


MEMORANDUM

TO: Town Council

FROM: David E. Cox, Town Manager 

DATE: April 23, 2020

SUBJECT: Agenda Information – 4/28/2020

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.

5 Presentations

5a Presentation regarding the Route 66 Corridor Plan – Staff and representatives of the Lower Connecticut River Valley Council of Governments (River COG) will present information on the East Hampton/Portland plan for long term improvements to the Rt 66 corridor in both communities. The Council is encouraged to ask any questions or provide any input its members may have. Subsequent to this meeting, the River COG representatives will be holding public input sessions as well. The draft information for East Hampton is available at the following link: [Route 66 Concepts \(East Hampton\).pdf](#)

6 Bids and Contracts

6a Award of a Contract for Watershed Improvements – The Conservation Lake Commission has met and is recommending a contract for watershed improvements. As such, the Council is asked to consider and approve a contract for several watershed improvement projects around Lake Pocotopaug. Proposals were sought for eight watershed locations consisting of Sears Park, Wangonk South and North Beaches, Sears Place, Seven Hills, Skyline estates, Mott Hill, Clark Hill and Hawthorne. Contractors were asked to identify a cost per site and the total cost of all sites was used to formulate the cost for the entire job as identified below. Proposals were received from four companies including DiCioccio Brother's, B&W Paving, Colossale Concrete and Butler Construction.

- Butler Construction: \$320,000
- DiCioccio Brothers: \$357,631
- B&W Paving: \$463,500
- Colossale Concrete: \$816,000

Butler Construction is the apparent low bidder and is recommended in the amount of \$320,000. Further, the Conservation Lake Commission has also affirmed funding for this project using \$182,000 in grant funds and \$138,000 from the Watershed Improvements line in the Capital Reserve Fund.

Recommended Action: Approve a motion to authorize the contract.

7. Resolutions/Ordinances/Policies/Proclamations

7a Consideration of a Police Department Limited Duty Policy – The Council is asked to consider a policy that outlines the availability of limited duty (light duty) assignments for Officers who are recuperating from injuries and are not able to return to normal duties due to lifting or endurance restrictions or other limitations but who are able to perform some police-department-related duties. The policy, which makes limited duty available at the Town’s discretion, outlines eligibility for work and non-work-related injuries as well as the required information needed from the attending physician.

Recommended Action: Approve the Limited Duty Policy

9 New Business

9a Discussion of Municipal Salaries – At the request of Council members Feegel and Philhower, the Council is asked to discuss municipal salaries in the context of the 2021 Annual Budget.

9b Review of the WPCA Water Budget – The Council is asked to give initial review to the proposed budget for the Village Center, Royal Oaks and Hampton Woods water systems owned and operated by the Town. The proposed budget increases by just \$819 to \$237,409 (0.35%) and 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 3 in advance of final consideration by the Council on June 9.

Recommended Action: Review the proposed budget and hold final consideration to June.

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.

DC

Town of East Hampton
Town Council Regular Meeting
Tuesday, April 28, 2020
Virtual Meeting via 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.

Adoption of Agenda:

A motion was made by Mr. Reich, seconded by Mr. Johnson, to adopt the agenda as written. Voted (7-0).

Approval of Minutes

A motion was made by Mr. Reich, seconded by Mr. Johnson, to approve the minutes of the Town Council Regular Meeting of April 14, 2020 as written. Voted (7-0)

Public Remarks

None

Presentations

Building Department Follow Up

Mr. Cox provided an overview of multiple documents related to the Building Department that were provided to Council members. The documents will be included with the minutes filed in the Town Clerk's Office. Council members discussed the documents and responses to residents.

Bids & Contracts

Bid Award for Lake Pocotopaug Watershed Improvements

The Conservation-Lake Commission will be meeting on Wednesday, April 29 to review the proposals and funding for this project. It will need to be tabled until the May 12 Council meeting.

A motion was made by Mr. Johnson, seconded by Ms. Moore, to table the approval of the bid award for Lake Pocotopaug Watershed Improvements. Voted (7-0)

Resolution/ Ordinances/ Policies/ Proclamation

None

Continued Business

None

New Business

Easements for Watershed Improvements and Aeration Equipment

1. Princess Pocotopaug Association – North Beach
2. Princess Pocotopaug Association – South Beach
3. Beach Road Association
4. Edgemere Condominium Association

The easements for Princess Pocotopaug Association – North Beach and South Beach and the Beach Road Association are for watershed improvements. There are no out of pocket costs for these easements.

