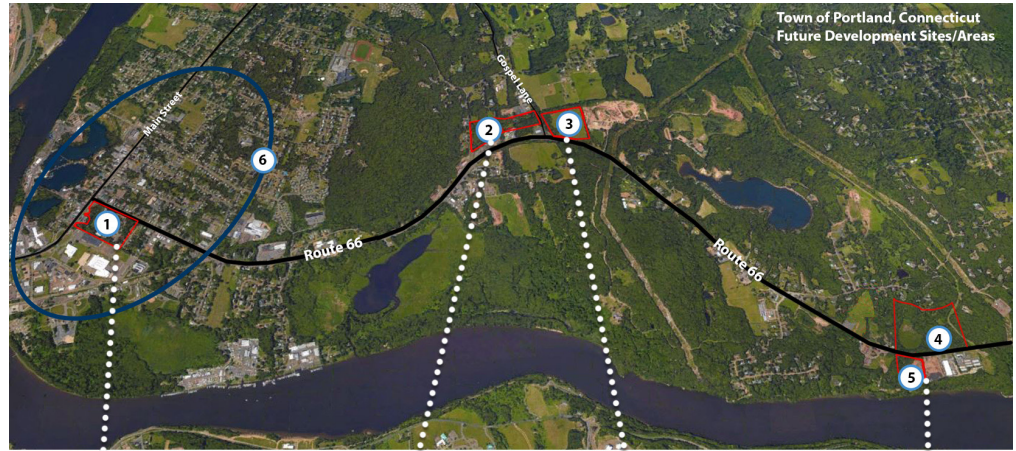
RKG completed an analysis of prevailing market and economic indicators for Norwich including population and employment metrics; real estate activity; demand/supply analyses; and, in-field interviews and observations. From this, and in co-operation with representatives of the owner, RKG prepared a hypothetical pro-forma depicting remediation and development costs weighted against lease revenues and expenses. Two scenarios were offered, with one based on market assumptions and the other on slightly more aggressive assumptions.

### RESULTS

Under the market assumptions RKG estimated 91,000 SF of tenants (leaving 45% of the space vacant) and a marginally acceptable 7.7% internal rate of return (IRR). The aggressive assumptions indicated a more robust IRR of 13.4%. The City is reviewing the next steps that may be required in working with the owner to realize the mill’s redevelopment.

# Route 66 Corridor Study

## Easthampton & Portland, Connecticut



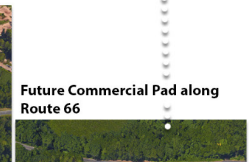
Brainerd Place Mixed-Use Development Project



Future Site for Assisted Living Facility or Light Industrial



Future Site for Dairy Queen and Portland Commons Retail Center



Future Commercial Pad along Route 66

### RKG SERVICES

Economic Base Analysis, Real Estate Market Analysis, Market Analysis, Zoning.

### SITUATION

The 11-mile stretch of Route 66 that passes through the towns of Easthampton and Portland, Connecticut serves as a major east-west travel route for local and regional commuters. The Corridor is home to the downtowns for both communities as well as several industrial areas hosting a wide range of business types. Traffic and safety issues along the Corridor had become a concern to both communities. The presence of the Airline Rail Trail crossing through the Corridor brings thousands of additional residents and visitors to this area, raising safety concerns for cyclists and pedestrians. CTDOT and River COG recognized the importance of this Corridor for regional travel and economic development and funded a study to look at how changes in traffic patterns and land use may impact future mobility, congestion, and safety.

### RKG APPROACH/SOLUTION

To inform the current and projected mobility needs and improvements for the Route 66 Corridor, RKG conducted an in-depth market analysis to determine current and future demand for industrial, office, retail, and residential development. We projected the number of future residents and employees that may need to access the Corridor in five-year increments which was used as an input for transportation modeling efforts. RKG also reviewed the existing zoning for both communities and made recommendations for changes that could help catalyze additional development along the Corridor.

### RESULTS

This project was completed in early 2020 and the COG and DOT are working toward implementing transportation improvements.

# Heritage State Park URDP

## North Adams, Massachusetts



### **RKG SERVICES**

Market Analysis, Adaptive Reuse Plans, Urban Renewal Plan, Financing Strategies.

### **SITUATION**

The Town of North Adams' Redevelopment Authority has control over a unique historical asset known locally as Heritage State Park. A series of six buildings constructed in the 19th century along an active rail yard a short walk from Downtown and Massachusetts Museum of Contemporary Art (MASS MoCA). The park had gone through several different tenants and potential buyers, but continued to remain mostly vacant while building deteriorated over time. The Redevelopment Authority and City partnered with MassDevelopment to engage RKG Associates and DREAM Collaborative to re-envision the site and look for ways to reactive the unique spaces and buildings.

### **RKG APPROACH/SOLUTION**

RKG Associates completed a market study for the site looking at supply and demand for residential, small office, niche retailers, and small cottage production/

manufacturing businesses. The market study identified opportunities for small professional office, creative work space, artist space, niche retailers and food/beverage options, and very small scale food production. DREAM Collaborative then completed an interior assessment of each building to determine which spaces should be rehabilitated first and for which uses/businesses. This formed the basis for the staged plan for revitalization.

RKG then provided the City with options for financing the building rehab costs, potential tenancing strategies, and improvements to public spaces in the park. Strategies to bring more foot traffic and events to the space were also explored. The information provided by this study is being used to update and expand the Urban Redevelopment Plan (URDP) for this area.

### **RESULTS**

The City is continuing to partner with MassDevelopment on grant opportunities to rehabilitate the structures to prepare them for leasing to new tenants.



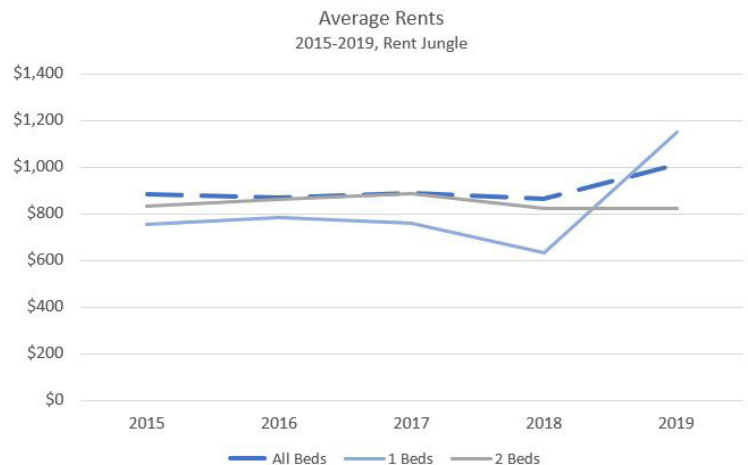
# School Reuse Plan

## Bath, Maine



### Household Income & Affordability

- Median HH income in Bath is about \$41,000.
- That translates to an affordable rent price of \$1,000/month, and an affordable purchase price of \$145,000.
- Average sales price for Bath in 2019 was \$206,617.
- Average rent has increased to \$1,000/month.



### Key Takeaway

Rental housing is still affordable to a household earning the median income, but for-sale prices have been steadily increasing. Realtors have noted inventory is very low, most homes on market are listed over \$350,000. Demand is strong for units priced between \$145,000 and \$215,000.

## RKG SERVICES

Real Estate Market Analysis.

## SITUATION

The City of Bath, Maine conducted a school use plan to determine possible ways to reuse the former Morse High School located just north of US Route 1 and a quarter-mile from the Downtown. The City hosted a visioning session with community members prior to this study and identified several potential uses that were supported by the community. Those included small offices, makerspace, ownership and rental housing, senior housing, small retail spaces, and municipal uses. The City then hired Harriman and RKG Associates to take the vision to the next level by testing market demand for these uses and creating architectural plans that would support different reuse options.

