


MEMORANDUM

TO: Town Council

FROM: David E. Cox, Town Manager 

DATE: May 5, 2021

SUBJECT: Agenda Information – 5/11/2021

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

3 Public Hearing Regarding the FY 2022 Budget – The Town Council will hold a public hearing regarding the proposed budget including revisions published on the Town website as the [Democratic Town Council Proposed Budget](#). No action by the Town Council is anticipated.

9 Continued Business

9a Consideration of an Amendment to the Street Standards Regarding Driveways – Staff has identified a conflict between Town standards related to the construction of driveways both within the Right of Way and on private property. As described in Public Works Director Walsh’s memorandum in this packet, the proposed remedy is to amend the Town’s Street Standards to reference the most current version of the Town’s Zoning Code. Council is asked to review the change and amend the Street Standards. At its last meeting, the Council indicated a desire to determine when the conflict was created. Staff has attempted to determine when the conflict arose but cannot be sure. The current language in the Zoning Code was in effect as part of the revisions that were adopted in 1990. We do not have previous iterations of the Street Standards so it cannot be determined what the earlier versions said but the current version was revised in 2003 although the driveway language may not have been changed at that time.

Recommended Action: Approve the amendment to the Street Standards.

10 New Business

10a High School Athletic Fields Project Scope - Representatives of the Athletic Fields Committee and the Town’s engineering consultant will present a recommendation on the structuring of the Request for Proposals (RFP) related to the improvement or replacement of athletic fields at the High School including the tennis courts, the baseball field, the track and the main soccer field. The Committee has met in the last several weeks and is recommending a project scope that uses asphalt tennis courts, identifies drainage improvements on the baseball and soccer fields, and replaces the track surface. The proposal also suggests inclusion of various Alternates that allow the Town to expand the work to include

desirable improvements that may extend the useful life of the project, repair other facilities or enhance the facilities but that would only be performed if pricing is acceptable and funds are available. The Council is asked to identify the final project scope and basic RFP plan so that the RFP document may be drafted and distributed.

Recommended Action: Establish the final project scope and RFP plan.

10b Economic Development Commission “Bells on the Bridge” Project – The Economic Development Commission (EDC) has conceived and developed a community involvement and promotion project called “Bells on the Bridge.” Representatives of the EDC will present information on the project that allows people to purchase, inscribe and display bells on the railings associated with the bridge over the Pocotopaug Creek on Main Street, which is a Town-owned bridge. The Council is asked to consider the project and to determine whether the bridge may be used.

Recommended Action: Determine whether the Main Street Bridge may be used.

10c Consideration of the FY 2022 Water Utility Budget - Council is asked to give initial review to the proposed budget for the Village Center, Royal Oaks and Hampton Woods water systems, which are owned and operated by the Town. Public Utilities Administrator Scott Clayton will present the proposed budget, which decreases by \$4,592 (1.93%) to \$233,712 and, again this year, there is no recommended increase in rates. Rates would remain \$11.50 per 1,000 gallons of use. The WPCA has reviewed the proposed budget and has set a public hearing on the matter for June 1 in advance of final consideration by the Council on June 8.

Recommended Action: Review the water budget and hold action until the June 8 meeting.

10d FY 2022 Town Meeting and Referendum – In anticipation of Town Council action at the May 25 meeting to recommend a budget to the Town Meeting, the Council is asked to take actions to officially set the Town Meeting and referendum dates and times and to determine the questions to be asked on the referendum. The official determination of the date and calling of a Town Meeting at this meeting facilitates the required public notice in advance of the presumed Town Meeting date of June 1, which would be noticed on May 21. The referendum would then occur seven (7) days after the Town Meeting on June 8. With respect to the referendum, the Council is asked to determine whether the questions measuring public opinion on the two budgets to determined whether they are “too high,” “too low,” or “just right” will be included. Once this is known, staff can proceed with preparations for the referendum including machine programming and, once the final figures are known, the printing of ballots.

Recommended Actions:

1. Adopt a motion to direct that a Town Meeting be called for Tuesday, June 1 beginning at 6:00pm in the Town Hall for the purpose of considering the Town’s FY 2022 budgets and to adjourn consideration of the budgets to referendum on Tuesday, June 8 in accordance with State Statute and Town Charter.

2. Determine whether to adopt a motion to direct that the referendum include questions to ascertain public opinion as to the size of the budgets.

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 Workshop
Tuesday, April 20, 2021
Town Hall Council Chambers and Zoom

MINUTES

Present: Chairman Pete Brown, Vice Chairman Dean Markham, Council Members Tim Feegel, Derek Johnson, Barbara Moore, Mark Philhower and Kevin Reich

Also Present: Town Manager David Cox, Finance Director Jeff Jylkka, Superintendent of Schools Paul Smith, Police Chief Dennis Woessner, Parks & Recreation Director Jeremy Hall, Fire Chief Greg Voelker, Ambulance Chief Donald Scranton, Ambulance personnel Dave Whitty and Tom Donnelly and Board of Education member Amy Ordonez

Call to Order

Chairman Brown called the meeting to order at 6:33 p.m. in the Town Hall Council Chambers and via Zoom.

Discussion of 2021-2022 Budget

Fire Chief Greg Voelker provided an overview of the request for two tanker trucks for the Fire Department. There was discussion regarding purchase two vehicles of the same year rather than staggering them for replacement purposes. Chief Voelker also discussed the needs for the building at Company #1 on Barton Hill. There was discussion of having a study done on the building to determine the needs.

Superintendent of Schools Paul Smith discussed the American Recovery Plan (ARP) funds and Elementary & Secondary School Emergency Relief (ESSER) funds that could fund two math specialists for three years. There was also discussion on teacher laptops and the bus contract. An email from Superintendent Smith will also be included with the minutes filed in the Town Clerk's Office.

Parks & Recreation Director Jeremy Hall provided an overview of the Parks & Recreation 10 Year Master Plan. The full document will be included with the minutes filed in the Town Clerk's Office.

Ambulance Chief Donald Scranton spoke about the letter he sent to Council requesting ARP funds for staff. They have prepared a plan to allow 24 hours a day, 7 days a week guaranteed two EMT's for emergency response. The part time employees would be utilized for immediate 911 response. The remaining volunteers would continue for 2nd and 3rd medical calls and would be utilized as a recruitment base for future employees. The letter will be included with the minutes filed in the Town Clerk's office.

Police Dennis Woessner discussed having two officers train and be a part of the regional SWAT team. This would be more for prevention. They could be used for demonstrations not just for tactical response. One component in the training is negotiation.

Mr. Cox addressed the increase in the Chatham Health District fee noting it is already built into the budget. He also noted there has been no update on the details for the approved uses of ARP funds. The first disbursement is expected around May 11th so there should be more details by that date.

Adjournment

A motion was made by Mr. Reich, seconded by Ms. Moore, to adjourn the meeting at 8:40pm.
Voted (7-0)

Respectfully Submitted,

Cathy Sirois
Recording Clerk

Town of East Hampton
Town Council Public Hearing
Tuesday, April 27, 2021
Town Hall Meeting Room & Zoom

MINUTES

Present: Chairman Pete Brown, Vice Chairman Dean Markham, Council Members Tim Feegel, Derek Johnson, Barbara Moore, Mark Philhower, and Kevin Reich and Town Manager David Cox.

Call to Order

Chairman Brown called the meeting to order at 6:00 p.m.

Public Hearing for an Ordinance Amending Article IV of Chapter 45 of the Code of the Town of East Hampton Regarding Budget Meetings and Referendum

Vice Chairman Markham provided an overview of the amendments to the ordinance, which will be included with the minutes filed in the Town Clerk's Office. The changes will provide a longer timeframe for budget preparation but does not change any requirements for the budget referendum.

There were no public comments on the amended ordinance.

A motion was made by Mr. Philhower, seconded by Ms. Moore, to close the public hearing at 6:05pm.
Voted (7-0)

Adjournment

A motion was made by Mr. Philhower, seconded by Mr. Markham, to adjourn the meeting at 6:05pm.
Voted (7-0)

Respectfully Submitted,

Cathy Sirois
Recording Clerk

Town of East Hampton
Town Council Regular Meeting
Tuesday, April 27, 2021
Town Hall Council Chambers and Zoom

MINUTES

Present: Chairman Pete Brown, Vice Chairman Dean Markham, Council Members Tim Feegel, Derek Johnson, Barbara Moore, Mark Philhower and Kevin Reich and Town Manager David Cox.

Call to Order

Chairman Brown 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. Reich, seconded by Ms. Moore, to adopt the agenda as written. Voted (7-0)

Approval of Minutes

A motion was made by Mr. Reich, seconded by Mr. Philhower, to approve the minutes of the Town Council Regular Meeting of April 13, 2021 as written. Voted (7-0)

Public Remarks

None

Presentations

None

Bids & Contracts

None

Resolution/ Ordinances/ Policies/ Proclamation

Ordinance Amending Article IV of Chapter 45 of the Code of the Town of East Hampton Regarding Budget Meetings and Referendum

The ordinance change would amend the timeline for the date of the annual Town Meeting regarding the budget. The change is intended to allow the Council additional time to receive final financial information important to budget development including information from the State regarding its budget plans such as support for education and general municipal government. A public hearing was held prior to this meeting to hear comments on the amendments. There were no public comments.

A motion was made by Mr. Markham, seconded by Mr. Reich, to adopt the Ordinance amending Article IV of Chapter 45 of the Code of the Town of East Hampton regarding budget meetings and referendum as presented. Voted (7-0)

The approved amended ordinance will be posted for 20 days and will then be effective.

Continued Business

Discussion of 2021-2022 Budget

The budget discussion for this meeting is to provide the Council an opportunity to ask questions of the Town Manager or present information requests related to the budget. Mr. Cox indicated that he and the Finance Director are preparing responses to questions that have already been presented. Council members requested some additional information.

New Business

Consideration of a Modification to the Street Standards Related to Driveways

Staff found a discrepancy between the Town of East Hampton Street Standards and the East Hampton Zoning Regulations related to driveway grades. Public Works Director Matt Walsh provided an overview of the discrepancy. He recommends changing the Street Standards to refer back to the Zoning Regulations. Mr. Philhower asked when the Zoning Regulations changed to 15% grade. Staff will look into the history of the changes. This item will be placed on the next meeting agenda for approval.

Town Manager Report

Mr. Cox provided an overview of the Town Manager's Report, which will be included with the minutes filed in the Town Clerk's Office. The lake aeration was turned back on this week for the season. The Drug Take Back Day yielded 77 lbs. of prescription drugs. Kudos were given to the DPW staff on the paving work they have been doing. Mr. Philhower said it was a nice job on White Birch.

Appointments

None

Tax Refunds

A motion was made by Mr. Philhower, seconded by Mr. Feegel, to approve tax refunds in the amount of \$57.67. Voted (7-0)

Public Remarks

None

Communications, Correspondence & Announcement

Reminder – Town Meeting for the Christopher Property on Monday, May 3, 2021 at 6:30pm in the Town Hall Council Chambers and on Zoom.

Adjournment

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

Respectfully Submitted,

Cathy Sirois
Recording Clerk



Office of Public Works

Matthew Walsh, P.E., Director

MEMO

TO: David Cox, Town Manager

FROM: Matthew Walsh, Director of Public Works

DATE: 4/21/2021

SUBJECT: Correction of *Inconsistency Between Street Standards and Zoning Regulations*

During the review process of a recent subdivision it has come to staff's attention that there is a discrepancy between the Town Of East Hampton Street Standards and the East Hampton Zoning Regulations. Below, I have listed the current inconsistency and the proposed modification to the Street Standards to correct this issue.

In summary, the issue is with respect to the maximum driveway grade allowable on a proposed driveway. The Street Standards currently allow a maximum driveway grade of 12% while the Zoning Regulations allow a maximum driveway grade of 15%. Excerpts from the two current regulations are below.

(current) Town of East Hampton Street Standards

(Revised Oct 2003)

Section 9.02 Driveway Criteria

(Paragraph 7 page 55)

“Driveway grades within the street right-of-way shall not exceed eight (8) percent, and within private property shall not exceed (12) percent. All driveways with grades of (10) percent or greater shall be paved.”

(current) East Hampton Zoning Regulations

(effective January 15, 2021)

Section 8.3 General provisions

F. Access to Lots/Section 3b.

“Grade: The apron Section, which is that portion between the edge of the road pavement and the street line, or front line, shall have a maximum grade of three percent (3%) slope. The next ten (10) feet shall not exceed five percent (5%) slope, and the remainder shall not exceed fifteen percent (15%) slope.”

Staff proposes to modify the Street Standards to reference the Zoning Code standard to eliminate the inconsistency as follows.

Proposed Town of East Hampton Street Standards

Section 9.02 Driveway Criteria

(Paragraph 7 page 55)

“With respect to grade and driveway surface type, driveways shall be designed and constructed in accordance with the latest revision of the East Hampton Zoning Regulations”

Thank you for your consideration in this matter.

Matthew G. Walsh P.E.