A motion was made by Mr. Johnson, seconded by Mr. Markham, to approve the easements for watershed improvements for Princess Pocotopaug Association North Beach and South Beach and Beach Road Association as presented. Voted (7-0)

The easement for Edgemere Condominium Association is for the lake aeration equipment. This is the first of two easements for this project.

A motion was made by Mr. Markham, seconded by Mr. Johnson, to approve the easement for aeration equipment with final signoff with the Attorney for Edgemere Condominium Association. Voted (6-0-1) Mr. Reich abstained as he is on the Board for Edgemere Condominiums.

Approve a Purchase and Sale Agreement for Christopher Pond Property

Mr. Cox provided an overview of this item as detailed in the agenda report. The Town is seeking a grant from the State for 65% of the cost. If the grant is not received the Board of Finance and Town Council would have to make the funding decision.

A motion was made by Mr. Johnson, seconded by Ms. Moore, to approve the purchase and sale agreement for Christopher Pond property. Voted (7-0)

Town Manager Report

Mr. Cox provided an overview of the Town Manager Report. He also noted that paving on Lake Drive and Meeks Point has been delayed due to the rain. Street sweeping has started around the lake. Staff has started having discussions about opening town facilities. Mr. Cox is working with the Chatham Health District for opening procedures. The transfer station has seen an increase in activity in receiving bulky waste. The Airline Trail has also seen a large increase in activity. Mr. Markham indicated the Goff House is going to try to keep their summer concert series with appropriate social distancing. There was a brief discussion on Airbnb's based on the Governor's orders noting it is difficult to track.

Appointments

None

Tax Refunds

None

Public Remarks

Kyle Dostaler, 56 William Drive, asked if first responders are being tested for COVID 19 or are planning to be tested. Mr. Cox noted if they are symptomatic, they have been tested. One ambulance member did test positive. The others have not requested to be tested.

Communications, Correspondence & Announcement

The VFW has cancelled the Memorial Day Parade.

Adjournment

A motion was made by Mr. Markham, seconded by Ms. Moore, to adjourn the meeting at 7:40pm.

Voted (7-0)