## RKG APPROACH/SOLUTION

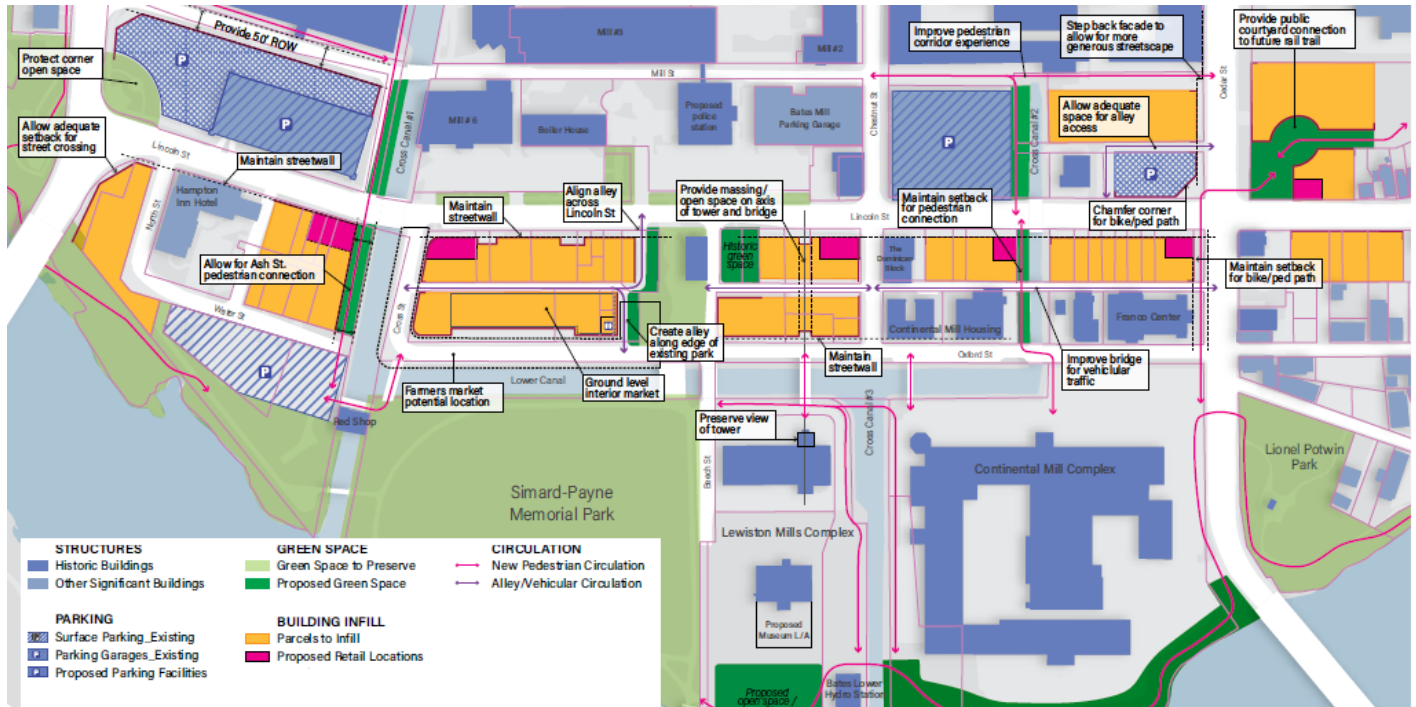
Given the school's location within an existing residential neighborhood, future use options were limited to residential, a small office or retail component, arts and cultural activities, and municipal uses. RKG conducted a market study to determine the supply and demand within each use category and worked with Harriman to determine the amount of space within each use category that could be supported at the school site. RKG also carefully evaluated retail and arts and cultural uses with the understanding that the City had already focused much of that market in the Downtown area and in other adaptive reuse projects supporting the arts.

## RESULTS

RKG identified opportunities to provide more affordable housing options for younger residents and older residents as they were the fastest growing age cohorts in need of housing options. The school was an unique opportunity, due to its internal layout, to provide smaller housing units for single- and two-person households. RKG also focused the commercial and arts components on very small spaces for local businesses with visibility from the primary roadway.

# Riverfront Island Master Plan

## Lewiston, Maine



### RKG SERVICES

Market Analysis, Adaptive Reuse Plans, Financing Strategies.

### SITUATION

The City of Lewiston is the second largest city in the state of Maine behind Portland, yet has struggled to attract and retain businesses and residents in the Downtown area after the loss of large manufacturers that once filled the millions of square feet of mill space. While some redevelopment and adaptive reuse of the mills has occurred, there are vacant mills and parcels along the canals and riverfront area that remain prime opportunities for future growth. Through this planning process, the City sought to quantify those opportunities and develop a plan that tied different parts of the Downtown together in a cohesive manner to attract new investment and reinvigorate the riverfront area.

### RKG APPROACH/SOLUTION

RKG Associates completed a market study looking at the potential for residential, retail, office, and light industrial uses that could populate the vacant mill spaces and infill parcels in the Downtown. The results of the market study helped inform the plans for adaptive reuse of existing buildings and ideas for where to locate new construction to take advantage of amenities in Downtown and proximity to the riverfront.

### RESULTS

The City is using the plan to make zoning changes, streamline permitting for new development, and push forward a marketing campaign for Downtown.

# Willimansett Brownfields Area Plan

## Chicopee, Massachusetts

### RKG SERVICES

Market Analysis, Adaptive Reuse Plans.

### SITUATION

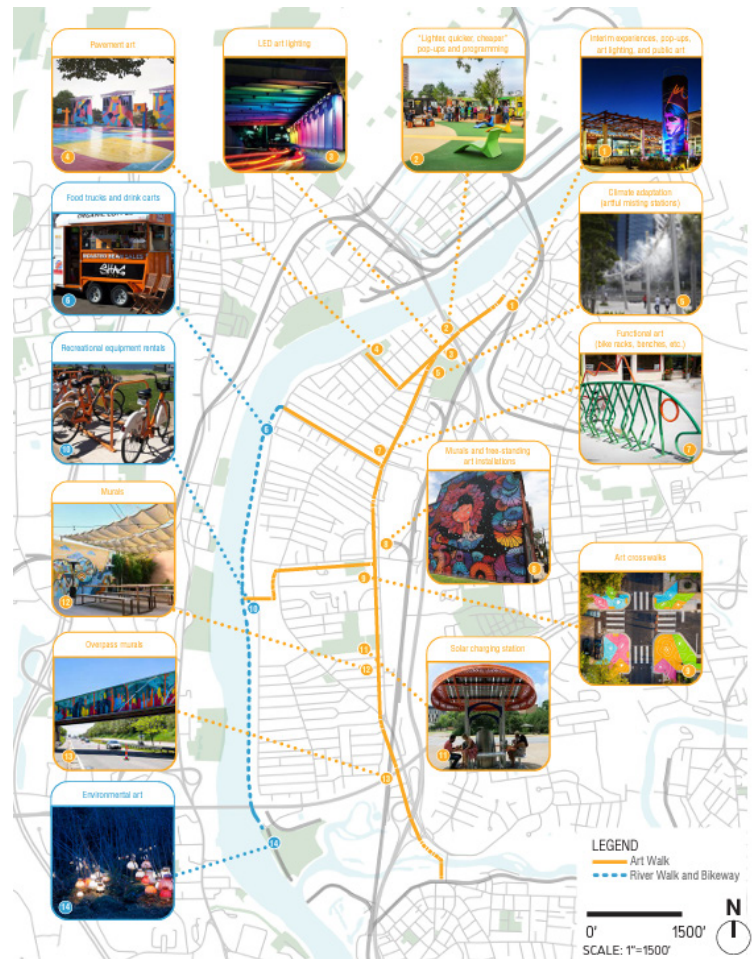
The City of Chicopee was awarded brownfields funding from the US EPA to conduct neighborhood and site-specific planning in the Willimansett neighborhood which runs along the Connecticut River on the city's southern edge. This neighborhood was home to some legacy industrial users with access to highways and heavy rail lines but over time these industrial facilities became vacant. Through this planning effort the City sought to create a vision for the whole Willimansett neighborhood to revitalize the commercial areas, industrial properties, and introduce new housing opportunities. The plan involved looking at how best to reuse specific properties and buildings throughout the neighborhood to the betterment of residents and businesses in the area.