Director of Public Works

TOWN OF EAST HAMPTON

STREET STANDARDS

Driveway Regulations
Excerpt

(For Council Consideration)

November 25, 1986

Revised: January 10, 1991

Revised: September 24, 1991

November 24, 1994

August 01, 1995

June 13, 2000

October 2003

TOWN OF EAST HAMPTON STREET STANDARDS

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09 Driveways

09.01 Permit Requirements

A driveway or access road serving private property and intersecting with a town road shall be constructed in such a manner that it does not interfere with the existing drainage, movement of traffic, or removal of snow from the abutting road. No person, firm or corporation shall conduct work or make improvements of any kind within a town road or associated right-of-way, including but not limited to clearing, excavating or grading, until a permit has been obtained from the Director of Public Works or his authorized agent at least seventy-two (72) hours prior to the commencement of any work. Driveways serving more than one lot shall conform to the standards established in this section, except as may otherwise be required by the East Hampton Subdivision Regulations.

Application for a permit shall be made on forms provided by the Building Department and shall be accompanied by a sketch or drawing showing the proposed work to be done. The sketch or drawing shall be in sufficient detail to facilitate an inspection of the work by Town personnel. The Director of Public Works may require the submission of detailed plans, specifications and other engineering data with the application when he shall deem it to be necessary. No permits shall be issued unless all proposed work conforms to the requirements outlined in this section and the Standard Details.

Application fees, in an amount prescribed on the most current Town Fee Schedule, shall be submitted with all applications. In addition, a Certificate of Insurance conforming to current town requirements with respect to the types of coverage and limits of liability shall also be submitted. No permits shall be issued until the application fee has been paid, and the Certificate of Insurance received.

All construction work covered by a Driveway Permit shall be subject to the inspection and approval of the Director of Public Works or his authorized representative. It is the responsibility of the owner to notify the Director of Public Works at least seventy-two (72) hours prior to any paving of a driveway or driveway apron so that an inspection can be made of the gravel base and driveway or driveway apron grade. If in the opinion of the Director of Public Works or his authorized representative there is some question if the driveway or driveway apron exceeds the maximum grades permitted in this section, then it is the responsibility of the owner to retain the services of a licensed land surveyor to prepare a profile based on actual field survey. Any driveway or, driveway apron that is not found to be in conformance with the requirements in this section shall be reconstructed as required to conform.

All proposed construction work shall be completed within one hundred eighty (180) calendar days after issuance of the Driveway Permit unless a one hundred eighty (180) calendar day extension of time is granted by the Director of Public Works upon written request by the owner for such extension and for good cause shown. If a proposed driveway is not constructed within three hundred sixty (360) calendar days from the date of issuance of a permit from the Director of Public Works, the permit shall be null and void.

No certificate of occupancy shall be issued until the Director of Public Works or his authorized representative approves the driveway or, if due to the time of year the bituminous concrete mix plants are closed, a Driveway Completion Bond is provided to the Town to ensure that all work is completed within a six (6) month period. Driveway Completion Bonds shall be in the form of a certified check in an amount determined as follows:

Driveway Aprons	\$500.00 Additional
Required Driveway	
Length to High Point	\$10.00 per lineal foot Driveway
Repairs	No bond required

Should the owner fail to complete the driveway improvements within the six (6) month time period beginning on the date the bond was provided to the Town, the bond shall be forfeited, and the Town shall utilize the funds to complete the required work. Any excess funds remaining after completion of the improvements shall accrue to the Town.

09.02 Driveway Criteria

Paved driveway aprons shall be provided at each intersection of a driveway with an abutting town road. The driveway apron is that portion of the driveway extending from the town road pavement to the right-of-line of the town road or to a distance of ten (10) feet in from the edge of the town road pavement, which ever is greater. Where a town road adjacent to a proposed driveway does not have any type of bituminous surface course, the Director of Public Works may waive the requirement for a bituminous concrete driveway apron.

All paved driveway aprons shall have a minimum lip of one and one-half (1 1/2) inches at the town road gutter line. If a driveway apron is constructed prior to the placement of the top or surface course of a subdivision road to be dedicated to the Town of Hebron at some future date, then the driveway lip shall be increased in height so that after completion of the road construction, a minimum lip of one and one-half (1 1/2) inches is maintained.

Driveways shall have a minimum pavement width of ten (10) feet, and a maximum pavement width of twenty (20) feet. All brush, trees and any other obstructions shall be cleared and removed for a distance of three (3) feet beyond the edge of pavement along both sides of the entire length of the driveway.

The side or edge of a driveway shall not be located any closer than five (5) feet from an adjacent property line. In addition, the point at which the driveway curb radius intersects the edge of pavement or curb line of a town road shall not encroach beyond the point where the extension of the property line meets the town road.

The visibility at driveway intersections with town roads shall be such as to allow a stopped vehicle on the driveway, located ten (10) feet back from the gutter line, to see, and to be seen from, a vehicle approaching from either direction along the town road, a distance of not less than two hundred (200) feet, based on a height of eye and object of 3.5 feet. The Director of Public Works may require the removal of sight obstructions including but not limited to trees,

bushes, shrubs, boulders, rocks, and stonewalls, or adjustments of cut slopes, adjacent to intersections of a private driveway with a town road in order to assure an adequate sight distance and to ensure a safe and efficient means of access for emergency vehicles.

Driveway grades within the street right-of-way shall not exceed eight (8) percent, and within private property shall not exceed twelve (12) percent. All driveways with grades of ten (10%) percent or greater shall be paved.

Ascending driveways shall be graded so as to establish sheet flow drainage and avoid the discharge of concentrated runoff into town roads.

For driveways which descend into private property, driveway aprons shall rise in elevation from the town road gutter line to the town road right-of-way line a minimum of six (6) inches before descending into the property.

Driveways shall be constructed in such a manner that they do not permit the runoff of water from the abutting town road to enter into the property of the owner, or adjacent properties, thereby creating a nuisance to the Town and the property owner, unless an easement in a form satisfactory to the Town is granted by such owner to the Town for such runoff. Under no circumstances shall a driveway apron be constructed so as to obstruct or alter the free flow of water in the road gutter line or other drainage ways of the Town.

Where culverts under driveways are required by the Director of Public Works within the town road right-of-way, such culverts shall be constructed of reinforced concrete pipe with concrete flared end sections provided at the pipe inlet and outlet. High density corrugated polyethylene smooth interior pipe shall only be allowed if specifically authorized by the Director of Public Works. Driveway culverts shall be a minimum of fifteen (15) inches in diameter, and sized to adequately convey under the driveway all surface runoff which may reasonably be expected to reach the culvert inlet during a storm with a 10-year recurrence interval. All culverts shall be of such design to withstand AASHTO H-20 loadings and shall have a minimum cover over the top of the culvert of one (1) foot, unless otherwise approved by the Director of Public Works or his duly authorized representative.

Any driveway installation which requires the removal of a portion of a guide rail shall be secured with concrete end anchorage's on each side of the driveway. All such work shall be the responsibility, and at the expense of, the applicant.

Driveways shall be located and constructed such that no disturbance of road right-of-way monumentation occurs. In the event of accidental disturbance of a monument, the owner of the property served by the driveway shall be responsible for retaining and paying for the services of a land surveyor licensed in the State of Connecticut to reset the monument and to provide a Letter of Certification to the Director of Public Works.

Where grading is required in a town road right-of-way, slopes shall not be steeper than one (1) unit vertical to two (2) units horizontal, and shall be covered with a minimum of six (6) inches of topsoil, and limed, fertilized, seeded and mulched.

09.03 Driveway Construction Standards

Driveway and driveway apron paving shall consist of a minimum of two (2) inches, after compaction, of Class H bituminous concrete placed on a minimum of eight (8) inches, after compaction, of processed aggregate base. Class II "Bituminous Concrete" and "Processed Aggregate Base" materials shall conform to the State Standard Specifications Sections M.04.01, M.04.03, and M.05.01 respectively.



**EAST HAMPTON HIGH SCHOOL
ATHLETIC FACILITY IMPROVEMENTS**

**PRELIMINARY ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COST
May 3, 2021**

TENNIS COURTS

➤ Mobilization, Sediment & Erosion Controls	\$30,000
➤ Removals and Earthwork	\$55,000
➤ (6) New Asphalt Tennis Courts	\$177,000
○ 4" Asphalt Base	
○ New Nets & Posts	
○ Chain Link Fence to Remain	
○ Stripe 3 Pickleball Courts	
➤ Site Restoration	\$10,000
<u>Subtotal</u>	<u>\$272,000</u>

BASEBALL FIELD DRAINAGE IMPROVEMENTS

➤ Mobilization, Sediment & Erosion Controls	\$7,000
➤ Earthwork	\$7,000
○ Remove Infield Sod	
○ Regrade Lip Along Interface of Infield & Outfield	
➤ Drainage Improvements	\$115,000
○ Sand Slit Drains – Outfield and Infield Grassed Area	
○ Sand Topdressing (4 Applications Included)	
➤ Irrigation System – Outfield Only	\$50,000
○ New Storage Tank(s)	
○ Pump From Existing Well	
➤ Sod Infield & Grass Line	\$8,000
<u>Subtotal</u>	<u>\$187,000</u>

RUNNING TRACK REPLACEMENT

➤ Mobilization, Sediment & Erosion Controls	\$30,000
➤ Removals	\$140,000
○ Remove & Dispose Rubberized Surfacing	
○ Mill 2" Existing Asphalt	
➤ New Running Track, High Jump & Runway Surfacing	\$320,000
○ Pave New Asphalt Surface – 2" Thickness	
○ New Track Surfacing & Markings	
○ Resurfaced Runways	
○ Electrical Conduits & Hand Holes	
○ Minor base repairs (Unit Bid Costs)	
➤ Site Restoration	\$15,000
Subtotal - Track	\$505,000

SOCCER FIELD DRAINAGE IMPROVEMENTS

➤ Mobilization, Sediment & Erosion Controls, Removals	\$5,000
➤ Drainage Improvements	\$28,000
○ Sand Slit Drains – South East Corner	
○ Sand Topdressing – Entire Field (4 Applications Included)	
Subtotal	\$32,000

Project Subtotal \$996,000

Construction Contingency (+/- 10%) \$99,600
Architectural & Engineering (A&E) Fees \$72,500

SUGGESTED PROJECT BUDGET **\$1,168,100**

These budgets are an engineer's opinion of the probable construction costs for the project as outlined on the April 27, 2021 concept plans. Costs are based on projects in similar scope and is intended for preliminary budgeting purposes only. Detailed design, along with additional site investigation and project programming are necessary to further refine the budget. The budget assumes construction would occur in the beginning of Summer 2021 and progress through the end of Fall 2021. Escalation

should be accounted for if the project is delayed beyond this date. Final construction costs will be determined by actual bidding of the work to qualified contractors.

MAINTENANCE PLANNING

Typical maintenance for the tennis courts includes recoating and restriping every five to eight years.

Typical maintenance for the running track includes applying a structural spray coat and repainting the lane lines and event markings every seven years.

Grass field maintenance should include annual core aeration and sand top-dressing.

POTENTIAL PROJECT ADDITIONS

- **Add Alternate No. 1: Post-Tensioned Concrete Courts In Lieu of Asphalt** **\$100,000**
- **Add Alternate No. 2: Tennis Courts - Fencing Replacement** **\$75,000**
 - *New 10' Ht. Black Chain Link Fence & Gates*
- **Add Alternate No. 3: Running Track – Color** **\$25,000**
 - *Blue Track Surfacing In lieu of Red*
- **Add Alternate No. 4: Running Track – Long Jump/Pole Vault Runway Reconstruction** **\$15,000**
 - *Runway Widening to 4' Lane Width with 4" Overrun*
- **Add Alternate No. 5: New Irrigation Well** **\$15,000**
- **Add Alternate No. 6: Tennis Courts – Additional Pickleball Striping** **\$600**
 - *Cost to Add Striping Per Court*

TOWN OF EAST HAMPTON HIGH SCHOOL ATHLETIC FIELDS BUILDING COMMITTEE

PRESENTATION FOR
Exterior Athletic Surface Replacements &
Drainage Improvements
At East Hampton High School