Respectfully Submitted,

Cathy Sirois
Recording Clerk



ROUTE 66 CORRIDOR STUDY

PORTLAND - EAST HAMPTON

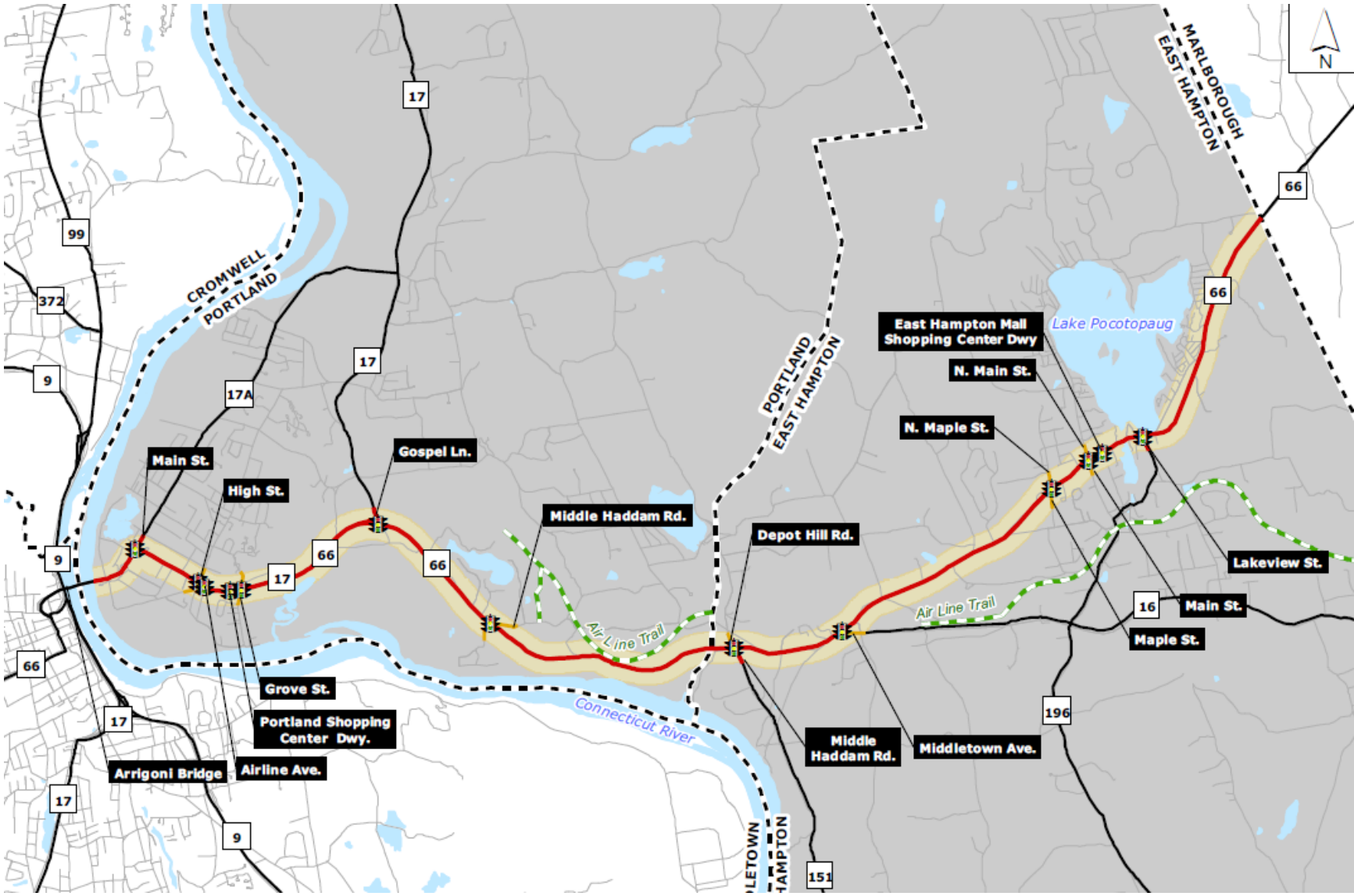
EAST HAMPTON TOWN COUNCIL MEETING

May 12, 2020

Presentation Team:
Sam Gold, RiverCOG
Chris Granatini, Tighe & Bond



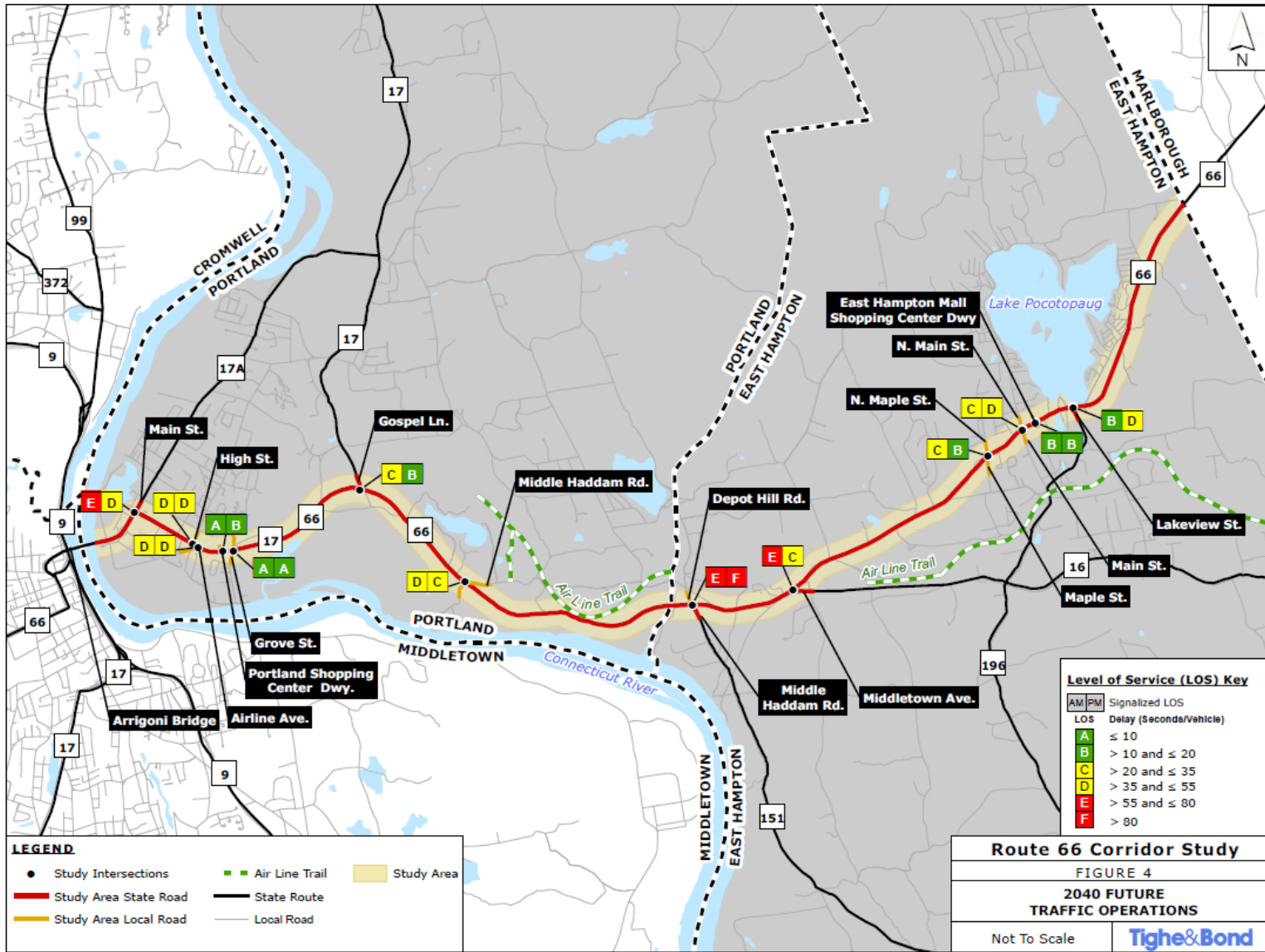
STUDY AREA



STUDY GOALS

- **Develop cost effective transportation infrastructure alternatives to improve traffic operations**
- **Safely accommodate future development opportunities along the corridors**
- **Develop solutions that provide the infrastructure to improve mobility for alternative travel modes**
- **Develop a comprehensive transportation improvement plan providing a vision to prioritize improvements on the corridor to address current deficiencies and future corridor needs.**

2040 FUTURE TRAFFIC OPERATIONS



KEY ISSUES

- **Roadway Congestion in CBD Areas**
- **High Travel Speeds**
- **Roadway Geometry/ Sight Line Issues**
- **Lack of Bicycle, Transit and Pedestrian Facilities**
- **Access Management**
- **Meaningful Future Development**

IMPROVEMENT ALTERNATIVES

- **Seek to Address Safety and Operational Concerns**
- **Illustrate Physical Conceptual Improvements**
- **Goal to Provide Towns and Region Prioritized Solutions to Existing and Future Needs**
- **These are Conceptual Plans Not Final Plans**
- **Changes may be Made Based on Feedback**

Anchor Engineering Services, Inc.

Lake Pocotopaug - Watershed Improvements
East Hampton, CT

BID PROPOSAL

PROJECT IDENTIFICATION:

Lake Pocotopaug - Watershed Improvements

THIS BID IS SUBMITTED TO:

Office of the Town Manager
East Hampton Town Hall
20 East High Street
East Hampton, Connecticut 06424
Attention: David Cox, Town Manager

The Undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an agreement with Owner in the form included in the Contract Documents to perform and furnish all Work as specified or indicated in the Contract Documents for the Bid Price and within the Bid Times indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.