### RKG APPROACH/SOLUTION

RKG Associates completed a market study looking at the potential for residential, retail, office, and industrial/manufacturing uses that could utilize vacant buildings and parcels throughout the neighborhood. The results of the market study helped inform the plans for adaptive reuse of existing buildings and ideas for where to locate new uses in proximity to the river, commercial areas, and amenities that already exist in the neighborhood.

### RESULTS

The area plan was completed in 2023 and the City is working on implementing the recommendations.



Source: Weston & Sampson



**ERIC HALVORSEN, AICP**  
**Vice President and Principal**

Eric Halvorsen, AICP, has over fifteen years of experience in land use, economic development, housing, and transportation planning. Eric’s diverse planning background provides a broad perspective making connections between the many facets that drive community decisions, inputs, and results. Eric also brings a wide range of project experience including work on master plans, downtown plans, economic and market studies, housing plans, and site specific plans. Additionally, he has managed multiple public engagement efforts, crafting processes for groups as small as five and as large as 300. These include highly interactive open houses, site walks, town hall meetings, small group facilitation, focus groups, and project working groups.

Eric’s focus has been and continues to be the formulation of realistic strategies that help catalyze change in the short- and long-term. Making connections between each facet of community development is a critical component to success. Eric enjoys learning, understanding, and leveraging those elements of a place that make it unique.

**EDUCATION**

- University of Illinois**  
Masters of City and Regional Planning
- Rutgers University**  
B.S. in Environmental Planning and Design
- Harvard University Executive Ed.**  
Urban Retail

**PROFESSIONAL AFFILIATIONS**

- Urban Land Institute
- Housing and Economic Development Council*
- American Institute of Certified Planners
- American Planning Association

**MARKET ANALYSIS AND REUSE PLANNING EXPERIENCE**

- South Norwalk TOD Study**  
Norwalk, Connecticut
- East Norwalk TOD Study**  
Norwalk, Connecticut
- Highest and Best Use Study**  
New Haven, Connecticut
- Route 66 Corridor Study**  
Portland & Easthampton, Connecticut
- Route 20 Corridor Study**  
Windsor Locks, Connecticut
- Comprehensive Economic Development Strategy**  
Bridgeport Region, Connecticut

- School Reuse Plan**  
Bath, Maine
- Willimansett Brownfields Study**  
Chicopee, Massachusetts
- Heritage State Park Urban Renewal Plan**  
North Adams, Massachusetts
- Downtown & Mill Reuse Market Analysis**  
Lewiston, Maine
- Building Reuse Study**  
Boxford, Massachusetts
- Industrial Preservation Strategy & Building Reuse**  
Lynn, Massachusetts
- 150 Center Street Site Plan**  
Groveland, Massachusetts

*\*Additional Project Experience Provided Upon Request*

# Appendix D Licenses

STATE OF CONNECTICUT  
DEPARTMENT OF CONSUMER PROTECTION

This is your certificate of registration for your records. Such certificate shall be shown to any properly interested person on request. Do not attempt to make any changes or alter this certificate in any way. Questions regarding this certificate of registration can be emailed to the Occupational & Professional Licensing Division at [dcp.occupationalprofessional@ct.gov](mailto:dcp.occupationalprofessional@ct.gov).

In an effort to be more efficient and Go Green, the department asks that you keep your email information with our office current to receive correspondence. All renewal notifications and certificates will only be emailed to your last reported email on record. You can update your address and email address or print a duplicate certificate by logging into your account with your User ID and Password at [www.elicense.ct.gov](http://www.elicense.ct.gov). Visit our website at [www.ct.gov/dcp](http://www.ct.gov/dcp).

Mailing address:

VANASSE HANGEN BRUSTLIN INC  
VHB, Inc. Attn: Cathy Crannell  
101 Walnut Street  
PO BOX 9151  
WATERTOWN, MA 02472

Email on file to be used for receiving all notices from this office:

[ccrannell@vhb.com](mailto:ccrannell@vhb.com)

STATE OF CONNECTICUT ♦ DEPARTMENT OF CONSUMER PROTECTION 909652

Be it known that

**VANASSE HANGEN BRUSTLIN INC**

100 Great Meadow Road  
Suite 200  
Wethersfield, CT 06109

has been certified by the Department of Consumer Protection as a

**PROFESSIONAL ENGINEERING CORPORATION**

Registration #: PEC.0000456

Effective Date: 11/15/2022

Expiration Date: 11/14/2023

verify online at [www.elicense.ct.gov](http://www.elicense.ct.gov)



Michelle Seagull, Commissioner



STATE OF CONNECTICUT  
Board of Examiners of Environmental Professionals

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Carol Violette, PhD, CHMM  
Daniel Wolfram, LEP, CHMM

AMY VAILLANCOURT  
100 Great Meadow Rd  
Wethersfield CT 06109

7/12/2023

Dear AMY VAILLANCOURT:

The State of Connecticut Board of Examiners of Environmental Professionals (“the Board”) has received your application to renew your license as an environmental professional in the State of Connecticut. Your application and fee payment were received and processed, therefore, your license will remain current through June 30th of the following year.

Annually, you will be required to submit an application and fee payment in order for your license to remain current.

In the next odd numbered year, in addition to submitting the application and fee payment, you will be required to document that you have met the continuing education requirements needed to fulfill section 22a-133v-2(e)(1) of the Regulations of Connecticut State Agencies (“RCSA”) in order for your license to remain current. Specifically, you will need to demonstrate that you have fulfilled 24 CECs for this biennial period which runs from July 1st of the odd numbered year through June 30th of the following odd numbered year.

For meeting future continuing education requirements, a listing of courses approved by the Board can be found on the Department of Energy and Environmental Protection’s Web Site at [LEP Board \(ct.gov\)](http://LEP Board (ct.gov)). Remember, you may only claim continuing education credit for approved courses taken during the biennial period which runs through June 30th of the next odd numbered year. Please note that it is up to the individual licensed environmental professional to determine and meet the renewal requirements on an annual basis.

Enclosed please find the license card that will remain valid through June 30th of the following year. Pursuant to section 22a-133v-4(c)(2) of the RCSA, should you change your address or place of employment it is your responsibility to inform the Board in writing within fourteen days of such change. Not only is this a requirement of the LEP regulations, it also will help to ensure that you are notified about important information regarding your license.

Please contact me at (860) 424-3458 or [elizabeth.mcauliffe@ct.gov](mailto:elizabeth.mcauliffe@ct.gov) if you have any questions.

Sincerely,

Elizabeth McAuliffe  
Acting Chair  
State Board of Examiners of Environmental  
Professionals

State Board of Examiners of Environmental Professionals  
c/o Connecticut Department of Energy & Environmental Protection – LEP Program  
79 Elm Street, Hartford, CT 06106-5127  
[www.ct.gov/deep/lepboard](http://www.ct.gov/deep/lepboard)

EM  
enclosure



**STATE OF CONNECTICUT  
DEPARTMENT OF ENERGY &  
ENVIRONMENTAL PROTECTION**

*State Board of Examiners of Environmental Professionals Be it known that license 562 issued to AMY VAILLANCOURT as an Environmental Professional is valid through June 30, 2024*

*Elizabeth McAuliffe*

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*Elizabeth McAuliffe, Acting Chair*





STATE OF CONNECTICUT  
Board of Examiners of Environmental Professionals

Board Members:  
Elizabeth McAuliffe, Esq.,  
Acting Chair  
John Adams, LEP  
Russell J. Dirienzo, LEP  
David Fiereck, LEP  
Michelle Gamache  
Robert F. Good, Jr., LEP  
Louis H. Muratore, LEP  
Carol Violette, PhD, CHMM  
Daniel Wolfram, LEP, CHMM

PAMELA LIND  
295 Cotton Hill Rd  
New Hartford CT 06057

5/26/2023

Dear PAMELA LIND:

The State of Connecticut Board of Examiners of Environmental Professionals (“the Board”) has received your application to renew your license as an environmental professional in the State of Connecticut. Your application and fee payment were received and processed, therefore, your license will remain current through June 30th of the following year.