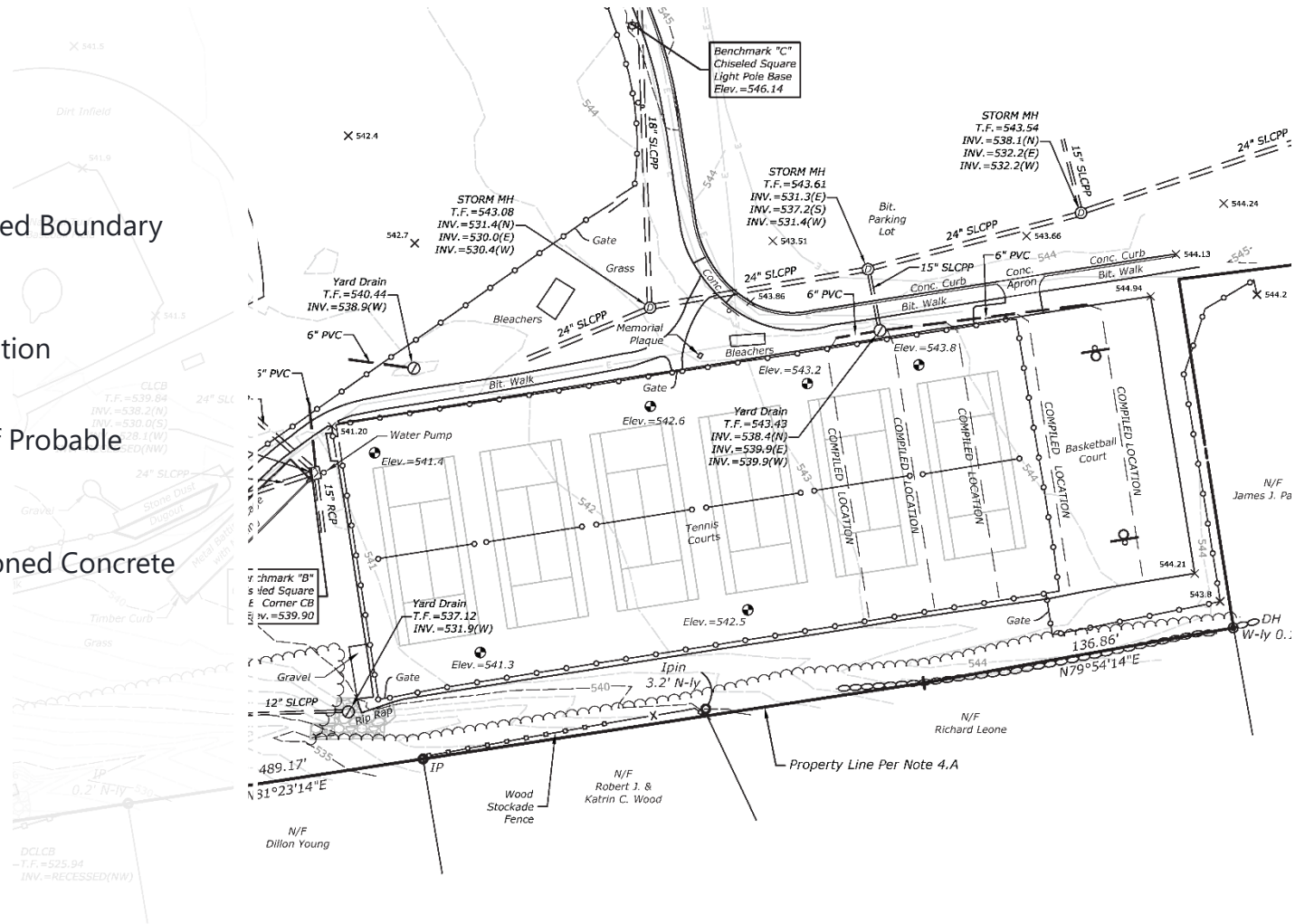
APRIL 14, 2021
(Revised April 16, 2021, April 27, 2021, May 3, 2021)



YOUR FACILITIES

TENNIS COURTS

- Topographic and Limited Boundary Survey
- Geotechnical Investigation
- Preliminary Opinion of Probable Construction Costs
- Asphalt vs. Post-Tensioned Concrete Cost-Benefit Analysis
- Drainage
- Basketball Court



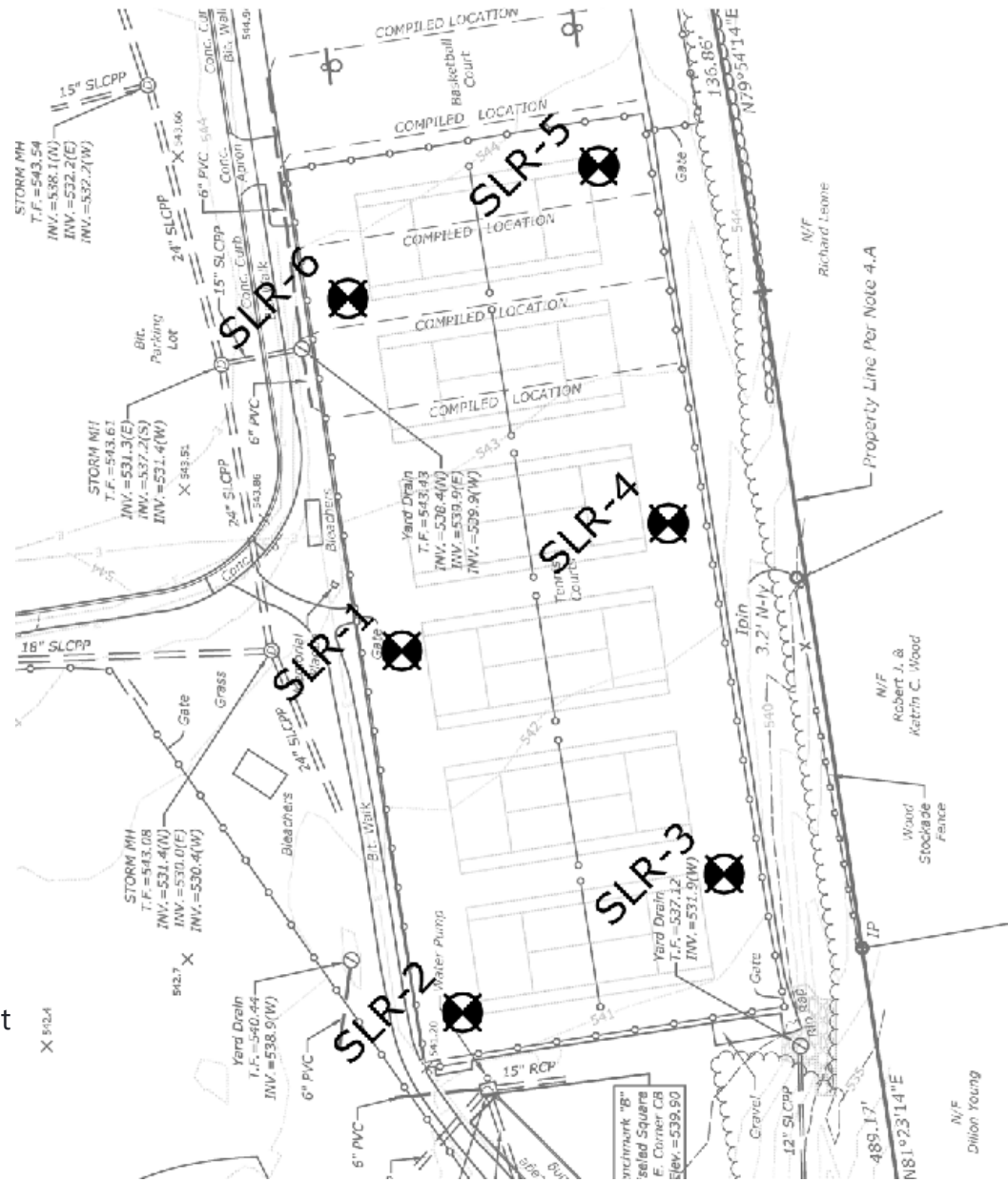
TENNIS COURTS

Geotechnical Investigation Findings

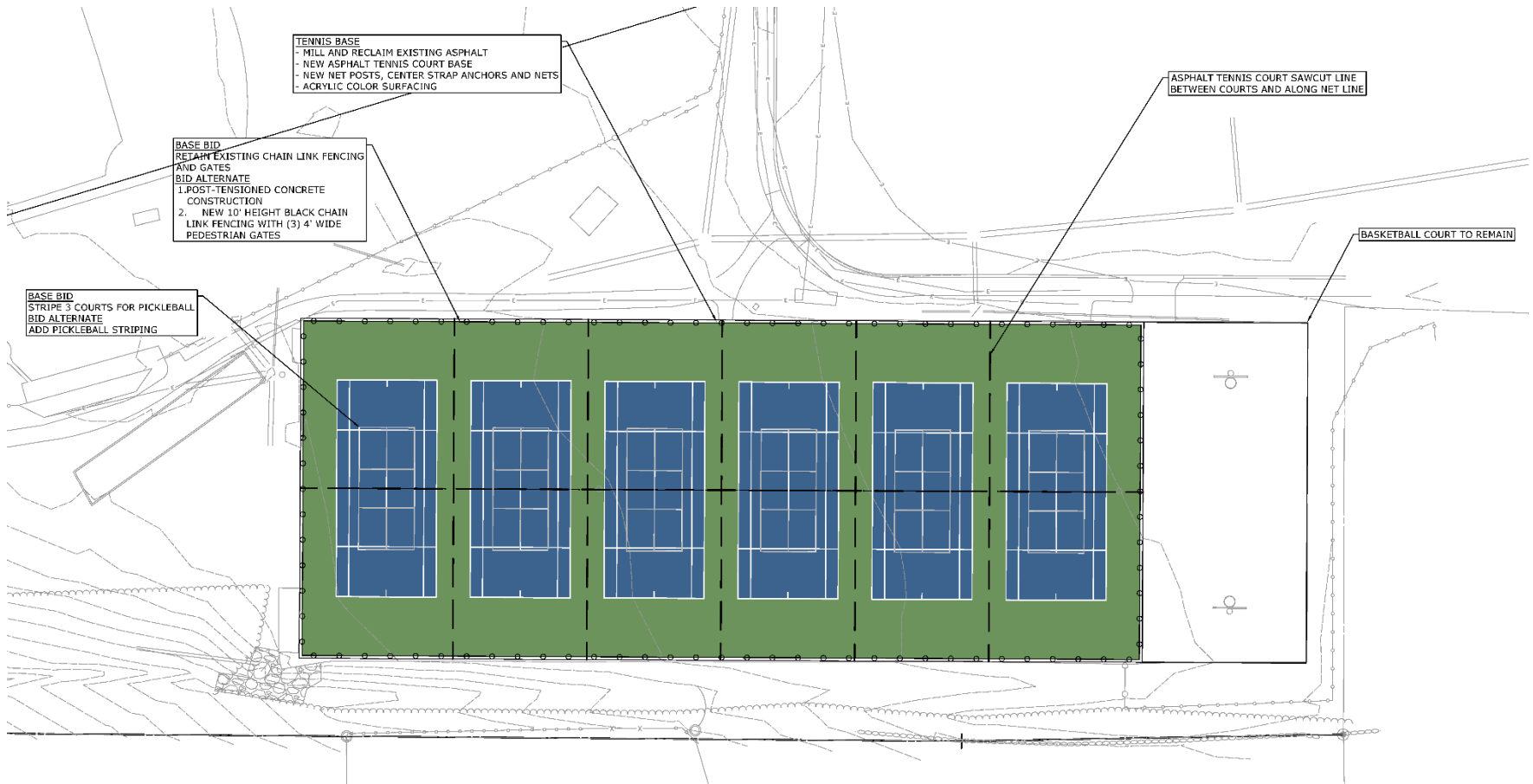
- Asphalt: 4" to 6" Thick
- Base Material: 0.5" to 1" Thick
- Fill Material: 2' to 4.5' Deep
- Groundwater @ +/-4.3' at SLR-4 Location

Recommendations

- Remove & Dispose (R&D) Existing Fencing, Tennis Net Posts
- Mill and Remove or Reclaim Existing Asphalt
- Supplement Base Material
- Construct New Asphalt or Post-Tensioned Concrete Courts
- Install New Fencing, Gates, Tennis Net Posts, and Netting



TENNIS COURTS



PRELIMINARY OPINION OF PROBABLE CONSTRUCTION COSTS

Asphalt Base Construction = \$272,000

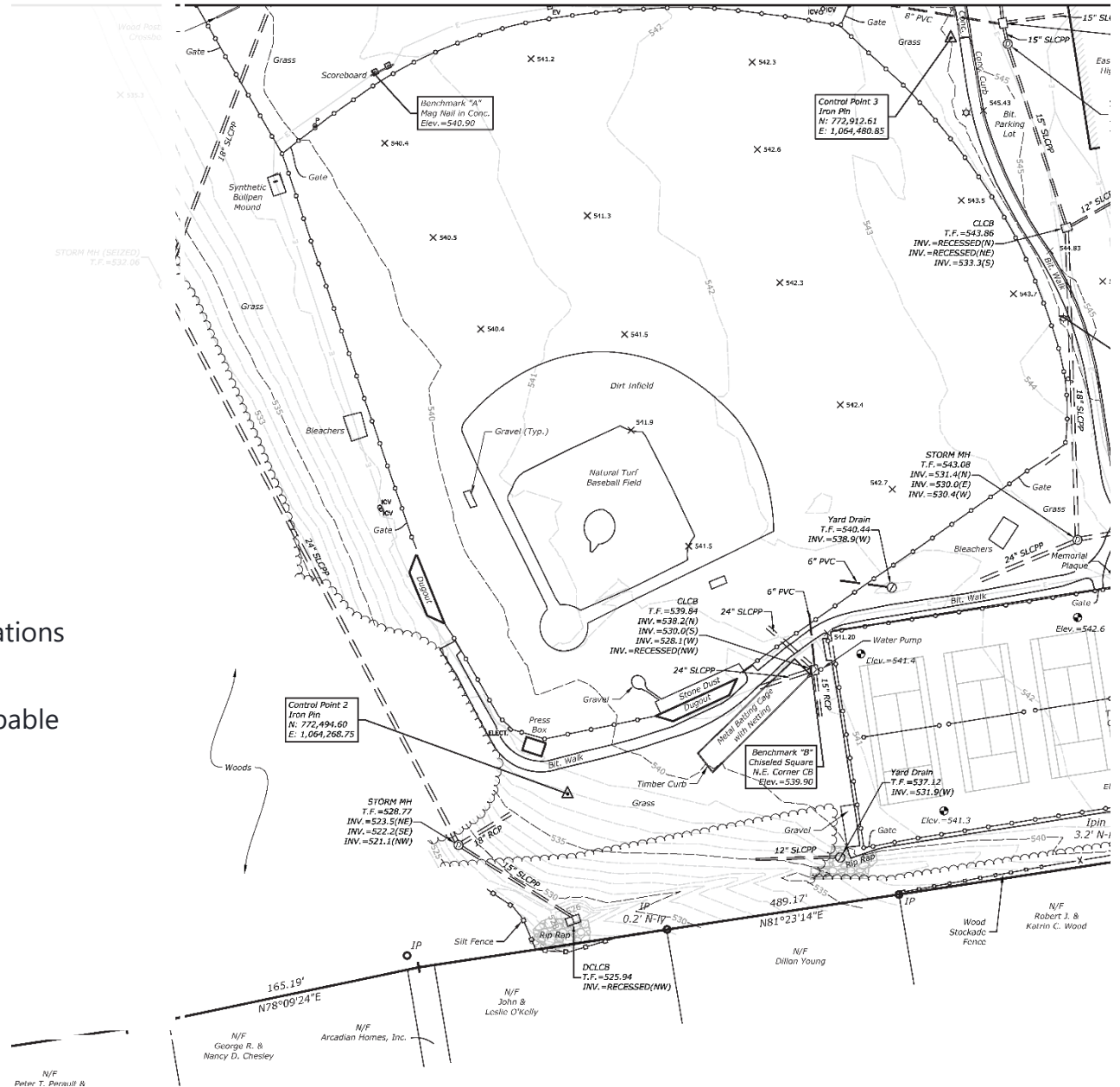
Add Alternate - Post-Tensioned Concrete = \$100,000