Bidder accepts all terms and conditions of the Invitation to Bid and Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for sixty (60) days after the day of Bid opening. Bidder will sign and deliver the required number of counterparts of the Agreement with the Bonds and other documents required by the Bidding Requirements within ten (10) days after the date of Owner's Notice of Award.

In submitting this Bid, Bidder represents, as more fully set forth in the Agreement, that:

1. Bidder has examined and carefully studied the Bidding Documents and the following Addenda receipt all of which is hereby acknowledged (List Addenda by Addendum Number and Date):

ADDENDUM No. 1 3/27/2020
ADDENDUM No. 2 4/08/2020

2. Bidder has visited the site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress, performance and furnishing of the Work.
3. Bidder is familiar with and is satisfied as to all federal, state and local Laws and regulations that may affect cost, progress, performance and furnishing of the Work.
4. Bidder has carefully studied all reports and explorations and tests of subsurface conditions at or contiguous to the site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the site (except Underground Facilities) which have been identified in the Supplementary Conditions. Bidder acknowledges that Owner and Engineer do not assume responsibility for the accuracy or completeness of information and data shown or indicated in the Bidding Documents with respect to Underground Utilities at or contiguous to the site. Bidder has obtained and carefully studied (or assumes responsibility for having done so) all such additional or supplementary examinations, investigations, explorations,

H.E. BUTLER

tests, studies and data concerning conditions (surface, subsurface, Underground Facilities) at or contiguous to the site or otherwise which may affect cost, progress, performance or furnishing of the Work or which relate to any aspect of the means, methods, techniques, sequences and procedures of construction to be employed by Bidder and safety precautions and programs related thereto. Bidder does not consider that any additional examinations, investigations, explorations, tests, studies or data are necessary for the determination of the Bid for performance and furnishing of the Work in accordance with the times, price and other terms and conditions of the Contract Documents.