Annually, you will be required to submit an application and fee payment in order for your license to remain current.

In the next odd numbered year, in addition to submitting the application and fee payment, you will be required to document that you have met the continuing education requirements needed to fulfill section 22a-133v-2(e)(1) of the Regulations of Connecticut State Agencies (“RCSA”) in order for your license to remain current. Specifically, you will need to demonstrate that you have fulfilled 24 CECs for this biennial period which runs from July 1st of the odd numbered year through June 30th of the following odd numbered year.

For meeting future continuing education requirements, a listing of courses approved by the Board can be found on the Department of Energy and Environmental Protection’s Web Site at [LEP Board \(ct.gov\)](http://LEP Board (ct.gov)). Remember, you may only claim continuing education credit for approved courses taken during the biennial period which runs through June 30th of the next odd numbered year. Please note that it is up to the individual licensed environmental professional to determine and meet the renewal requirements on an annual basis.

Enclosed please find the license card that will remain valid through June 30th of the following year. Pursuant to section 22a-133v-4(c)(2) of the RCSA, should you change your address or place of employment it is your responsibility to inform the Board in writing within fourteen days of such change. Not only is this a requirement of the LEP regulations, it also will help to ensure that you are notified about important information regarding your license.

Please contact me at (860) 424-3458 or [elizabeth.mcauliffe@ct.gov](mailto:elizabeth.mcauliffe@ct.gov) if you have any questions.

Sincerely,

Elizabeth McAuliffe  
Acting Chair  
State Board of Examiners of Environmental  
Professionals

State Board of Examiners of Environmental Professionals  
c/o Connecticut Department of Energy & Environmental Protection – LEP Program  
79 Elm Street, Hartford, CT 06106-5127  
[www.ct.gov/deep/lepboard](http://www.ct.gov/deep/lepboard)

EM  
enclosure



**STATE OF CONNECTICUT  
DEPARTMENT OF ENERGY &  
ENVIRONMENTAL PROTECTION**

*State Board of Examiners of Environmental Professionals Be it known that license 639 issued to PAMELA LIND as an Environmental Professional is valid through June 30, 2024*

*Elizabeth McAuliffe*

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*Elizabeth McAuliffe, Acting Chair*

**STATE OF CONNECTICUT  
DEPARTMENT OF CONSUMER PROTECTION**

This is your license certificate. Such license shall be shown to any properly interested person on request and shall not be transferred to or used by any other person than to whom the license was issued. Please note, the address has been removed from the certificate, however, the Department of Consumer Protection must be notified of any name or address change. Changes and questions can be emailed to [dcp.licenseservices@ct.gov](mailto:dcp.licenseservices@ct.gov).

In an effort to be more efficient and Go Green, the department asks that you keep your email information with our office current to receive correspondence. You can access your account with your User ID and Password at [www.elicense.ct.gov](http://www.elicense.ct.gov) to verify, add or change your email address. Email on file to be used for receiving correspondence from this department: [jcolella79@gmail.com](mailto:jcolella79@gmail.com)

Visit our website for online services, applications, rosters and to verify licensure at [www.ct.gov/dcp](http://www.ct.gov/dcp).

**JOSHUA J COLELLA**  
275 Lower Lane  
Berlin, CT 06037

**STATE OF CONNECTICUT**  
DEPARTMENT OF CONSUMER PROTECTION

923477

**PROFESSIONAL ENGINEER**

**JOSHUA J COLELLA**

License #	Effective	Expiration
PEN.0028373	02/01/2023	01/31/2024

SIGNED

**STATE OF CONNECTICUT ♦ DEPARTMENT OF CONSUMER PROTECTION**

923477

Be it known that

**JOSHUA J COLELLA**

has been certified by the Department of Consumer Protection as a licensed

**PROFESSIONAL ENGINEER**

**License #: PEN.0028373**  
**Effective Date: 02/01/2023**  
**Expiration Date: 01/31/2024**

*Michelle Seagull*

Michelle Seagull, Commissioner

**STATE OF CONNECTICUT  
DEPARTMENT OF CONSUMER PROTECTION**

This is your license certificate. Such license shall be shown to any properly interested person on request and shall not be transferred to or used by any other person than to whom the license was issued. Please note, the address has been removed from the certificate, however, the Department of Consumer Protection must be notified of any name or address change. Changes and questions can be emailed to [dcp.licenseservices@ct.gov](mailto:dcp.licenseservices@ct.gov).

In an effort to be more efficient and Go Green, the department asks that you keep your email information with our office current to receive correspondence. You can access your account with your User ID and Password at [www.elicense.ct.gov](http://www.elicense.ct.gov) to verify, add or change your email address. Email on file to be used for receiving correspondence from this department: [rszwelicki@vhb.com](mailto:rszwelicki@vhb.com)

Visit our website for online services, applications, rosters and to verify licensure at [www.ct.gov/dcp](http://www.ct.gov/dcp).

**STATE OF CONNECTICUT**  
DEPARTMENT OF CONSUMER PROTECTION

923072

**RADOSLAW SZWELICKI**  
150 FLANDERS RD  
SOUTHINGTON, CT 06489-2812

**PROFESSIONAL ENGINEER**  
**RADOSLAW SZWELICKI**

License #	Effective	Expiration
PEN.0031399	02/01/2023	01/31/2024

SIGNED

**STATE OF CONNECTICUT ♦ DEPARTMENT OF CONSUMER PROTECTION**

923072

Be it known that

**RADOSLAW SZWELICKI**

has been certified by the Department of Consumer Protection as a licensed

**PROFESSIONAL ENGINEER**

License #: PEN.0031399

Effective Date: 02/01/2023

Expiration Date: 01/31/2024



Michelle Seagull, Commissioner

# Appendix E

## Required Forms

**EXHIBIT A**

**TOWN OF EAST HAMPTON**

**1 COMMUNITY DRIVE  
EAST HAMPTON, CT 06424**

TO: All Vendors

FROM: Finance Director

RE: Affirmative Action


The Town of East Hampton is an Equal Opportunity Employer. The Town of East Hampton will not transact business with firms which are not in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination.

In order to have your firm listed on our acceptable vendor's list and thereby be eligible for consideration as a source for goods and services, please complete and return the following Statement of Policy to us.

STATEMENT OF POLICY

It is the employment policy of Vanasse Hangen Brustlin, Inc. that it will not discriminate or permit discrimination against any person or group of persons on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, sexual orientation, veteran status, intellectual disability, mental disability or physical disability including, but not limited to, blindness, (unless such disability, even with reasonable accommodation, prevents the applicant from being able to perform the work involved), or in any manner prohibited by the laws of the United States or of the State of Connecticut. Further, the company will not retaliate against or condone retaliation against any person or group of persons who oppose actions, treatment or conduct that they believe to be discriminatory.

In addition, this firm is in full compliance with the letter and intent of the various Equal Employment Opportunities and Civil Rights Statutes applicable to the contract contemplated in this Request for Proposals.