- New Fencing & Gates = \$75,000

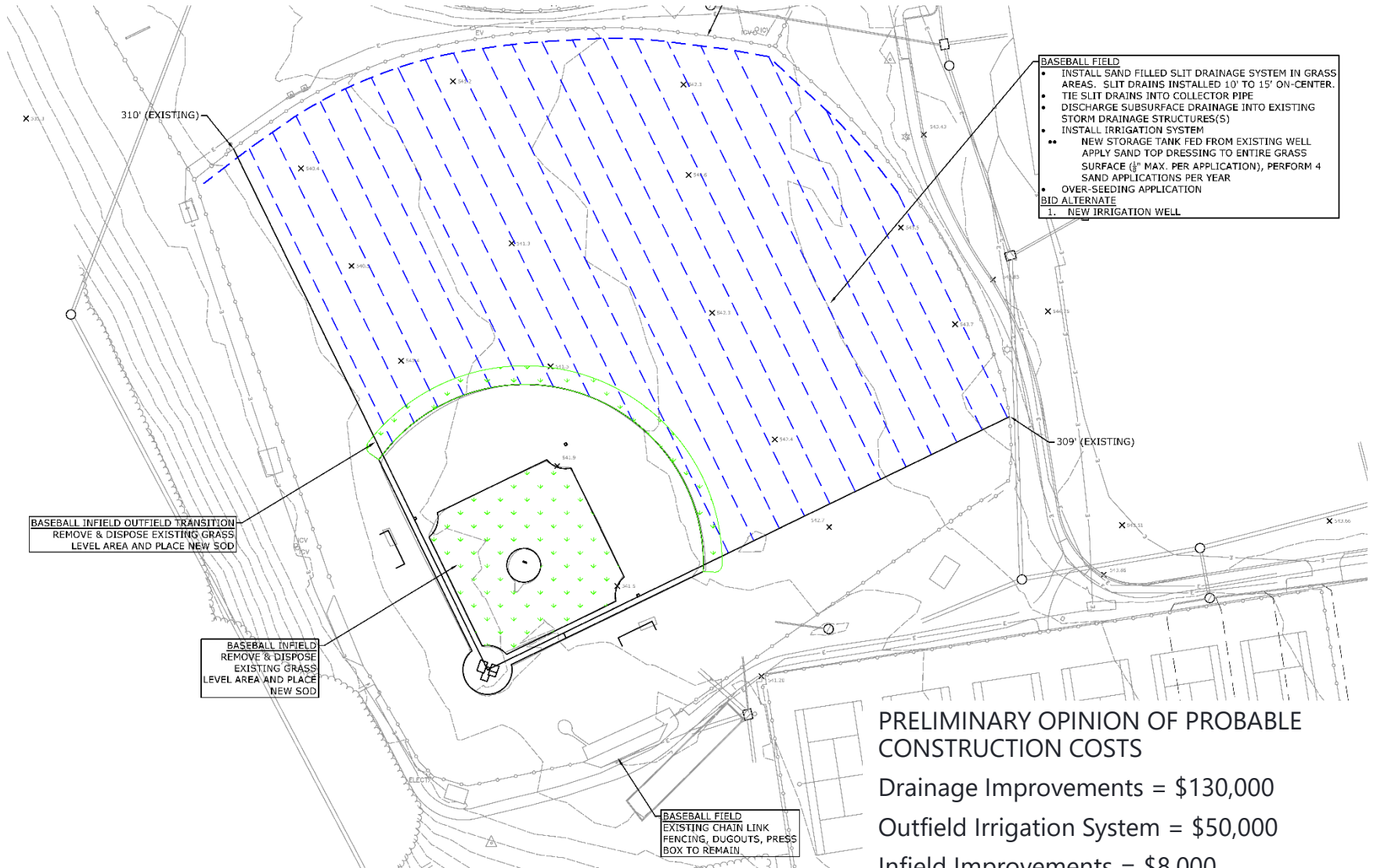
- Additional Pickleball Striping = \$600/Court

BASEBALL FIELD

- Topographic Survey
- Field Reorientation Study
- Drainage Improvements
 - Slit Drainage
 - Soil Amendments
- Irrigation System Considerations
- Preliminary Opinion of Probable Construction Costs



BASEBALL FIELD



PRELIMINARY OPINION OF PROBABLE CONSTRUCTION COSTS

Drainage Improvements = \$130,000

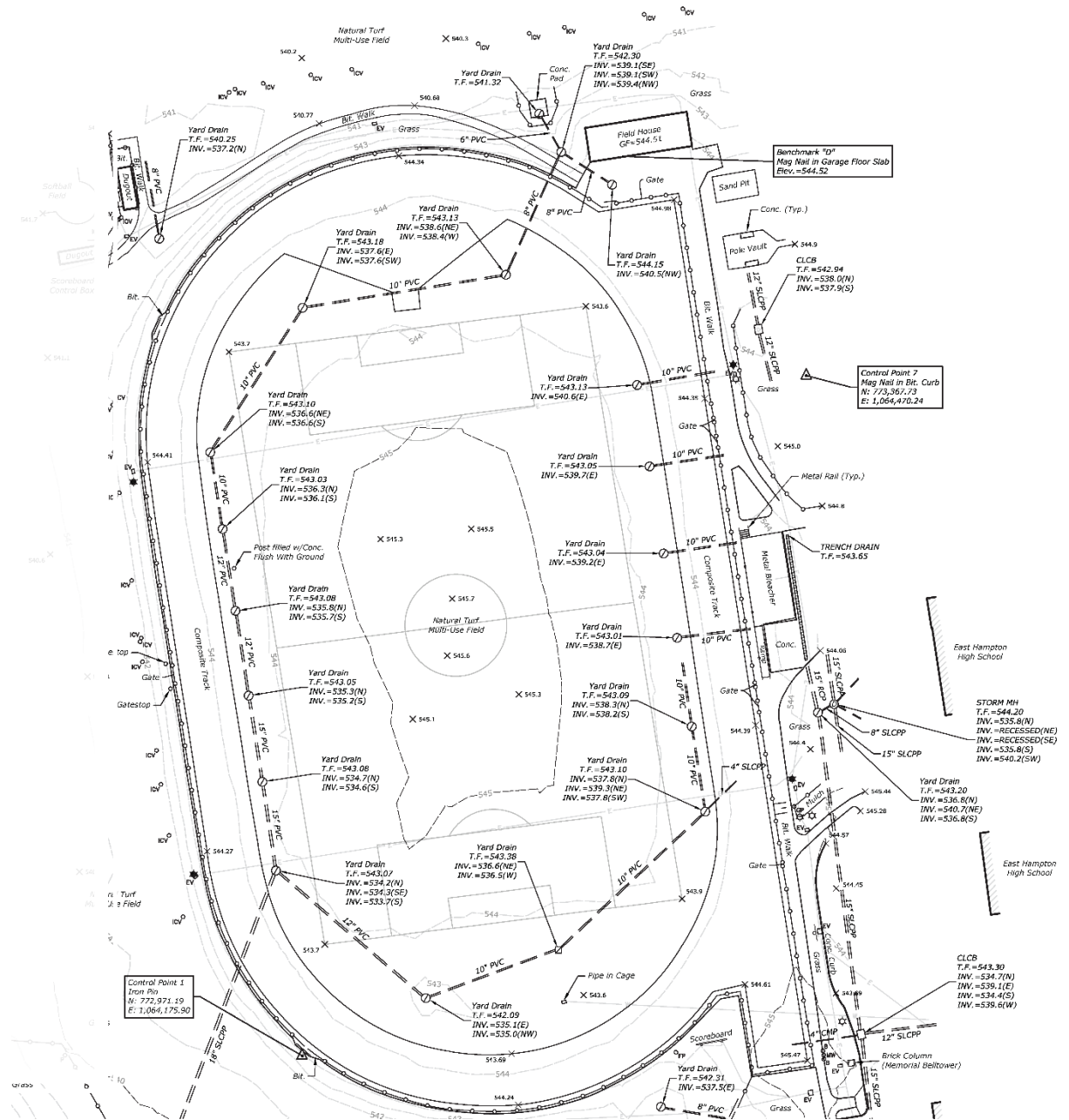
Outfield Irrigation System = \$50,000

Infield Improvements = \$8,000

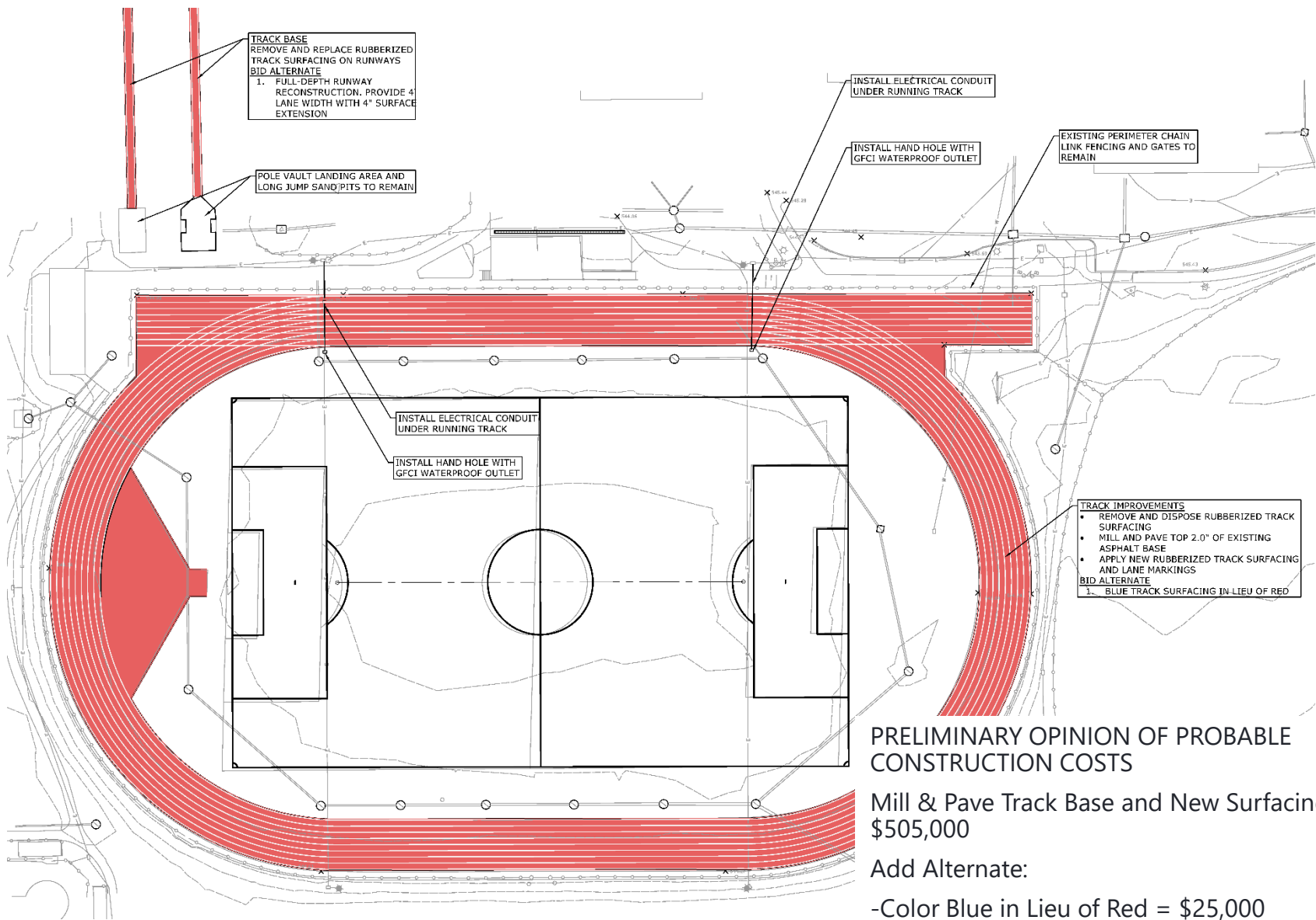
Add Alternate – New Irrigation Well = \$15,000

TRACK FACILITY

- Topographic Survey
- Geotechnical Investigation
- Existing Asphalt Base Condition
 - Repair or Replace
- New Track Surfacing
- Facility Enhancements
 - Runway Events