- 5. Bidder is aware of the general nature of Work to be performed by Owner and others at the site that relates to Work for which this Bid is submitted as indicated in the Contract Documents.
- 6. Bidder has correlated the information known to Bidder, information and observations obtained from visits to the site, reports and drawings identified in the Contract Documents and all additional examinations, investigations, explorations, tests, studies and data with the Contract Documents.
- 7. Bidder has given Engineer written notice of all conflicts, errors, ambiguities or discrepancies that Bidder has discovered in the Contract Documents and the written resolution thereof by Engineer is acceptable to Bidder, and the Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the Work for which this Bid is submitted.
- 8. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over Owner.
- 9. Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

BASE BID NO. 1 – CLARK HILL ROAD STORMWATER RETROFIT

Bid No. 1 consists of installation of a Bioretention System & Grass Swale depicted on plans prepared by Trinkaus Engineering, LLC. Bidder will complete the Work in accordance with the Contract Documents for the following lump sum price.

FIFTEEN THOUSAND Dollars
 (in words) **AND ZERO CENTS**

\$ 15,000⁰⁰
 (in numbers)

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BASE BID NO. 2 – MOTT HILL ROAD STORMWATER RETROFIT

Bid No. 2 consists of installation of a Wet Swale depicted on plans prepared by Trinkaus Engineering, LLC. Bidder will complete the Work in accordance with the Contract Documents for the following lump sum price.

SIX THOUSAND TWO HUNDRED THIRTY FIVE Dollars
(in words) AND ZERO CENTS

\$ 6,235.⁰⁰
(in numbers)

BASE BID NO. 3 – SEVEN HILLS ESTATES (POCOTOPAUG DRIVE) DRY DETENTION BASIN RETROFIT

Bid No. 3 consists of installation of a Dry Detention Basin Retrofit depicted on plans prepared by Trinkaus Engineering, LLC. Bidder will complete the Work in accordance with the Contract Documents for the following lump sum price.

FIVE THOUSAND EIGHT HUNDRED TWENTY FIVE Dollars
(in words) AND ZERO CENTS

\$ 5,825.⁰⁰
(in numbers)

BASE BID NO. 4 – HAWTHORNE ROAD CATCH BASIN RETROFIT

Bid No. 4 consists of installation of a Catch Basin Retrofit depicted on plans prepared by Trinkaus Engineering, LLC. Bidder will complete the Work in accordance with the Contract Documents for the following lump sum price.

TWO THOUSAND TWO HUNDRED Dollars
(in words) AND ZERO CENTS

\$ 2,200.⁰⁰
(in numbers)

BASE BID NO. 5 – SEARS PARK STORMWATER MANAGEMENT PLAN

Bid No. 5 consists of installation of PVC Pavers, Bioswale, Bioretention Systems depicted on plans prepared by Trinkaus Engineering, LLC. Bidder will complete the Work in accordance with the Contract Documents for the following lump sum price.

TWO HUNDRED FIFTY SEVEN THOUSAND EIGHT HUNDRED SEVENTY Dollars
(in words) AND ZERO CENTS

\$ 257,870.⁰⁰
(in numbers)

BASE BID NO. 6 - SEARS PLACE BEACH ASSOCIATION STORMWATER RETROFIT

Bid No. 6 consists of installation of a Bioswale depicted on plans prepared by Trinkaus Engineering, LLC. Bidder will complete the Work in accordance with the Contract Documents for the following lump sum price.

SIX THOUSAND EIGHT HUNDRED SEVENTY Dollars
(in words) AND ZERO CENTS

\$ 6,870.⁰⁰
(in numbers)

BASE BID NO. 7 - SKYLINE ESTATES (SUNRISE DRIVE) STORMWATER RETROFIT

Bid No. 7 consists of installation of a Wet Swale with Riprap depicted on plans prepared by Trinkaus Engineering, LLC. Bidder will complete the Work in accordance with the Contract Documents for the following lump sum price.

FOUR THOUSAND EIGHT HUNDRED Dollars
(in words) AND ZERO CENTS

\$ 4,800.⁰⁰
(in numbers)

BASE BID NO. 8 - WANGONK TRAIL NORTH STORMWATER RETROFIT

Bid No. 8 consists of installation of a Wet Swale with Riprap, Paved Swale Replacement depicted on plans prepared by Trinkaus Engineering, LLC. Bidder will complete the Work in accordance with the Contract Documents for the following lump sum price.