<u>October, 17, 2023</u>	<u>Robin Bousa</u> Managing Director, Connecticut 
Date	Signed (Name/Title of Company Officer)
<u>860-807-4300</u>	<u>100 Great Meadow Road #200</u>
Telephone	Street Address
	<u>Wethersfield, CT 06109</u>
	City/State

**EXHIBIT B**

**TOWN OF EAST HAMPTON, CT**

**TAX AFFIDAVIT**

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The undersigned, being duly sworn, deposes and says:

1. I am over the age of 18 and believe in the obligations of an oath.
2. I, on my own behalf or on behalf of my company, am submitting a bid, quotation or proposal to the Town of East Hampton.
3. I understand that the submission of this affidavit is required by the Town of East Hampton in connection with my bid, quotation or proposal and that the East Hampton Town Council may consider the information contained in this affidavit in making the contract award.
4. I have performed an investigation to determine whether I or my company (as applicable) owe any delinquent state, local or federal tax.
5. Based upon my investigation, and to the best of my knowledge and belief, I or my company (as applicable) owe to the following governmental units(s) the following delinquent tax(es):

(Here, describe nature of each delinquent tax, approximate amount of same and governmental unit to which delinquent tax is owed. If no delinquent tax is owed, insert the words (Not Applicable.”)

Not Applicable

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Robin Bousa  
Managing Director, Connecticut  
Vanasse Hangen Brustlin, Inc.



(Name) (Title) (Company name)

**EXHIBIT C**

**TOWN OF EAST HAMPTON, CT**  
**CERTIFICATE OF NON-COLLUSION**

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The undersigned certifies under the penalties of perjury that this bid or proposal has been made in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Vanasse Hangen Brustlin, Inc.  
\_\_\_\_\_  
(Name of Proposer)

*Robin Bousa*  
\_\_\_\_\_  
(Signature of Authorized Agent)







December 18, 2023

Mr. David E. Cox  
Town Manager  
Town of East Hampton  
1 Community Drive  
East Hampton, CT 06424

**RE: East Hampton, CT – Water Supply and Distribution System  
Preliminary Design Phase Letter Proposal**

Dear Dave,

We would like to thank you for giving Environmental Partners CT, Inc. (EP) the opportunity to provide our proposal for engineering services on the next phase of the Town of East Hampton's (Town) Water Supply and Distribution System project. As documented in the recently completed Water System Facility Siting and Hydraulic Evaluation Report, EP recommends the Town initiate the water system preliminary design phase including the following proposed tasks:

- Confirm required Federal, State, and Local permitting requirements.
- Perform programmatic project planning.
- Perform wetland flagging on the proposed facility sites including:
  - Cobalt Landing Wellfield and Raw Water Pump Station.
  - Cobalt Water Treatment Plant (WTP) and Finished Water Pump Station.
  - Low Zone Storage Tank.
  - Gildersleeve Booster Pump Station.
  - Intermediate Zone Storage Tank.
  - Center School High Zone (Phase 1) Booster Pump Station.
  - Memorial School High Zone Storage Tank (Phase 1).
- Plan and perform surveying and mapping for Phase 1 development of the new water system.
- Coordinate subsurface explorations by boring subcontractor.
- Develop initial 10- to 25-percent design site layouts.

EP summarized scope of services, project schedule, and estimated engineering budget below.

### Scope of Services

As discussed in recent meetings with the Water Subcommittee, we developed the tasks listed below to match the grant funding award from the Connecticut Department of Energy and Environmental Protection (CTDEEP) in the Professional Services grant contract dated November 28, 2022. In the Contract, CTDEEP states that the funding is subject to Connecticut General Statute (CGS) Section 4a-60g, which states that 25 percent of the grant value must be subcontracted to Minority Business

Enterprises (MBEs) or Women Business Enterprise (WBEs) that are certified with the Connecticut Department of Administrative Services (DAS). During our November 30, 2023 meeting with the Town, CTDEEP, and Connecticut Department of Public Health (CTDPH), CTDEEP indicated that Connecticut General Statute (CGS) Section 4a-60g is only enforced during the construction phase and is not required for EP's engineering services on this project.

Based on the findings and recommendations in the Water System Facility Siting and Hydraulic Evaluation report, dated September 2023, EP provided the following proposed scope of services for the Water Supply and Distribution System Preliminary Design Phase:

## Task 1: Confirm Federal, State, and Local Permitting Requirements

For this task, EP will confirm the permitting process and necessary permitting services for the new water system as discussed below. As discussed with the Water Subcommittee, EP will confirm the permitting process with Connecticut Department of Public Health (CTDPH), CTDEEP, and the local Inland Wetlands and Watercourses Commission for the proposed water system facilities.

- Communicate with federal, state, and local agencies to confirm all permitting regulations and applications that will be required for the new water system, including:
  - Local Building Zone Regulations.
  - Local Planning and Zoning Special Permit.
  - Local Inland Wetlands and Watercourses Commission.
  - Connecticut Department of Transportation (CTDOT) for construction of the water mains within their right-of-way on Route 66 (West High Street), Route 16 (Middletown Avenue and Colchester Avenue), Route 151 (Middle Haddam Road), and Route 196 (Skinner Street).
  - Connecticut Department of Public Health (CTDPH) for the final design plans and specifications.
  - CTDEEP for funding requirements and confirmation of diversion permitting requirements for the Cobalt Landing Wellfield.
  - United States Army Corps of Engineers (USACOE) for permitting of improvements at the Cobalt Landing Wellfield.
- Schedule and attend up to two meetings with each of the agencies listed below (up to eight meetings total):
  - East Hampton Interim Town Planner.
  - CTDPH to confirm permitting requirements for design phase.
  - CTDEEP regarding the Diversion Permitting process for expanding Cobalt Landing Wellfield to reach approved permitted capacity of 0.90 million gallons per day (MGD) and to review the Connecticut Environmental Policy Act (CEPA) Regulations, confirm project scoping requirements, and determine whether environmental impact evaluations will be required for this project.
  - New England District Army Corps of Engineers to discuss Connecticut General permitting and federal permitting requirements.
- Delineate State of Connecticut and Federal wetlands at the seven proposed water system facility sites including the Cobalt WTP, all booster pump station sites, storage tank sites, and

cross country water main locations where necessary. EP will delineate wetland resource areas to the limits of the Town-owned land for the seven proposed water system facilities.

- Identify, consult with, and analyze requirements of governmental authorities having jurisdiction after attending the meetings listed above.

Following the meetings with the regulatory agencies, EP will prepare a letter report documenting permitting requirements, and application submissions to the local, state, and federal regulatory agencies referenced above along with anticipated schedules for the regulatory review process.

## Task 2: Programmatic Planning

- Consult with Town to finalize and clarify requirements for the proposed new water system, including design objectives and constraints, space, capacity, operational needs and performance requirements, flexibility and scalability, construction easement and related survey needs, and identify available data, information, reports, facilities plans, and site evaluations.
- Visit the proposed facility sites to review existing conditions and facilities to confirm the objectives of the Permitting and Programmatic Planning Phase.
- Perform additional hydraulic modeling and planning for a skeletonized distribution system for the low, intermediate, and Phase 1 high pressure zones.
  - Develop and define water system buildout scenarios.
  - Revise hydraulic model to assess water system buildout alternatives and simulations of proposed scenarios.
  - Prepare and perform extended period simulations (EPS) for buildout scenarios.
  - Develop and simulate fire flow modeling for buildout alternatives.
  - Perform water age modeling to confirm water system facility sizing with skeletonized buildout options.
  - Optimize operational scenarios to reduce water age throughout skeletonized system.
  - Prepare technical memorandum and figures documenting additional hydraulic modeling for skeletonized water distribution system.
- Advise the Town of any need to obtain, furnish, or otherwise make available to EP any additional project-related data and information, including property survey information for easements, documentation for use in the permitting and programmatic planning work, Town utility drawings, and the evaluation of potential solutions to meet the Town's project and preliminary design phase requirements.
- Recommend final design solutions needed for the new water supply and distribution system.
- Identify, consult with, and analyze requirements of government authorities having jurisdiction to approve portions of the project to be designed or specified by EP, above and beyond the permitting requirements addressed in Task 1.
- Communicate with utility companies to identify and obtain existing mapping of existing utilities.
- Assist Town with the research of State and Federal grants and loans for the final design and construction phases.