TRACK FACILITY



PRELIMINARY OPINION OF PROBABLE CONSTRUCTION COSTS

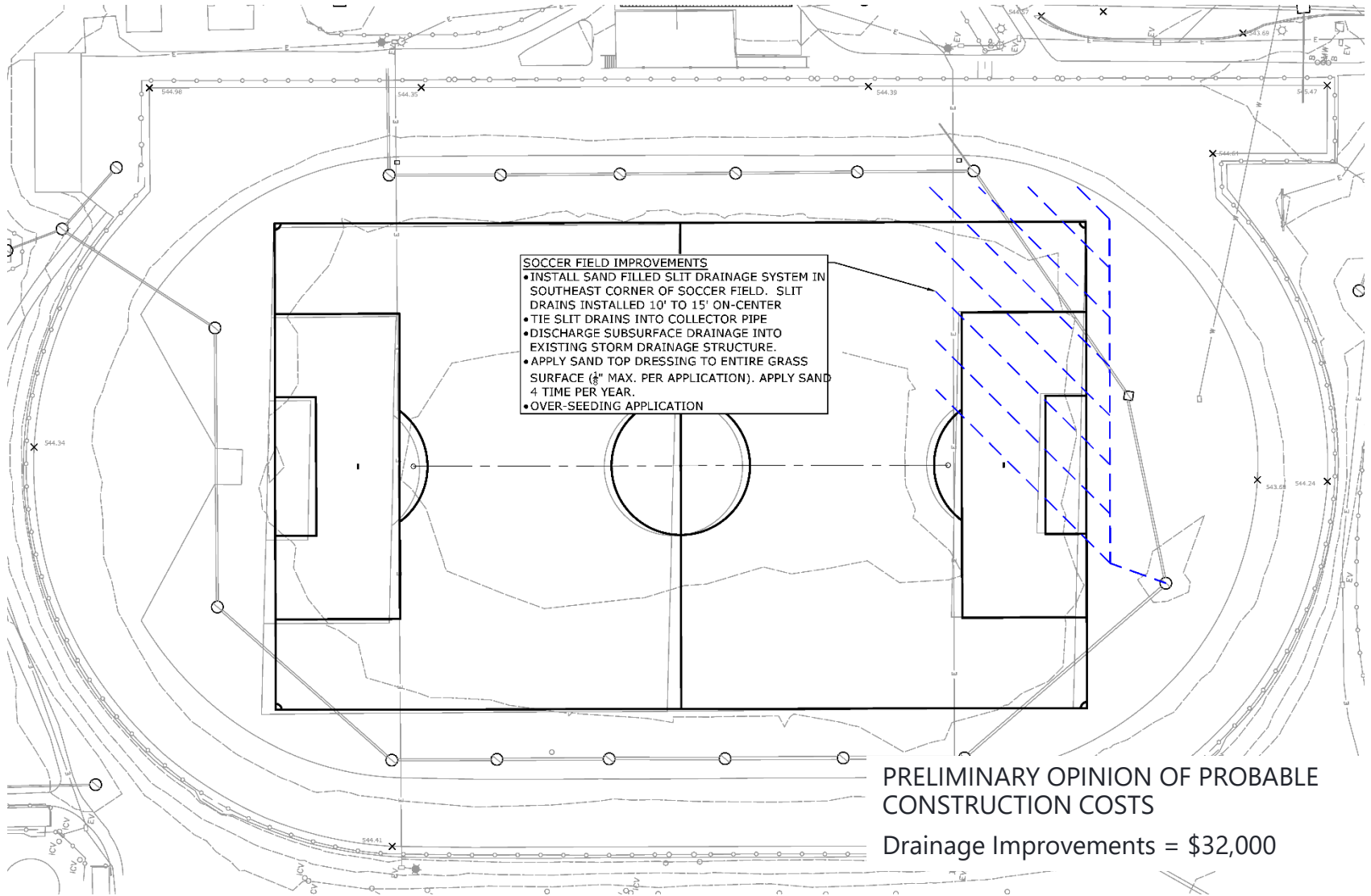
Mill & Pave Track Base and New Surfacing = \$505,000

Add Alternate:

-Color Blue in Lieu of Red = \$25,000

-Full-Depth Reconstruction of Long Jump and Pole Vault Runways = \$15,000

SOCCER FIELD



SUMMARY OF PRELIMINARY COSTS

PRELIMINARY OPINION OF PROBABLE CONSTRUCTION COSTS

Proposed Improvements

Tennis Court Reconstruction (Asphalt)	\$272,000
Baseball Field Improvements (Drainage & Irrigation)	\$187,000
Running Track Replacement	\$505,000
Soccer Field Improvements (Drainage)	\$32,000

Suggested Construction Budget **\$996,000**

Construction Contingency (+/- 10%)	\$99,600
Architectural & Engineering (A&E) Fees	\$72,500

Suggested Project Budget **\$1,168,100**

Potential Project Additions:

<i>Add Alternate No. 1: Post-Tensioned Concrete Tennis Courts</i>	\$100,000
<i>Add Alternate No. 2: Tennis Court Fencing Replacement</i>	\$75,000
<i>Add Alternate No. 3: Running Track – Color: Blue</i>	\$25,000
<i>Add Alternate No. 4: Running Track – Long Jump/Pole Vault Runway Reconstruction</i>	\$15,000
<i>Add Alternate No. 5: New Irrigation Well</i>	\$15,000
<i>Add Alternate No. 6: Tennis Courts – Additional Pickleball Striping</i>	\$600/per



DISCUSSION

SLR 

ECONOMIC DEVELOPMENT COMMISSION

“Good Luck” Bells on The Bridge

May, 11 2021

Jase Doane; Cofounder, CFO
APEX Educational Solutions, LLC
95 Main Street, Suite 2; East Hampton, CT

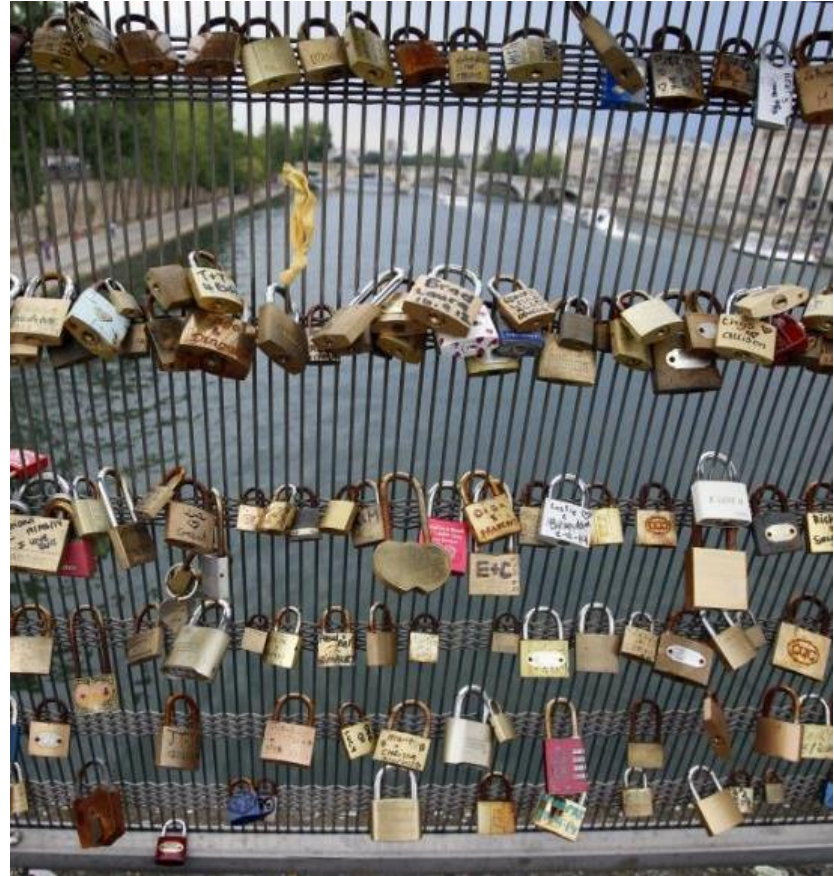
EDC Member since August 2020



Idea Generation

EDC Discussion

- Bells on the Bridge Idea took hold after EDC Discussion on a) growing local retail business and b) town beautification (Village Center) ideas around bridges in town
- Concept modeled after love locks bridges in Paris but focused on town's historic bell history



Bells on the Bridge Objectives

1. Drive new local revenue opportunities to town retail
2. Develop lasting “community” initiative
3. Promote history of East Hampton (Belltown)
4. Promote East Hampton as tourist landmark (long-term)



Bells on the Bridge Deliverable

1. “Good Luck” Bevin Bells to be sold at local retail along with a paint pen marker and steel zip tie
2. User customizes their purchased bell with any “wish” they want by writing on bell
3. User attaches bell to the Bridge for good luck



Bevin Bells

- Presented concept to Cici Bevin (is this doable logistically?) with very positive feedback
- Bevin has similar program with bells placed on the Bridge of Hope in Buffalo, NY to celebrate cancer survivorship



Local Retail

- Presented idea to Willow Owner to ensure concept was “sellable” with very positive feedback
- Tested concept with local customers (would they buy?) with very positive feedback



Main Street Bridge

- State wouldn't allow permanent use of Airline Trail Bridge
- Conversations turned to bridge on Main Street (near Library) as initial focal point of program



Main Street Bridge

- Sample Bells being tested last few weeks
- No weathering
- No sliding once zip tied



Program Details

- Program will start with 6 Bell options for customers to purchase (red, white and blue in 2 small sizes)
- EDC promotes program to local retail and end-use customers to create interest and demand
- Bevin sells bells to local retail
- Local retail sells bells to end-use customer
- End-use customer ties their bell to the bridge



EDC Question to Town Council

Do we have approval to utilize the Main Street Bridge for the Bells on the Bridge concept with the goal of delivering on the initial program Objectives?

1. Drive new local revenue opportunities to town retail
2. Develop lasting “community” initiative
3. Promote history of East Hampton (Belltown)
4. Promote East Hampton as tourist landmark (long-term)



TOWN OF EAST HAMPTON AGENDA REPORT

Agenda Item: 10c

Item to be presented by: Scott Clayton

DATE: May 11, 2021

SUBJECT: 2021/22 Public Water System Operating Budget & Water Rate Recommendation
First Reading

DEPARTMENT: WPCA

RECOMMENDED MOTION – Recommended motion to send the 2021/22 Operating Budget for the two Community Water Systems owned by the Town and operated by the WPCA to a public hearing for the water rates.

BACKGROUND – Management has reviewed the operations of the two (2) public water systems as well as the projected operations costs of the new Hampton Woods system and has developed the following 2021/22 Public Water System Operating Budget. Based upon current operating conditions and known operational changes necessary to operate the systems as efficiently as possible the recommended budget for all systems totals \$233,712.00 and represents a decrease of 1.93% or \$4592.00 decrease over last year. This is due to prudent budgeting. The WPCA would also recommend a transfer from the PWS fund balance to the PWS capital fund of \$146,000.00.

Village Center Water System

The VCWS continues to perform within parameters. The treatment plant, built in 2009, has begun to experience an increase in call-outs as a result of mechanical failures. To date these issues have been minor, within budget and has not affected water quality. The media in the greensand filters is nearing the end of its useful life and we will be doing change outs starting this fiscal year. We will continue to monitor water quality to determine the optimum time to schedule a change-out. This is an expensive process and has been budgeted for in FY 21-22.

We did not experience any violations under the Safe Water Drinking Act for FY 20-21. VCWS revenues are tracking behind projections mostly due to the Schools being closed for the pandemic, future revenues are discussed separately.

Royal Oaks Water System

Installation of the piping and valves and two carbon filters at Memorial School was a total cost of \$21,000.00. While the slip lining improved the water quality, the wells still have 7 – 10 mg/l of iron, which will require additional filters to improve water quality.

We continue to increase the iron and manganese filter capacity at the plant with every change-out of the media. Currently our treatment capacity is 12.0 cubic feet. The pursuit of additional greensand filter change outs needs to be the focus for FY 21-22. We will need to replace both pumps for well #3 & #4 again this year, which are continuing fail due to high iron content.

We experienced no violations for water quality parameters in FY 20/21.

ROWS revenues are tracking behind also because of the schools being closed for the pandemic; management expects revenues will not support the operation of the system for this fiscal year and some of the fund balance may have to be used to balance the budget.

Hampton Woods Water System

The HWWS is new to the East Hampton WPCA; Phase I A of the development has 34 individual homes of which 6 are connected to the water system that is still being constructed. This facility will be expandable to serve 255 homes. The Town will not be responsible for a financial deficit associated with the operation prior to the full build out of the development, as per Developers agreement.

WATER RATE RECOMMENDATION: WATER RATE RECOMMENDATION:

The 2020/21 budget of \$233,712.00 will not require a change in rates for FY 21-22.

The Monthly commodity cost will remain at \$11.50/1000 gallons.

The Monthly meter cost will remain at \$40.00.