SIXTEEN THOUSAND FIVE HUNDRED Dollars
(in words) AND ZERO CENTS

\$ 16,500.⁰⁰
(in numbers)

BASE BID NO. 9 - WANGONK TRAIL SOUTH STORMWATER RETROFIT

Bid No. 9 consists of installation of a Wet Swale with Riprap depicted on plans prepared by Trinkaus Engineering, LLC. Bidder will complete the Work in accordance with the Contract Documents for the following lump sum price.

FOUR THOUSAND SEVEN HUNDRED Dollars
(in words) ZERO CENTS

\$ 4,700.⁰⁰
(in numbers)

TOTAL = \$ 320,000.⁰⁰

- 10. Bidder agrees that the Work will be substantially completed and completed and ready for final payment in accordance with Article 14 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.
- 11. Bidder accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work within the times specified in the Agreement.
- 12. The following documents are attached to and made a part of this Bid:

Required Bid Security in the form of BID BOND

- 13. Communications concerning this Bid shall be addressed to the address of Bidder below.
- 14. Terms used in this Bid which are defined in the General Conditions or Instructions to Bidders will have the same meanings indicated in the General Conditions or Instructions to Bidders.

SUBMITTED on: APRIL 17, _____, 2020.

By: BRIAN J. GONSOZ Title: GENERAL MANAGER

Bidder: HUBERT E. BUTLER CONST. CO., LLC

Address: 984 PORTLAND-COBALT RD.

PORTLAND, CT 06480

SEAL – if Bid is by a Corporation

BID BOND

Any singular reference to Bidder, Surety, Owner, or other party shall be considered plural where applicable.

BIDDER (Name and Address):

HUBERT E. BUTLER CONSTRUCTION
984 PORTLAND COBALT ROAD
PORTLAND, CT 06480

SURETY (Name and Address of Principal Place of Business):

HARCO NATIONAL INSURANCE COMPANY
702 OBERLIN ROAD
RALEIGH, NC 27605

OWNER (Name and Address):

TOWN OF EAST HAMPTON
20 EAST HIGH STREET
EAST HAMPTON, CT 06424

BID

Bid Due Date: **APRIL 17, 2020**

Project (Brief Description Including Location):

LAKE POCOTOPAUG - WATERSHED IMPROVEMENTS

BOND

Bond Number:

Date (Not later than Bid due date):

Penal sum FIVE PERCENT OF ATTACHED BID
(Words)

5% OF ATTACHED BID
(Figures)

Surety and Bidder, intending to be legally bound hereby, subject to the terms printed on the reverse side hereof, do each cause this Bid Bond to be duly executed on its behalf by its authorized officer, agent, or representative.

BIDDER

SURETY

HUBERT E. BUTLER CONSTRUCTION)
Bidder's Name and Corporate Seal

(Seal)

By: [Signature]
Signature and Title GEN. MANAGER

Attest: [Signature]
Signature and Title

HARCO NATIONAL INSURANCE COMPANY)
Surety's Name and Corporate Seal

(Seal)

By: [Signature]
Signature and Title
(Attach Power of Attorney)

SEBASTIAN RODO, ATTORNEY-IN FACT

Attest: [Signature]
Signature and Title

NANCY TALBOT-FRICKMAN

Note: Above addresses are to be used for giving required notice.

1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to pay to Owner upon default of Bidder the penal sum set forth on the face of this Bond. Payment of the penal sum is the extent of Surety's liability.
2. Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents.
3. This obligation shall be null and void if:
 - 3.1. Owner accepts Bidder's Bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents, or
 - 3.2. All Bids are rejected by Owner, or
 - 3.3. Owner fails to issue a Notice of Award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by Paragraph 5 hereof).
4. Payment under this Bond will be due and payable upon default by Bidder and within 30 calendar days after receipt by Bidder and Surety of written notice of default from Owner, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.
5. Surety waives notice of any and all defenses based on or arising out of any time extension to issue Notice of Award agreed to in writing by Owner and Bidder, provided that the total time for issuing Notice of Award including extensions shall not in the aggregate exceed 120 days from Bid due date without Surety's written consent.
6. No suit or action shall be commenced under this Bond prior to 30 calendar days after the notice of default required in Paragraph 4 above is received by Bidder and Surety and in no case later than one year after Bid due date.
7. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the state in which the Project is located.
8. Notices required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier, or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the party concerned.
9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.
10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute shall govern and the remainder of this Bond that is not in conflict therewith shall continue in full force and effect.
11. The term "Bid" as used herein includes a Bid, offer, or proposal as applicable.