EP will prepare a letter report documenting the results of the programmatic planning efforts, including potential required land takings/easements, our recommended improvements, and next steps for the final design phase.

### Task 3: Drone Survey, Field Work, and Mapping

The proposed drone survey and mapping scope of services for the low, intermediate, and Phase 1 high pressure zones is listed below. Task 3 does not include any private property survey and mapping for easements or land takings needed for future water system improvements.

- Coordinate drone survey field program with Town and local officials.
- Request utility mark outs and confirm with field visit.
- Layout ground control points (GCP).
- Set up to 200 construction bench marks.
- Perform drone survey (up to five days on site).
- Locate geotechnical borings and probes performed under Task 4 with global positioning system (GPS) equipment.
- Locate surface utility structures (i.e., sewer manholes, stormwater catch basins/manholes, gas gates, water valves, hydrants, etc.) with GPS equipment.
- Coordinate field work with Town to check and confirm invert elevations for stormwater and sewer structures (Town responsible for opening stormwater and sewer covers and providing police details, if required.).
- GPS locate all wetlands delineation flagging placed during Task 1.
- Create project base mapping using drone survey and data collected during the field program.

### Task 4: Geotechnical Exploration and Subsurface Investigations

EP will provide a geotechnical exploration plan for the low, intermediate, and Phase 1 high (pressure zones to assess subsurface soil conditions. To evaluate subsurface conditions, EP recommends Geoprobe explorations along all proposed water main routes, and auger borings at all proposed above-grade water facility sites. For Task 4, EP will perform the following tasks:

- Identify required vegetation clearing on wooded facility sites which the Town will complete.
- Site all subsurface explorations within Town properties and rights-of-way. Mark proposed locations with paint or wooden stakes.
- Contact and coordinate utility location with “Call Before You Dig” (Address: 2040 Whitney Avenue, Hamden, CT 06517, Telephone: (800) 922-4455).
- Contract with boring subcontractor and coordinate subsurface explorations to determine soil conditions and groundwater elevations for the water system improvements, including:
  - Geoprobe Explorations – EP estimates 655 Geoprobe explorations for water main improvements in the low, intermediate, and Phase 1 high pressure zones, consisting of advancing borings to a 10-foot depth or refusal using continuous 5-foot core samples. Geoprobe locations will be spaced about 300-feet apart with intermittent auger borings (approximately 35), as required, on water main routes.

- Auger Boring Explorations – We estimate about 32 auger boring explorations at the sites listed below, using drive and wash or auger with standard penetration test and continuous sampling for the first 10 feet and every 5 feet thereafter to an approximate depth of 40 feet or refusal. Where ledge or refusal is encountered, the boring contractor will provide two continuous 5-foot cores. For the storage tank sites, EP will require one of the four borings (totaling four auger borings) to be drilled to a depth of 100-feet or refusal with continuous soil sampling. If refusal is encountered, two NX cores will be drilled into refusal to confirm continuity of rock and rock quality designation.
- Obtain road opening permits from the Town of East Hampton and the Connecticut Department of Transportation (CTDOT).
- Mobilize and demobilize Geoprobe and Auger Boring drill rigs and crews to the site.
- The boring subcontractor will coordinate, and schedule policing for the subsurface exploration program (estimated to be 60 days of police details).
- Coordinate one site visit of geotechnical engineer to monitor subsurface explorations, assess soil conditions, and log soil samples during subcontractor’s work.
- The boring subcontractor will backfill all borings with cuttings and cold patch to grade on all paved surfaces.
- Collect soil samples for testing.
- Conduct laboratory testing of soils including grain size/sieve analysis, plasticity/moisture content, unconfined compressive strength of rock, and bulk density. EP has estimated 40 soil samples (one for each boring and two for each storage tank boring) and ten bedrock core samples.
- Perform the following subsurface explorations:
  - Cobalt Landing Wellfield and Raw Water Pump Station (four auger borings, with one boring converted into a monitoring well upon completion of the auger bores).
  - Cobalt Water Treatment Plant (WTP) and Finished Water Pump Station (eight auger borings with one boring converted into a monitoring well).
  - Low Zone Storage Tank (eight auger borings, four at each site with one boring converted into a monitoring well at each site) EP will evaluate two potential sites for the one Low Zone storage tank.
  - Gildersleeve Booster Pump Station (four auger borings with one boring converted into a monitoring well).
  - Intermediate Zone Storage Tank (four auger borings with one boring converted into a monitoring well).
  - Center School High Zone (Phase 1) Booster Pump Station (no auger borings required).
  - Memorial School High Zone Storage Tank (Phase 1) (four auger borings with one boring converted into a monitoring well).
  - Low Zone Water Mains (about 22,800 linear feet) – 84 geoprobe explorations.
  - Intermediate Zone Water Mains (about 62,700 linear feet) - 225 geoprobe explorations.
  - Phase 1 High Zone Water Mains (about 95,900 linear feet) – 346 geoprobe explorations.
- Prepare technical memorandum with geotechnical findings, geoprobe/boring logs, and soils testing results.

## Task 5: Conceptual Design Layouts for Proposed Water Facilities

Following completion of the tasks listed above, EP will complete the following:

- Attend up to two meetings (total of eight meetings) with Town officials, CTDPH, CTDEEP, and other necessary regulatory agencies to review and discuss the deliverables listed above and confirm next steps.
- Review survey and geotechnical information and identify supplemental and additional needs for the final design phase.
- Develop 10- to 25-percent conceptual design drawings for water system facilities. EP will define the extent of conceptual design phase after completing Tasks 1 through 4 but anticipate providing:
  - Legend and General Construction Notes.
  - Up to two schematic site layouts for each of the seven facility locations described above.
  - Water main existing condition plan sheets at a scale of 1-inch = 40-feet with conceptual alignment with plan views only (about 12 sheets for Low Zone, 32 sheets for Intermediate Zone, and 50 sheets for Phase 1 High Zone).
  - Preliminary water main details.
- Confirm required design permit applications or approvals necessary for completion of the project.
- Prepare draft Conceptual Design Report and an updated opinion of probable engineering and construction cost based on information collected and deliverables provided in the tasks described above.
- Attend up to two meetings with the Water Subcommittee to discuss the final design scope, fee, and schedule.
- Address comments on Conceptual Design Report and finalize document.

## Schedule

EP anticipates completing the proposed scope of services within one year. The following is a summary of the estimated schedule by task with some tasks performed simultaneously.

Preliminary Design Phase Task Description	Duration
Task 1: Confirm Federal, State, and Local Permitting Requirements	2 Months
Task 2: Programmatic Planning	4 Months
Task 3: Drone Survey, Field Work, and Mapping	6 Months
Task 4: Geotechnical Explorations and Subsurface Investigations	4 Months
Task 5: Conceptual Design Layouts for Proposed Water Supply Facilities	3 Months

## Budget

EP proposes a lump sum fee of One Million, Four Hundred Ninety Nine Thousand, Nine Hundred Dollars (\$1,499,900). We have presented a breakdown of the project cost estimate by project task in the table below.

Preliminary Design Phase Task Description	Budget
Task 1: Confirm Federal, State, and Local Permitting Requirements	\$142,420
Task 2: Programmatic Planning	\$118,110
Task 3: Drone Survey, Field Work, and Mapping	\$411,600
Task 4: Geotechnical Explorations and Subsurface Investigations	\$506,970 <sup>(1)</sup>
Task 5: Conceptual Design Layouts for Proposed Water Supply Facilities	\$320,800
<b>Total Fee</b>	<b>\$1,499,900</b>

Notes:

(1) EP has estimated a \$46,000 allowance for soil and rock testing.