Avg. Monthly Cost	VCWS Residential	ROWS Residential	Center School	Memorial School
New Rates	\$72.43	\$89.88	\$910.50	\$1,421.00
WPCA Board recommendation	No Increase /1000 gals	No Increase /1000 gals	No Increase /1000 gals	No Increase /1000 gals

ALTERNATIVE ACTIONS – at the discretion of the Town Council

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



2021-22 Public Water Systems Operation Budget

63-59-0000-XXXX VCWS

63-59-0590-XXXX ROWS

63-59-0593-XXXX HWWS

Presented to WPCA: April 6, 2021

Recommended by WPCA: May 4, 2021

First Reading Date: May 11, 2021

Public Hearing Date: June 1, 2021

Town Council Adoption: June 8, 2021

Drop in Location:
20 Gildersleeve Drive
East Hampton, CT 06424

2021-22 Individual Water System Expense Breakdown

	25%				Total
	VCWS	ROWS	Mem Sch	HWWS	
5110 - Full Time Salaries	700	500	100	100	1,400
5120 - PIT Seasonal PIR	2,623	1,967	328	328	5,245
5220- Social Security (.062)	163	122	20	20	325
5122 - Medicare (.0145)	38	29	5	5	77
5319 - Meetings/Conf.	500	453	85	85	1,123
Certification Training	125	125	38	38	
Conf./Seminars	375	328	47	47	
5330 - Prof/Tech Services	5,710	4,290	3,025	1,899	14,924
DOHS Water Quality Testing	5,500	4,000	3,000	1,874	
Misc. Engr. Bldg	n/a	n/a	n/a	n/a	
B102 Tank Insp/engr	n/a	n/a	n/a	n/a	
Annual Auditing Reports	210	290	25	25	
5430 - Bldg & Equip. M & Rep.	14,950	18,600	2,350	250	36,150
JF Labor	250	500		250	
well pump replacement	2,000	2,000	2,000	0	
Dist/WTP system maint.	2,500	1,000	150	0	
plumbing parts & repairs	400	800	200	0	
Greensand Valves		500		0	
Greensand media changeout	9,000	9,000		0	
Emrg. Gen. Maint. & An. Insp.	800	800		0	
VFD for R.O. pump	n/a	4,000	n/a	n/a	
Storage tank cleaning	n/a	n/a	n/a	n/a	
Well Driller	0	0		0	
5436 - UTT/Oper. Labor	18,000	18,000		4,506	40,506
5490 - Other Purch. Property Scrvs	150	300		150	600
Locate leaks/R & R meter & radio	150	300		150	
5520 - Prop/Liab Ins (Inc 10%)	1,317	2,124	300	2,124	5,865
5530 - Communications	650	1,100	150	650	2,550
5540 - Newspaper Advertising	100	100		100	300
5580 - Travel	1,500	1,500		1,500	4,500
5590 - Other Purch. Services	3,653	9,678	194	3,909	17,433
Billing Administration (112 cust.)	2,903	7,678	94	3,184	
Shut offs/Final bills	100	600		100	
Flushing water mains 2X/yr	450	1,300		450	
Annual Cross Connection Report	200	100	100	175	
5611 - Office Supplies	100	74	13	13	200
5615 - Uniform Allowance	75	75	75	75	300
5622 - Electricity	9,750	9,750		9,750	29,250
5627 - Motor Fuel (Veh & Gen)	600	600	50	50	1,300
Veh. \$200/200/50 - Gen. \$400/400					
5680 - Chemicals	1,750	7,500	2,250	1,750	13,250
5690 - Other Supp/Materials	550	250	100	550	1,450
5744 - Computer Equip	25	25	25	25	100
5810 - Dues & Fees	1,155	1,144	195	570	3,064
AWWA	45	34	11	45	
CWWA	735	735	184	150	
DEEP Annual Diversion permit	250	250		250	
DEEP Generator Permit	125	125		125	
5923 - Oper. Transfer to S.F.	1,000	1,000	500	1,000	3,500
5980 - Res for Cap & NR	20,000	20,000	0	6,700	46,700
5990 - Contingency	1,200	900	300	1,200	3,600
TOTAL	86,258	100,080	10,065	37,309	233,712
Approved Operating Budget 20-21	89,031	102,187	10,032	37,054	238,304
"+/-	(2,773)	(2,107)	33	255	(4,592)
"+/-	-3.11%	-2.06%	0.33%	0.68%	-1.93%

Board recommendation

**East Hampton Water Pollution Control Authority
Community Water Systems Fiscal Year Budget - 2021-22**

REVENUES

Residential Consumption Estimated

	VCWS	ROWS	HWWS	
daily consumption (gals.)	6,000	12,000	4,080	
Est. daily cons./unit (gals.)	94	145	120	
Mthly. commodity cost (\$/1000gals.)	\$11.50	\$11.50	\$11.50	
Monthly commodity charge (\$)	\$32.43	\$49.88	\$41.40	
Monthly meter cost (1EMU = X.XX)	\$40.00	\$40.00	\$40.00	
Per unit monthly cost (\$)	\$72.43	\$89.88	\$81.40	
EMU's	94	83	34	
Estimated monthly revenue	\$6,808	\$7,460	\$2,768	
Est. Residential yearly revenue	\$81,701.04	\$89,520.00	\$33,211.20	\$204,432

	Ctr. Sch.	Mem. Sch.	
Monthly meter cost (15 EMU = \$X.XX)	\$600.00		
daily consumption (gals/day)	900		
Monthly commodity charge (\$)	\$310.50		
Monthly meter cost (20 EMU = \$X.XX)		\$800.00	
daily consumption (gals/day)		1,800	
Monthly commodity charge (\$)		\$621.00	
Estimated monthly revenue	\$910.50	\$1,421.00	
Est. Institutional yearly revenue	\$10,926.00	\$17,052.00	\$27,978
Estimated total revenue 21/22	\$92,627.04	\$106,572.00	\$33,211.20

Transfer from capital fund balance -\$1,301

Proposed fiscal year Operating Budget \$233,712

Annual Cost based upon 72,000 gals. \$1,308.00

Water sytem Fund balance 6/30/17 \$ 108,732.00

Water system Fund balance 6/30/18 \$ 151,967.00

Water system Fund balance 6/30/19 \$ 188,636.00

Water system Fund balance 6/30/20 \$ 196,273.00

Transfer from PWS Fund Balance to
PWS Capital 6/30/21 \$ 146,000.00

Acct 5980 funded reserve/Capital 6/30/21 \$ 40,000.00

Transfer /Water Ops budget / Capital 6/30/21 \$ 40,000.00 If need transfer for budget take from here

Unaudited Water system fund balance 6/30/21 \$ 50,273.00

PWS capital balance 6/30/20 \$ 54,725.00

Projected PWS capital balance 6/30/21 \$ 240,725.00

APPENDIX G
WPCA
 Fiscal Year 2021/22
Capital Budget 2019-2024
Fund 82

<u>Est. Cost</u>	<u>Purchase Year</u>	<u>Projects</u>
\$25,000	2019/20	Carbon Filters (ROWS)
\$30,000	2020/21	9 ft3 greensand addition (ROWS)
\$30,000	2021/22	9 ft3 greensand addition (ROWS)
\$30,000	2023/24	9 ft3 greensand addition (ROWS)
\$30,000	2024/25	9 ft3 greensand addition (ROWS)
\$30,000	2024/25	Drill New well and outfit (ROWS)
\$30,000	2025/26	Carbon Filters (VCWS)
\$205,000		Current Projected Total Capital Budget
	\$ 205,000.00	Current Fiscal Year 100% Funding Level

Basic business practice as defined by Moody's & DEP requires a contingency of 5-10% of the annual operating budget be kept within the Capital Budget . \$ 19,013

Recommended FY 21/22 funding level for Capital Budget

\$ 40,000 see line item 5980 Oper. Transfer to Cap. Budget

WPCA CAPITAL BUDGET	Year 1 18/19	Year 2 19/20	Year 3 20/21	Year 4 21/22	Year 5 22/23	Year 6 23/24
Budget Line Item 5980 (Res for Capital)	\$ 30,420	\$ 38,025	\$ 39,926	\$ 40,326	\$ 42,342	\$ 44,459
WATER sytem fund tranfer / Capital	\$ -	\$ -	\$ 146,000	\$ -	\$ -	\$ -
Cumulative Reserve for Capital	\$ 133,827	\$ 171,852	\$ 357,778	\$ 398,104	\$ 440,446	\$ 484,904
Anticipated Capital Fund Expenditures	\$ (25,000)	\$ (25,000)	\$ (30,000)	\$ (30,000)	\$ (30,000)	\$ (30,000)
Cumulative Capital Expenditures	\$ 157,000	\$ 132,000	\$ 102,000	\$ 72,000	\$ 42,000	\$ 12,000
Anticipated Capital Fund Balance	\$ 35,000	\$ 48,025	\$ 203,951	\$ 214,277	\$ 226,619	\$ 241,077
Budget Line Item 5980 Percent Increase over previous year	30%	25%	5%	1%	5%	5%
Total Budget Percent Increase over 2016/2017 Budget	30%	33%	8%	2%	2%	2%

Water sytem Fund balance 6/30/19	\$ 188,636.00
Water system Fund balance 6/30/20	\$ 196,273.00
Acct 5980 funded reserve/Capital 6/30/20	\$ 40,000.00
Transfer /Water Ops budget / Capital 6/30/21	\$ 40,000.00
Transfer from PWS Fund Balance to PWS Capital 6/30/21	\$ 146,000.00
Unaudited Water system fund balance 6/30/21	\$ 50,273.00
PWS capital balance 6/30/20	\$ 54,725.00
Projected PWS capital balance 6/30/21	\$ 240,725.00

VCWS F/Y 2021-22 Operating Budget - Expenditures only

Adopted:

page 1 of 1

	Actual	APPROVED	Spent	%	PROPOSED	\$	%
	19-20	2020-21			2021-22		
	EXPENSES	BUDGET	03/24/21	Available	BUDGET	+/-	+/-
5110 Full Time P/R	0	700	0	100.00%	700	0	0.0%
5120 P/T P/R (19.5 hrs/wk	0	2,623	0	100.00%	2,623	(1)	0.0%
5220 Social Security	0	163	0	100.00%	163	(0)	-0.2%
5221 Medicare	0	38	0	100.00%	38	0	0.1%
5319 Meetings/Conf.	0	500	333	33.40%	500	0	0.0%
5330 Prof/Tech Services	5,889	5,710	2,522	55.83%	5,710	0	0.0%
5430 Bldg. & Equip. M&R	47,508	14,900	11,845	20.50%	14,950	50	0.3%
5436 UTT/Oper. Labor	10,582	21,000	6,913	67.08%	18,000	(3,000)	-14.3%
5490 oth purchasedproprsv	0	150	191	-27.33%	150	0	0.0%
5520 Prop/Liab Insurance	0	1,197	0	100.00%	1,317	120	10.0%
5530 Communications	623	650	623	4.15%	650	0	0.0%
5540 Newspaper Adv.	125	100	0	100.00%	100	0	0.0%
5580 Staff Travel	1,195	1,500	625	58.33%	1,500	0	0.0%
5590 Other Purch. Serv.	2,690	3,596	2,317	35.57%	3,653	57	1.6%
5611 Supplies/ materials	5	100	0	100.00%	100	0	0.0%
5615 UNIFORMS	0	75	0	100.00%	75	0	0.0%
5622 Electricity	9,080	9,750	6,089	37.55%	9,750	0	0.0%
5627 Motor Fuel	0	600	0	100.00%	600	0	0.0%
5680 Chemicals	1,348	1,750	655	62.57%	1,750	0	0.0%
5690 Other Supp./Material	0	550	0	100.00%	550	0	0.0%
5744 Computer Equip.	0	25	0	100.00%	25	0	0.0%
5810 Dues & Fees	819	1,155	1,010	12.55%	1,155	0	0.0%
5893 Claims & settlements	0	0	0	0.00%	0	0	0.0%
5923op TRANS TO wpca cap	0	1,000	0	100.00%	1,000	0	0.0%
5980 Res. For Cap & NR	0	20,000	0	100.00%	20,000	0	0.0%
5990 Contingency	0	1,200	0	100.00%	1,200	0	0.0%
	\$79,864	\$89,032	\$33,123		\$86,258	(\$2,774)	-3%
					+/-		


ROWS F/Y 2021-22 Operating Budget - Expenditures only

Adopted:

page 1 of 1

	Actual	APPROVED			PROPOSED		
	2019-20	2020-21	Spent	%	2021-22	\$	%
	EXPENSES	BUDGET	03/24/21	Available	BUDGET	+/-	+/-
5110 Full Time P/R	0	600	0	100.00%	600	0	0.0%
5120 P/T P/R (19.5 hrs/wk	0	2,295	0	100.00%	2,295	(0)	0.0%
5220 Social Security	0	142	0	100.00%	142	(0)	0.0%
5221 Medicare	0	34	0	100.00%	34	(0)	-1.4%
5319 Meetings/Conf.	0	538	332	38.29%	538	0	0.0%
5330 Prof/Tech Services	7,910	6,815	2,037	70.11%	7,315	500	7.3%
5430 Bldg. & Equip. M&R	27,444	20,900	18,850	9.81%	20,950	50	0.2%
5436 UTT/Oper. Labor	10,900	21,000	7,137	66.01%	18,000	(3,000)	-14.3%
5490 oth purchasedproprsrv	383	300	287	4.33%	300	0	0.0%
5520 Prop/Liab Insurance	0	2,201	0	100.00%	2,424	223	10.1%
5530 Communications	623	1,250	624	50.08%	1,250	0	0.0%
5540 Newspaper Adv.	175	100	0	100.00%	100	0	0.0%
5580 Staff Travel	1,194	1,500	626	58.27%	1,500	0	0.0%
5590 Other Purch. Serv.	7,319	9,719	6,238	35.82%	9,872	153	1.6%
5611 Supplies/ materials	4	87	0	100.00%	87	0	0.0%
5615 UNIFORMS	0	150	0	100.00%	150	0	0.0%
5622 Electricity	7,351	9,750	4,445	54.41%	9,750	0	0.0%
5627 Motor Fuel	0	650	0	100.00%	650	0	0.0%
5680 Chemicals	4,008	9,750	1,995	79.54%	9,750	0	0.0%
5690 Other Supp./Material	910	350	0	100.00%	350	0	0.0%
5741 Machinery & Equipmer	22,771	0	0	0.00%	0	0	0.0%
5744 Computer Equip.	0	50	0	100.00%	50	0	0.0%
5810 Dues & Fees	821	1,339	1,205	10.01%	1,339	(0)	0.0%
5893 Claims & settlements	0	0	0	0.00%	0	0	0.0%
5923op TRANS TO wpca cap	0	1,500	0	100.00%	1,500	0	0.0%
5980 Res. For Cap & NR	0	20,000	0	100.00%	20,000	0	0.0%
5990 Contingency	0	1,200	0	100.00%	1,200	0	0.0%
	\$91,813	\$112,220	\$43,776		\$110,145	(\$2,075)	-2%

MEMORANDUM

TO: Town Council
FROM: David E. Cox, Town Manager 
DATE: May 5, 2021
SUBJECT: Town Manager's Report

The following information includes follow up from general items that were discussed at previous Council meetings as well as updates of a general nature from the departments. The items are organized by department and are intended to provide information on activities currently being undertaken by the Town's departments and those matters that are upcoming. Not all departments will be represented in each Report.