**POWER OF ATTORNEY
HARCO NATIONAL INSURANCE COMPANY
INTERNATIONAL FIDELITY INSURANCE COMPANY**

Member companies of IAT Insurance Group, Headquartered: 702 Oberlin Road, Raleigh, North Carolina 27605

KNOW ALL MEN BY THESE PRESENTS: That HARCO NATIONAL INSURANCE COMPANY, a corporation organized and existing under the laws of the State of Illinois, and INTERNATIONAL FIDELITY INSURANCE COMPANY, a corporation organized and existing under the laws of the State of New Jersey, and having their principal offices located respectively in the cities of Rolling Meadows, Illinois and Newark, New Jersey, do hereby constitute and appoint

NANCY TALBOT-FRICKMAN, SEBASTIAN RODO, RUSTIE CROSSMAN

Mystic, CT

their true and lawful attorney(s)-in-fact to execute, seal and deliver for and on its behalf as surety, any and all bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof, which are or may be allowed, required or permitted by law, statute, rule, regulation, contract or otherwise, and the execution of such instrument(s) in pursuance of these presents, shall be as binding upon the said HARCO NATIONAL INSURANCE COMPANY and INTERNATIONAL FIDELITY INSURANCE COMPANY, as fully and amply, to all intents and purposes, as if the same had been duly executed and acknowledged by their regularly elected officers at their principal offices.

This Power of Attorney is executed, and may be revoked, pursuant to and by authority of the By-Laws of HARCO NATIONAL INSURANCE COMPANY and INTERNATIONAL FIDELITY INSURANCE COMPANY and is granted under and by authority of the following resolution adopted by the Board of Directors of INTERNATIONAL FIDELITY INSURANCE COMPANY at a meeting duly held on the 13th day of December, 2018 and by the Board of Directors of HARCO NATIONAL INSURANCE COMPANY at a meeting held on the 13th day of December, 2018.

"RESOLVED, that (1) the Chief Executive Officer, President, Executive Vice President, Senior Vice President, Vice President, or Secretary of the Corporation shall have the power to appoint, and to revoke the appointments of, Attorneys-in-Fact or agents with power and authority as defined or limited in their respective powers of attorney, and to execute on behalf of the Corporation and affix the Corporation's seal thereto, bonds, undertakings, recognizances, contracts of indemnity and other written obligations in the nature thereof or related thereto; and (2) any such Officers of the Corporation may appoint and revoke the appointments of joint-control custodians, agents for acceptance of process, and Attorneys-in-fact with authority to execute waivers and consents on behalf of the Corporation; and (3) the signature of any such Officer of the Corporation and the Corporation's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seals when so used whether heretofore or hereafter, being hereby adopted by the Corporation as the original signature of such officer and the original seal of the Corporation, to be valid and binding upon the Corporation with the same force and effect as though manually affixed."

IN WITNESS WHEREOF, HARCO NATIONAL INSURANCE COMPANY and INTERNATIONAL FIDELITY INSURANCE COMPANY have each executed and attested these presents on this 31st day of December, 2018



STATE OF NEW JERSEY
County of Essex

Kenneth Chapman

Executive Vice President, Harco National Insurance Company
and International Fidelity Insurance Company

STATE OF ILLINOIS
County of Cook



On this 31st day of December, 2018, before me came the individual who executed the preceding instrument, to me personally known, and, being by me duly sworn, said he is the therein described and authorized officer of HARCO NATIONAL INSURANCE COMPANY and INTERNATIONAL FIDELITY INSURANCE COMPANY; that the seals affixed to said instrument are the Corporate Seals of said Companies; that the said Corporate Seals and his signature were duly affixed by order of the Boards of Directors of said Companies.

IN TESTIMONY WHEREOF, I have hereunto set my hand affixed my Official Seal, at the City of Newark, New Jersey the day and year first above written.