We appreciate the opportunity to present our proposed scope of services, schedule, and budget for the Town's Water Supply and Distribution System Preliminary Design Phase project. EP would be happy to meet with you to discuss our proposal and answer any questions.

Please contact us if you have any questions regarding this scope of work. We appreciate the opportunity to assist the Town of East Hampton with this important project.

Sincerely,



Environmental Partners CT, Inc.  
 Ryan J. Trahan, PE  
 President  
 P: 617.657.0253  
 E: [rjt@envpartners.com](mailto:rjt@envpartners.com)



Environmental Partners CT, Inc.  
 Chuck Adelsberger, PE, BCEE  
 Senior Project Manager  
 P: 617.657.0255  
 E: [ca@envpartners.com](mailto:ca@envpartners.com)

cc: Scott Clayton, Public Utilities Administrator, East Hampton Water Pollution Control Authority  
 Ian Mead, PE, BCEE, Principal, EP  
 Hanna Schenkel, EIT, Project Engineer, EP





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

January 9th, 2024

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 seven (7) refunds totaling \$4772.97.

Respectfully Submitted,

Joshua Gambeski  
Assistant Collector of Revenue  
On Behalf of:  
Kristy L. Merrifield, CCMC  
Collector of Revenue

	53.98+
	620.31+
	36.25+
	18.63+
	3,603.60
	20.00
	420.20
007	
	4,772.97*

## **BOARD AND COMMISSION SUMMARY DECEMBER 2023**

### **Arts & Culture Commission**

The Arts & Culture Commission met on December 21. Members reviewed the Capstone Grant and Community Grant proposals that have been received to date. Members discussed shutting down the outside website and using the Town website page only. The 2024 meeting dates were approved. Members reviewed the budget and discussed the 2023 Art Purchase unanimously agreeing to donate the painting to Memorial School. The 2024 garden tour was also discussed.

### **Board of Finance**

The Board of Finance met on December 18. Members received updates regarding the FY2023 Audit and status reports on Revenues & Expenditures and the Fund Balance and the upcoming budget calendar was discussed.

### **Brownfields Redevelopment Agency**

The Brownfields Redevelopment Agency met on December 18. The members approved the 2024 meeting dates. The members received updates from the Town Manager about the building structural issues at the 13 Summit property and about the DECD grant documents and contracts. The members made a motion recommending which firm to appoint for Town Council approval. The members discussed the next steps for contacting the nominated firm and the next steps for starting the planning process for the project.

### **Clean Energy Task Force**

The Clean Energy Task Force met on December 5. The members discussed the topics of community solar, EV chargers, SCEF - Shared Clean Energy Facilities, Sustainability, and the presentation to the Town Council. The members discussed each activity and divided into sub-committees to work on each activity item. Mr. Greeno and Mr. Kelly make up the sub-committee for Community Solar. Mr. Price and Mr. Searles will be the sub-committee for EV Chargers. Chairman Kaplan and Mr. Solomon will be the sub-committee for SCEF. Mr. Greeno, Mr. Podskoch, and Mr. Price will be the sub-committee for sustainability. It was also decided that one person from each sub-committee will take the lead so there can be reports and updates for regular meetings.

### **Commission on Aging**

The Commission on Aging met on December 14. Ms. Ewing provided an overview of the holiday events at the Senior Center and continuing issues with the food service company. Reports were received from the Housing, Transportation and Health & Wellness Sub-Committees. Fundraising for EHCC is going well. The program now has 22 volunteers, 15 members and 25 completed tasks. The 2024 meeting dates were approved.

### **Conservation-Lake Commission**

The Conservation-Lake Commission met on December 14. Ben Burpee from GZA presented the data and reports from the two months of samples taken from the lake. He also gave an update on hydrilla in the lake. The reports were sent to the members to review. The members reviewed and discussed the plan review for 11 Pine Trail for a seawall repair. The members made a recommendation for the applicant to use silt fences and a buffer zone for curbing the run-off. The members received updates on the watershed projects, federal funding and AIS funding, and the Lake Smart Program. The members nominated Mr. Hartling as Vice Chairman. The members discussed setting up signs and wash stations near the boat launch to further help prevent the spread of invasive plants into the lake.

### **Design Review Board**

The Design Review Board met on December 21. The members voted in Mr. Burnham as Chairman and Mr. Nelson as Vice Chairman. The members reviewed and discussed a plan review for 87 Main Street for the façade design of the Pizza on Main restaurant and a new Mexican restaurant to go in next door. The members approved of the plan review with some changes suggested.

### **Economic Development Commission**

No meeting

### **Ethics Commission**

No meeting

### **Fire Commission**

The Fire Commission met on December 11. The members approved the purchase of an online training program for the fire department membership and the renewal of I Am Responding. The members discussed looking into companies to perform the work on the dam wall since Public Work has yet to do any of the work. The Fire Chief will look into companies and obtain quotes. The members were informed that it's too cold to paint safety lines at the Fire Department and at the High School for the underground tank. The members approved the 2024 meeting dates as submitted.

The Fire Commission Award Program Trustee Meeting was held prior to the Fire Commission Meeting. There was a brief presentation from Chris Rollins from Fiducent Advisors. He answered questions from the members. The members made motions to recommend the Town Council appoint Fiducent Advisors as the plan's independent financial advisor, appoint Webster Bank as the plan's custodian and paying agent, and to liquidate all American Fund accounts after Town Council acceptance of Fiducent Advisors as financial advisor.

### **Inland Wetlands Watercourses Agency**

The Inland Wetland Watercourses Agency met on December 20.

Continued Applications:

- A. Application IW-23-019: John Brown, 209 East High St., Construct a single-family home within Upland Review Area. Map 32/Block 71/Lot 1/5. Mr. Wall made a motion to approve application IW23-019 using the short form. Mr. Johnson seconded the motion. Vote: 5-0.
- B. Application IW-23-022: Ryan Hulburt, 63 Spellman Point Rd, Pave driveway in Upland Review Area. Map 09A/ Block 70A/ Lot 35. Mr. Johnson made a motion to continue application IW-23-022 to the next regularly scheduled meeting. Mr. Wall seconded the motion. Vote: 5-0.
- C. Application IW-23-025: Jacob Sapia, 15 Brook Trail, Construct a single-family home in Upland Review Area. Map 10A/ Block 78/ Lot 28. Vice-Chairman Kavalkovich made a motion to approve application IW-23-025 using the short form. Mr. Johnson seconded the motion. Vote: 5-0.

New Applications:

- A. Application IW-23-022: Robert Grillo, 11 Pine Trail, Repair stone barrier/retaining wall along Lake Pocotopaug Shoreline within Upland Review Area. Map 10A/ Block 780/ Lot 5/2. Mr. Hill made a motion to continue the application to the January 31, 2024 regular meeting. Mr. Wall seconded the motion. Vote: 5-0

### **Joint Facilities**

No meeting

### **Library Advisory Board**

The Library Advisory Board met on December 4. The search for a Children's Librarian is in process. The 2024 Strategic Plan is in the early stages. Friends of the Library will be selling coffee mugs at the library. The library's piano has been sold. The Teen Space is being updated with the proceeds from the piano. There was also discussion of the disposal procedure for old books which includes contracting with two outside companies and receiving a small amount of compensation for those books that the companies accept. The Program Statistics Reporting on the monthly report will be changed to compare data to the same month for the two previous years instead of the two previous months of the same year.

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

No meeting

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

The Parks & Recreation Advisory Board met on December 5. Members received updates from the Air Line Trail Sub-Committee and on Recreation programming. The spring and summer planning process is underway. Staffing for the summer will be impacted by the minimum wage increases. The 2024 Golf Tournament planning has also begun. Meeting dates for 2024 were approved.