Finance/IT

- The Finance Director and the IT Specialist held a kickoff meeting with the technology company performing the Town's IT vulnerability assessment. As an outcome of the assessment, the Town will receive actionable, prioritized recommendations to improve resilience of infrastructure and data to attacks.

Land Use

- The Lower Connecticut River Valley Council of Government (RiverCOG), the Regional Planning Committee (RPC), and their consultant, Fitzgerald and Halliday, have been working on the first ever Regional Plan of Conservation and Development (RPOCD) for the Lower Connecticut River Valley region. The goal is to produce a Regional Plan that is relevant, useful, and facilitates towns working together on common issues and goals. Project work continued throughout 2020 and the draft RPOCD has been released for public comment. The RiverCOG has created an easy to use website to view the draft document and submit comments. The Public Comment period is open and will remain open through the Public Hearing, which is scheduled for June 30, 2021 with the goal of adoption shortly thereafter. The website to view the document and submit comments can be found here: <https://rivercog.org/projects/rpocd/draft-rpocd/>. The Planning and Zoning Commission will review the document and submit any comments to the RiverCOG Committee prior to the June 30 Public Hearing.

Library

- The East Hampton Library has been announced as the recipient of this year's Excellence in Public Library Service Award from the Connecticut Library Association for its work on the Candy Land event. This award is a testament to the creativity and teamwork of the Library staff. The ceremony will be held virtually on Thursday, May 13 at 1:30pm as part of the Association's annual conference.

- The Library Director's monthly report to the Library Advisory Board is attached to this Report.

Parks and Recreation

- The mowing season is in full force and staff has been working hard to keep up with the mowing at all locations. Seasonal maintainers will return on Monday, May 10.
- The Department recently approved funds from the Special Revenue account to create additional Pickle Ball Courts on the Tennis Courts at Sears Park. This will allow for the Department to open up opportunities for leagues and allow for games on the regulation nets for Pickle Ball. There is a big following in Town for Pickle Ball and this will be a significant opportunity for the public to play locally rather than traveling to other towns to play.
- April revenue ended the month at \$54,285 which is the highest ever recorded since tracking with our MyRec system. This shows that people are ready to come back themselves and to reintroduce their children to the programming offered by the Department. The addition of staff to help run these programs has proven successful.
- Summer program offerings continue to ramp up and, as a result, new COVID guidelines are changing. The Department is working on a Mask Wearing Policy that will be presented to the Town Council following decisions by the Governor and Legislature regarding extension of current guidance.
- The Recreation Department is excited to announce the hiring of Katherine Robinson as this year's Sears Park Summer Camp Director for our K-5 program. Kat brings years of experience working with children in a camp setting and currently is the Physical Education Teacher at Center Elementary School. Kat will be working alongside our Director of the 6th – 8th Program Meghan Wood. We are excited to have both Directors overseeing these programs for the summer months.

Police

- The Department is moving forward with the recruitment process and the background investigation phase is almost complete on our prime candidate. It is anticipated that a final recommendation to the Town Manager will be made by May 21.

- The Department, with the assistance of Finance Director Jeff Jylkka, has applied for a Federal Bulletproof Vest Partnership Grant in the amount of \$4,908 which will allow us to replace seven (7) bullet resistant vests with a 50% reimbursement from the Federal Government.

Public Works

- Pavement shimming on White Birch Road is complete and crews have mobilized onto Mott Hill Road for pavement shimming there. Weather permitting, this work should be completed by the end of next week. Staff anticipates the chip sealing contractor will begin work on these roads in late May or early June.
- Gravel road maintenance is continuing. Several of the roads have been regraded and top dressed. Crews will continue with maintenance until all gravel roads have been addressed.
- Town-wide street sweeping program is wrapping up with just a few roads left. The first round of this work should be completed by the end of next week weather permitting.
- The Towns crack filling contractor will begin operations on Wednesday May 5, weather permitting. The roads to be addressed include Hog Hill Road, Hurd Park Road, and Haddam Neck Road. Crack filling is an important pavement maintenance practice that works to prevent water from seeping into existing pavement cracks and prematurely breaking up the pavement structure.

Senior Center

- The Senior Center is maintaining its open status by appointment only and is providing in-person outdoor programming as weather permits. The Center is also working with local health officials to prepare for more in-person options and full opening of the Center.
- The Center is planning another "Drive Thru Picnic" at the Town Hall for Thursday, May 20. The lunch, which is again sponsored by Water's Edge Center for Health and Rehabilitation and Marlborough Health and Rehabilitation Center, will salute veterans. Participants are encouraged to wear red, white and blue.
- The new commercial dishwasher has arrived at the Senior Center and will be installed as soon as contractors can upgrade the utilities for connection.

Youth and Family Services

- The Department continues to expand therapy offerings as it anticipates bringing on additional Marriage and Family Therapy interns to provide these no-cost services.
- Staff participated in a Rotary-sponsored mental health training session for the community held this past Saturday. Ten community members attended the session that focused on training non-practitioners to identify and render "first aid" to a person experiencing a mental health crisis.
- The Department is working with the schools to develop a program to address truancy issues through which the Department will offer its resources to assist the family in addressing the root causes of the truancy including therapy or other assistance.

Town Manager/Other

- East Hampton has improved to the "Orange Alert" level under the State's COVID Response Framework. As noted in the last Update, the most recent information from the Connecticut Department of Public Health (DPH), shows East Hampton daily rate of new cases has dropped to 1 per day. If the Town can maintain or improve on that rate, the status will again improve to the Yellow Alert level. Additionally, the most recent reporting from the DPH indicates that over 6,700 (52%) Town residents have received at least their first dose of the vaccine.
- The State has announced its timeline for paving of RT 196 through Town. Milling of the pavement surface is scheduled to begin on June 1 at RT 66 and will move south. Paving is expected to begin on June 11 and will begin at RT 16. First, the section between RT 16 and north to RT 66 will be paved followed by the segment between RT 16 and south to RT 151 will be paved. As a reminder, RT 196 includes Lakeview Street, Summit Street, a portion of Main Street in the Village Center, Skinner Street and Young Street.
- The Town Meeting this week approved the purchase of the Christopher Property, which includes Christopher Pond. Staff will be working with the property owners to close on the purchase in early June using both grant funds and Town funds. Staff and the Conservation Lake Commission have already begun planning for improvements in the pond to have a positive impact on Lake Pocotopaug as outlined in the Lake's Nine Elements Plan.

- Staff continues to work through the hiring process for a few key employee positions. A second round of solicitation for interested applicants is ongoing for the Building Official position as the first round did not yield a candidate. After an interview process with staff and representatives of the Prevention Partnership, the Town is close to bringing on a new Prevention Coordinator and hopes to make an offer soon. Interviews were held recently for the Facilities Director position (Joint BOE/Town) and the top candidates will be returning soon for second interview activities.

DC

cc: Management Staff

April 2021 Monthly Report

At a glance:

This section contains a brief summary of the most important information.

- The Library is the recipient of an unsolicited \$17,000 grant from the Connecticut State Library. These funds originated from the American Rescue Plan Act and are to be used to respond to the pandemic. The Library is actively working with the State Library to understand what these funds can be spent on and will work with the Library Advisory Board to plan for their use.
- The Friends of the Library have donated \$2,000 to be used towards the Library's Summer Reading Program. The Library sincerely thanks all of the Friends for their hard work fundraising in this difficult time.

Strategic Plan Actions Update

This section contains information about new programs, services, collections or initiatives directly relating to the Strategic Plan.

- The Library administered a customer service survey. The survey was advertised on the Facebook page and through the email newsletter. 123 people responded to the four question survey, 81% of which said their last experience at the Library was exceptional. Full results are at the end of this report. *(Informative and Collaborative)*
- 4D Design and Decorating, the interior design and architecture firm with which library has contracted for space planning, toured the library and met with staff and board members to better understand the challenges of the library building. *(Welcoming and Vibrant)*
- The Library hosted New York Times best-selling author Martha Hall Kelly via Zoom. Kelly is the author of a historical fiction series based on Connecticut historical figure Caroline Ferriday. Over 50 people attended the evening program. Nine people purchased a signed book to benefit the Friends of the Library. *(Informative & Collaborative and Responsible & Sustainable)*
- Memorial School is lending greater support to the Library's 1000 Books Before Kindergarten program. Children who complete the program will now receive a signed letter of congratulations from the Principal and Assistant Principal of Memorial School. This letter complements the sustained efforts that families invest into reading and lifelong learning by completing 1000 Books and encourages families to get excited for their upcoming entry into preschool or kindergarten. *(Informative and Collaborative)*

Department Reports

Administration:

This section contains general updates and news about library administration.

- The Board of Finance's approved budget made no changes to the Library's department budget. The Town Council is now reviewing the budget.
- The Library has applied for the Everyone Learns WiFi Initiative, a program through the Connecticut Education Network (the Library's internet service provider) that offers a subsidized WiFi service for increased internet access. The program provides for Cisco Meraki access point(s) installation on the exterior of the building. The program subsidy covers the hardware, installation, licensing, and CEN bandwidth for one year. After one year, the hardware and remaining 4 years of licensing is donated to the town. A summary of this initiative is available at: <https://ctedunet.net/everyonelearnswifiinitiative/>.
- Five public access computers were ordered and received. LION plans to install them in mid-May. These computers will replace machines that are 6+ years old.
- New parking lot banners have been hung. The previous banners were 5+ years old, faded and featured the Library's previous logo. The new banners have the Library's current logo and feature the Library's value statement.

Children's Department:

This section contains general updates and news about the Children's Department.

- On April 5, the Library partnered with East Hampton Youth and Family Services to host two workshops about internet safety for children and families, hosted by Internet Safety Concepts LLC. One session was hosted specifically for children and young adults in grades 6+. The second session was offered for adult caregivers of children and youth of all ages. Both sessions focused on how to remain safe when web browsing and on social media, and how to recognize threats in a virtual space.
- Collaborations for the Summer Reading Program have been finalized. The Children's Department will be working with the Senior Center, Parks and Recreation, the Public Schools and local businesses:
 - The Senior Center will be providing volunteer readers for library story times.
 - Library staff will be circulating weekly book bundles for use at Parks and Recreation's Summer Camp.
 - Memorial and Center School will continue their annual Teacher Read Aloud Series, in which public school employees read favorite stories biweekly at the library.
 - In conjunction with the donation of a bicycle as a summer reading prize, the Children's and Young Adult departments will be partnering with Airline Cycles for a trail ride.
- Library program kits consistently "sell out" with a wait list. Due to this patron demand, Take and Makes for Little Learners (Ages 3-5) and Grades K-5 will continue into the summer. Additionally, Science Explorers, a biweekly science, technology, engineering and math kit, will extend into May.

- The Juvenile Non-Fiction section is being reviewed and refreshed for quality and currency. Several new titles in history, earth science and geography will be available for circulation by June.

Adult / Young Adult Department:

This section contains general updates and news about the Adult / Young Adult Department.

- Two East Hampton High School seniors have partnered with the Library for their capstone project. The students presented to their classmates a video with a welcome message from the Adult and Young Adult Services Librarian and an introduction to the benefits of a library card. Staff have already started receiving online applications for eBook library cards from the freshman classes. The high school library media specialist will pick up the cards to distribute to students.
- Both the teen and adult Take and Makes were ‘sold out’ this month. Since Take and Makes continue to be popular with both groups, the program will continue into summer.
- The Adult and Young Adult Services Librarian did 3 virtual classroom “visits” to talk about Library services. Some of the junior classes signed up for eBook library cards for their English class.
- The Young Adult Fiction section has been shifted to create room at the beginning of the collection for a “New” section. This will highlight the collection and help patrons with browsing.

Circulation and Technical Services Department:

This section contains general updates and news about the Circulation and Technical Services Department.