### **Planning & Zoning Commission**

The Planning & Zoning Commission met on December 6.

Public Hearings:

- A. PZC-23-014: Flanders Road Estates LLC, Flanders Road, Fifteen (15) Lot subdivision, (Home Acres Estates), Map 26/ Block 87/ Lot 6 Ray Zatorski made a motion to close the Public Hearing. Rowland Rux seconded the motion. Vote: 6-0. Ray Zatorski made a motion to approve the application with the following modifications, which are made with reference to site plan with revision date 11.26, 2023: 1. Bond amounts approved by Town Staff and all bonds in place prior to the start of construction 2. Town Staff approval and acceptance of road way associated drainage, fire protection facilities and all conservation amenities prior to acceptance by the Town; 3. Ownership of all conservation amenities be determined by the Town; 4. Erosion and Sedimentation controls be in place prior to the start of construction; 5. Town Staff be notified prior to the start of construction and notified upon completion of construction; 6. Hammer Head on common driveway on Pecausett Trail be constructed in accordance with approval of Town Staff. Rowland Rux seconded the motion. Vote: 6-0
- B. PZC-23-015: Text Amendment regarding Accessory Uses to Agriculture per Sec. 8.4.C Ray Zatorski made a motion to continue the public hearing to the next regular scheduled meeting of January 3, 2024 at the applicant's request. Rowland Rux seconded the motion. Vote: 6-0

New Business:

- A. PZC-23-016: David & Melissa Baribault, 33 High Point, Gravel Path, Shed and Stairs in Conservation Easement. Map 02C/Block 9/Lot 12/8. At the request of the applicant the application was continued to the next regular scheduled meeting of January 3, 2024.
- B. PZC-23-017: Salt Pond Apartments, LLC, Edgewater Circle, Re-subdivision approval for the creation of 2 lots. Map 10A/Block 85/Lot 5C. Ray Zatorski made a motion to set a public hearing for the application for the regular meeting of January 3, 2024. Rowland Rux seconded the motion. Vote: 6-0
- C. Approval of 2024 Meeting Calendar Ray Zatorski made a motion to approve 2024 Meeting Calendar as presented. Rowland Rux seconded the motion. Vote: 6-0

**Water Pollution Control Authority**

The East Hampton WPCA met on December 5. The annual Department of Public Health (DPH) sanitary inspection at the Village Center was completed and received positive results. Construction has started on the last two (2) apartment buildings in the Edgewater Hill development. The Public Utilities Administrator position has been posted. Deadline is December 15<sup>th</sup> or until filled.

**Zoning Board of Appeals**

The Zoning Board of Appeals met on December 11.

Public Hearings: ZBA-23-009: Dmytro Goul, 7 Cone Road, Increase height size from 30' to 34' 3" for single family home. Map 06/ Block 37/ Lot 6/3 Mr. Tuttle made a motion to approve as presented. Mr. Pfaffenbach seconded the motion. Vote: 4-0.



December 13, 2023

To the Town Council and Board of Finance  
Town of East Hampton, Connecticut

### **Auditors' Communication with Those Charged with Governance**

We have audited the financial statements of Town of East Hampton, Connecticut (the "Town") as of and for the year ended June 30, 2023 and have issued our report thereon dated December 13, 2023. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter. This letter provides additional required communications related to our audit.

#### **Our responsibility under professional standards**

Our responsibility is to form and express an opinion about whether the financial statements, which are the responsibility of management, are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America ("US GAAP"). Those individuals charged with governance of the Town are responsible for the oversight of the financial reporting process, and our audit does not relieve management and those charged with governance of their respective responsibilities.

Our responsibility for the supplementary information accompanying the financial statements is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

With respect to such supplementary information, we made certain inquiries of management and evaluated the form, content and methods of preparing the information to determine that the information complies with US GAAP, the method of preparing it has not changed from the prior period and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

#### ***Other information in documents containing audited financial statements***

Our responsibility as auditors for other information in documents containing the audited financial statements does not extend beyond the financial information identified in the audit report, and we are not required to perform any procedures to determine that such other information is properly stated. However, in accordance with professional standards, we have read the information and considered whether such information, or the manner of its presentation, was materially inconsistent with its presentation in the financial statements.

Nothing came to our attention that caused us to believe that any such material inconsistencies exist or that the information contains a material misstatement of fact.

## **Our responsibility under the Federal Single Audit Act**

In connection with our audit, we performed tests of the Town's compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit. Also, in accordance with the Uniform Guidance, we examined, on a test basis, evidence about the Town's compliance with the types of compliance requirements described in the "U.S. Office of Management and Budget (OMB) Compliance Supplement" applicable to each of its major federal programs for the purpose of expressing an opinion on the Town's compliance with those requirements. While our audit provided a reasonable basis for our opinion, it does not provide a legal determination on the Town's compliance with those requirements.

## **Our responsibility under the State Single Audit Act**

Our responsibilities include considering internal control over compliance with requirements that could have a direct and material effect on a major state program, testing and reporting on internal control over compliance in accordance with Connecticut General Statutes Sections 4-230 to 4-236, and testing evidence of the Town's compliance with the types of compliance requirements described in the Office of Policy and Management's Compliance Supplement applicable to each of its major federal programs.

## **Planned scope and timing of the audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

## **Qualitative aspects of significant accounting practices**

### *Significant accounting policies*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town are described in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during the reporting period that had a significant impact on the financial statements other than the adoption of the provisions of the **Governmental Accounting Standards Board ("GASB") Statement No. 96, "Subscription-Based Information Technology Arrangements"** as disclosed in the notes to financial statements. No matters have come to our attention that would require us to inform you about (1) the methods used to account for significant unusual transactions, and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

### **Significant accounting estimates**

Accounting estimates made by management are an integral part of the financial statements and are based on management's knowledge and experience about past and current events and assumptions about future events. Actual results could differ from those estimates.

Certain accounting estimates are particularly sensitive because of their significance to financial statements and their susceptibility to change, such as

- Actuarial assumptions and proportionate share calculations related to pension liabilities
- Actuarial assumptions related to the Other Post Employment Benefit liabilities ("OPEB")

Management believes that the estimates used and assumptions made are adequate based on the information currently available. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements as a whole.

### ***Financial statement disclosures***

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements relate to:

- Pension liability and related plan information
- OPEB liability and related plan information

The financial statement disclosures are consistent and clear.

### **Significant difficulties encountered during the audit**

We encountered no significant difficulties in dealing with management relating to the performance of the audit

### **Uncorrected and corrected misstatements**

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management.

We are required to communicate to you misstatements that remain uncorrected, including any related to prior periods, and the effect, if any, that they may have on the opinion in our report, and request their correction.

There are no such financial statement misstatements that remain uncorrected.

In addition, we are required to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures.

None of the misstatements identified by us and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

### ***Disagreements with management***

For purposes of this letter, a disagreement with management is a matter, whether or not resolved to our satisfaction, concerning financial accounting, reporting, or auditing, which could be significant to the financial statements or the auditors' report. No such disagreements arose during the course of the audit.

### **Representations requested from management**

We have requested certain written representations from management in a separate letter.

### **Management's consultations with other accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to the best of our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.



**Other matters discussed with management**

We generally discuss with management a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the Town, and business plans and strategies that may affect the risks of material misstatement. None of the matters discussed and our responses thereto were a condition to our retention as auditors.

**Auditor independence**

We affirm that PKF O'Connor Davies, LLP is independent with respect to the Town in accordance with professional standards.

This communication is intended solely for the information and use of the Board of Finance and management of the Town and is not intended to be and should not be used by anyone other than these specified parties.

*PKF O'Connor Davies, LLP*

December 13, 2023  
Wethersfield, CT