- We have enabled the option for due date slips to be sent by email, as suggested in the customer service survey. Now upon checkout, patrons can have their due date emailed rather than printed.
- Staff have created and updated 75+ eBook library cards in collaboration with the Middle School and High School classes to capitalize on our eBook services.
- More Nintendo Switch games have been added to the collection of more than 20 games that are circulating regularly.

Strategic Plan Indicators of Success

Circulation

Borrowers *(Accessible and Inclusive)*

	+/- Last Month	April Borrowers	March Borrowers	February Borrowers
Adults (borrowing physical items)	-66	796	862	810
Children (borrowing physical items)	+18	158	140	90
Corporate (borrowing physical items)	+4	18	14	22
Staff (borrowing physical items)	-6	9	15	13
TOTAL	-50	981	1,031	935
Digital Borrowers	+31	399	368	389

Borrowing *(Welcoming and Vibrant, Informative and Collaborative)*

	2021			2020	2019	2018
	April	March	February	April	April	April
Adult Collection	3,648	4,229	4,189	59	3,405	3,317
Children's Collection	3,212	3,657	2,789	97	1,473	1,694
Young Adult	258	205	155	5	100	133
SUBTOTAL	7,118	8,091	7,133	161	4,978	5,144
eBooks – RB Digital	0*	0*	0*	182	182	200
eBooks – Overdrive	1,036	1,000	909**	768	470	108
eBooks - Hoopla	554	497	562	683	258	n/a
SUBTOTAL	1,590	1,497	1,471	1,661	910	522
TOTAL	8,708	9,588	8,604	1,794***	5,888	5,302

*RB Digital has been discontinued.

**This number was incorrectly reported in the February Monthly Report.

***The Library was closed to the public because of COVID-19

Visits

COVID Re-Opening Statistics *(Welcoming and Vibrant)*

	Average Number of People entering Library per day	Number of People entering without masks	Number of conflicts over mask policy	Number of Curbside Pickups
Week of 3/29	59	3	2	22
Week of 4/5	68	1	0	18
Week of 4/12	69	0	0	27
Week of 4/19	61	0	0	20
Week of 4/26	60	0	0	20

Door Counter *(Welcoming and Vibrant)*

July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
1,579	2,535	2,768	2,984	2,568	3,013	2,786	2,733	4,218			

Programs and Partners

Events, Workshops, Programs and Outreach *(Accessible and Inclusive)*

	<i>Programs</i>			<i>Attendance</i>		
	<i>April</i>	<i>March</i>	<i>February</i>	<i>April</i>	<i>March</i>	<i>February</i>
Adult Events	4	4	5	93	53	33
Children's Events	24	22	25	448	322	512
Young Adult Events	7	2	3	96	5	18
Intergenerational	0	1	0		3,223	0
TOTAL	35	29	33	637	3,603	563

Promotion

Website *(Welcoming and Vibrant)*

	+/- last month	April	March	February
Users	-1,880	1,654	3,534	1,939
New Users	-1,805	1,440	3,245	1,695
Sessions	-2,635	2,819	5,454	3,370
Page Views	-7,806	9,168	16,974	10,942

Popular Pages: e-Book Cards, Hours and Contact Info, eBooks and eAudio, Museum Passes, Candy Land

Facebook *(Welcoming and Vibrant)*

	+/- last month	April	March	February
Likes	+8	1,941	1,933	1,897
Post Reach	-3,502	7,944	11,446	7,381
Post Engagement	-2,631	1,464	4,095	3,360

Donations and Fundraising

Donations

Organization	Donation	Restrictions
Friends of the Library	\$2,000	Summer Reading
A Patron	\$500	Unrestricted

Grants/Fundraising

Organization	Amount	Restrictions
CT State Library	\$17,145	See: https://libguides.ctstatelibrary.org/dld/ARPAgrants



May 11, 2021

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 five (5) refunds totaling \$3,763.99.

Respectfully Submitted,

Kristy L. Merrifield, CCMC
Collector of Revenue

	0.	CL
	248.06	⊕
	23.75	⊕
	2,997.18	⊕
	247.50	⊕
	247.50	⊕
005	3,763.99	TL

BOARD AND COMMISSION SUMMARY APRIL 2021

Arts & Culture Commission

The Arts & Culture Commission met on April 15th at the Joseph N. Goff House. They heard a final presentation for a grant proposal. The members voted on the recipients of the grants for this year. The members discussed the Poet Laureate. They will do some research on the position and will have more discussions at a future meeting.

Board of Finance

The Board of Finance met on April 7th for a special meeting where they unanimously approved a budget to be recommended to the Town Council as the 2021-2022 Town Budget. The Board also met for their regularly scheduled meeting on April 19th where they unanimously approved a motion to authorize the purchase of land owned by the Jane Christopher Family Trust and the Ronald Christopher revocable trust.

Brownfields Redevelopment Agency

The Brownfields Redevelopment Agency met on April 26th via Zoom. The members discussed the properties of 1 Watrous, 13 Watrous, and 3 Walnut under continued business. There was also discussion about outreach to other town agencies to partner with Brownfields.

Clean Energy Task Force

The Clean Energy Task Force met on April 13th via Zoom. The members were informed that the power plant down the river has put a stop to the planned renovations that would cause more pollution. There was discussion of implementing clean energy programs and projects within the town and community to promote and spread the awareness of clean energy. These programs would be held during the fall and spring months.

Commission on Aging

The Commission on Aging met on April 8th via Zoom. The members discussed options for working with the Housing Authority to better serve the needs of older adults living in town. Dr. Rosenberg also noted he met with Housing Authority Director Jodi Brazal. She indicated there is a need to increase housing for older adults. The commission discussed resurrecting the Round Table meetings. Dr. Rosenberg and Ms. Berkovich met with Town Planner Jeremy DeCarli about the housing process and new types of housing for older adults. Members discussed possibly doing another survey.

Conservation-Lake Commission

The Conservation-Lake Commission met on April 8th via Zoom. Members of the public spoke about the Long Hill property proposal. The members reviewed and discussed the proposal. They asked Mr. Rand questions about the proposal for the land. There were brief updates on the budget, the watershed projects/ federal funding, the sub-committee report on education, the advisory panel, the Lake Smart program, and the lake level. There were more comments from the public present about the proposed Long Hill land development.

Design Review Board

The Design Review Board met on April 15th via Zoom. The group welcomed two new members. The members reviewed and discussed the proposed plan for 97 Main Street Po's Rice and Spice. The plan was recommended for approval with a few suggestions.

Economic Development Commission

The Economic Development Commission met on April 20th via Zoom. Matthew Reich was voted in as the new Chairman and Mr. Csere remains as the Vice Chairman. The members discussed the Masks for Small Business Initiative, the Bells on the Bridge project, the business pamphlet, the Planning and Zoning minutes and approvals, the new business banner location, Belltown spotlight on business, and town beautification. There was discussion of bringing back the local business networking event for the fall. The goal for the event would be to give local businesses the opportunity to promote their business and network with other local businesses.

Ethics Commission

No meeting

Fire Commission

The Fire Commission met on April 12th via Zoom. A motion was made to approve the purchase of a few electrical panels. The Fire Chief and Fire Marshal gave their reports. The members discussed the dry hydrants, the 2020 awards and stipend programs, and the budget. The members heard the proposal for purchasing some thermal imaging cameras. A motion was made to approve of the purchase of some cameras with a not to exceed \$3,500 out of line item 5690.

Inland Wetland Watercourses Agency

The Inland Wetland Watercourses Agency met on April 28th via Zoom.

Continued Applications:

- A. IW-21-006: Grasshopper Landscaping, LLC., 41 Meeks Point Road, to install a paver walkway and steps on south side of house, install a 10' x 10' gazebo with crushed stone base, install stepping stones under deck to fence, install (2) retaining walls with steps, install a 20' x 4' paver walkway from garage door to deck steps and to install a stone pillar fence along Meeks Point Road. Work is within the Upland Review Area. Map 10A/Block 83/Lot 8. Approved (7-0)
- B. IW-21-007: Po's Rice and Spice, 97 Main St., install 2 concrete pads, a stone patio, fencing, gravel parking lot and greenery in the Upland Review Area Map 06A/Block 57/Lot 1A. Approved (7-0)
- C. IW-21-008: Long Hill Estates, LLC, Long Hill Road, for an 8- lot residential subdivision within an upland review area. Map 06/ Block 12/ Lot 8. Approved (7-0)

New Applications:

- A. IW-21-010: Sipaphay Sundara, 3 Old Skinner St., for a 15 x 30 AG pool and a 5 x 7 deck within the Upland Review Area. Map 13/Block 33/Lot 14A. Agent Approval (7-0)
- B. IW-21-011: Marozzi Construction, 22 West Point Road, to repair a stone seawall, add a new stone wall at boat launch, repair stonework and sturdy the walls under the dock. Work within the Upland Review Area. Map 05A/Block 83/Lot 11. Continued to the May 26, 2021 meeting (7-0).

Joint Facilities

No meeting

Library Advisory Board

The Library Advisory Board met on April 5th via Zoom. The members discussed the space planner services. Several members of the board will participate in the space planning exercises. The Children's Librarian presented a preview of the Summer Reading plans.

Middle Haddam Historic District Commission

The Middle Haddam Historic District Commission met on April 22nd via Zoom. The members reviewed and discussed four plan reviews with the attending applicants and property owners. The plans involved the Long Hill Road subdivision proposal, a replacement of building materials for a flat section of the roof, replace an existing rundown roof with a new one and restore the home back to a single-family house, and install a garden shed in the back yard of a residence.

Parks & Recreation Advisory Board

The Parks & Recreation Advisory Board met on April 6th. They heard a presentation from Pam Joslyn of the Rotary Club on a Community Garden. The board agreed to support the community garden. They received updates from the Air Line Trail Sub-Committee and the Seamster Park Playground group regarding the golf tournament. An update was given on spring and summer sports and camps.

Planning & Zoning Commission

The Planning & Zoning Commission met on April 7th via Zoom.

Public Hearings for April 7, 2021: (Use the "Raise Your Hand" feature to speak)

- A. Application PZC-20-024: Paula Free, 249 West High St., for a special permit per Sec. 8.4 Motor Fuel Filling Station with a proposed convenience store in the Commercial Zone, Section 5.2. Map 06/Block 12/Lot 1B. – Continued to the May 5, 2021 regular meeting per the request of the applicant
- B. Application PZC-21-005: JCG Properties, LLC., 9 Middle Haddam Road, for a 2-lot subdivision Map 01C/Block 9/Lot 5. Approved 7-0
- C. Application PZC-21-007: Atlantis Marketing, 157 Main Street, 1 Colchester Ave., and 5 Colchester Ave., for a zone change from R-2 to Commercial Map 07A/Block 56/ Lots 21,22,24. Continued to the May 5, 2021 regular meeting. 7-0
- D. Application PZC-21-006: James Marino, Deer Meadow, for a Special Permit for an Accessory Apartment Map 35/Block 95/Lot 7-44. Approved with conditions 6-Yes; 1-No (Mr. Sennett)

New Business:

- A. Application PZC-21-008: Po's Rice and Spice, 97 Main St., Site Plan Modification for 2 concrete pads, a stone patio, fencing, gravel parking lot and greenery Map 06A/Block 57/Lot 1A. Phase 1 approved (concrete pad for freezer, stone patio and walkway) 7-0
- B. Application PZC-21-009: Long Hill Estates, LLC., for an Eight (8) Lot Subdivision on Long Hill Road. Map 06/Block 12/ Lot 8. Public hearing set for the next regularly scheduled meeting on May 5, 2021 7-0
- C. 8-24 Review: Acceptance of donated land Map 12/Block 36/Lot 8 - West High Street. Favorable recommendation made to Town Council 7-0

- D. 8-24 Review: Acceptance of donated land – Fire Station #2 Parking Map 01C/Block 7/Lot 6B. Favorable recommendation made to Town Council 7-0
- E. 8-24 Review: Purchase of Christopher Property 7.5 acres Map 4A/Block 45/Lot 29. Favorable recommendation made to Town Council 7-0
- F. Update to Subdivision Regulations Sec. IV.10 – Public Hearing Scheduled for May 5
- G. Discussion: Pools and lot coverage. Continued to the next regularly scheduled meeting on May 5, 2021

Town Facility Building Committee

The Town Facility Building Committee met on April 8th at the Town Hall and via Zoom. The members discussed items in the CM contingency that were not approved by the committee prior to being paid out. They also approved four invoices.

Water Pollution Control Authority

The Water Pollution Control Authority Board met on April 6th via Zoom. The board reviewed the proposed Water Budget for all systems totaling \$239,212.00 and will require an increase in water rates for FY21/22. The monthly meter charge would increase from \$40.00 to \$42.50 per month, \$30.00 per year/EMU. The final review will be on May 4, 2021 and presented to the Town Council on Tuesday May 11, 2021 for review. The second half of the sewer bills are due for April 1st. Being the first year of this program, the tax office sent a courtesy reminder notice to those who paid a 1st half installment in October. Delinquent notices will be sent after May 3rd to anyone who did not pay the full payment or an installment payment in October.

Zoning Board of Appeals

The Zoning Board of Appeals met on April 12th via Zoom

Public Hearings:

- A. Application ZBA-21-004, Miguel & Julianne Roman, 51 Highland Terrace, for a variance to reduce the front setback from 50' to 25' to construct a 20' x 40' pool with a concrete patio around the perimeter of the pool Map 18/Block 44/Lot 23G-1. Approved