Shirelle A. Outley a Notary Public of New Jersey
My Commission Expires April 4, 2023

CERTIFICATION

I, the undersigned officer of HARCO NATIONAL INSURANCE COMPANY and INTERNATIONAL FIDELITY INSURANCE COMPANY do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Sections of the By-Laws of said Companies as set forth in said Power of Attorney, with the originals on file in the home office of said companies, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

IN TESTIMONY WHEREOF, I have hereunto set my hand on this day, April 17, 2020

Irene Martins, Assistant Secretary

NON-COLLUSION AFFIDAVIT OF BIDDER

State of: CONNECTICUT)
PORTLAND) SS:
County of: MIDDLESEX)

BRIAN J. GOMBOTZ ; being first duly sworn, deposes and says that:

- 1.) He is the owner, partner, officer, representative or agent of the Bidder that has submitted the attached Bid:
- 2.) He is fully informed regarding the preparation and contents of the attached Bid and of all pertinent circumstances regarding such Bid:
- 3.) Such Bid is genuine and is not a collusive or sham Bid:
- 4.) Neither the said Bidder nor any of its officers, partners, owner, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any Bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other Bidder or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage with the Town of East Hampton or any person interested in the proposed Contract.
- 5.) The price quoted in the attached Bid is fair and proper and is not tainted by collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest.

Signed: [Signature]

Title: GENERAL MANAGER

Subscribed and sworn before me this 17th day of April, 2020.

Notary Public: [Signature]

My Commission expires 5-31-2024





May 7, 2020

To: David Cox, Town Manager
From: Dennis Woessner, Chief of Police
Subject: General Order approval


Attached to this memorandum is General Order 8.9, Light Duty, which I am submitting for your approval. This General Order is new and is being put in place to allow Officer who are recuperating from an injury, service connected or otherwise, to return to work and perform limited functions within the police as approved by their doctor. The performance of such duties would be of benefit to the agency.





EAST HAMPTON POLICE DEPARTMENT

GENERAL ORDER 8.9 PERSONNEL

SUBJECT: LIGHT DUTY		
Issue Date: 5/___/2020	Effective Date: 5/___/2020	Distribution: All Personnel
Amends/Rescinds GO:		Review Date: / /
Per Order of:  Dennis Woessner, Chief of Police		
<i>This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting</i>		

I. PURPOSE

To establish a written directive, which provides a uniform procedure for requesting and approving personnel utilizing the provisions of the Light Duty policy.

II. POLICY

Police Officers who are recuperating from an injury, service connected or otherwise, are often capable of performing certain functions or tasks while still limited by their injury, which prevents the Officer's return to full duty. In some cases, these certain functions or tasks correlate to the ability to perform selected duties within the East Hampton Police Department. At times, the performance of such duties would be of significant benefit to the Department's mission and would lessen the impact of an individual's loss as a Police Officer.

As such, in the sole discretion of Town of East Hampton, limited duty assignments may be available to Police Officers under the care of a physician while recuperating from injury and unable to perform full duty assignments. All officers on limited duty must have the approval of the Chief of Police.

Limited Duty assignments may include all the duties within the Police Department that do not require an officer to exceed the restrictions set by the attending physician. An officer assigned to limited duty will not perform any function that could place them in a physical confrontation requiring the use of force.

Limited duty assignments will be evaluated and based on the abilities and limitations set for the involved officer and the availability of such work within the Department. Multiple tasks may be assigned as necessary to make a full, or half day's work as circumstances and limited duty assignment availability dictate.

In order to be eligible for limited duty assignments, Police Officers must have the written concurrence of their attending physician with a clear identification of the limitations placed on the Officer's work. The Officer must be capable of performing limited duty tasks that support the Department's mission. Officers on limited duty will not normally wear uniforms.

Authorization to carry firearms by officers on limited duty will not automatically be restricted, but instead will be assessed on a case by case basis.

The Town of East Hampton's Human Resources Department will coordinate with the Chief of Police to arrange limited duty for officers injured in the line of duty and on Worker's Compensation, at such time as they are deemed available for limited duty in accordance with the attending physician's authorization.

If the injury is not work related the officer would need to provide a doctors' note from his/her attending physician indicating that the officer can perform light duty, what the officer's restriction were, if any, and the anticipated return to work date.

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Town Manager Approval: _____

Item to be presented by: SC _____

DATE: May 12, 2020

SUBJECT: 2020/21 Public Water System Operating Budget & Water Rate Recommendation
First Reading

DEPARTMENT: WPCA

RECOMMENDED ACTION –to approve the 2020/21 Operating Budget for the two Community Water Systems owned by the Town and operated by the WPCA.

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 2020/21 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 \$238,228.00 and represents an increase of 0.35% or \$828.00 over last year. This is due to additional testing that is required.

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 20-21.

We did not experienced any violations under the Safe Water Drinking Act for FY 19-20. 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 20-21. 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 \$238,228.00 will not require a change in rates for FY 20-21.

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

Avg. Monthly Cost	VCWS Residential	ROWS Residential	Center School	Memorial School
New Rates	\$72.43	\$91.96	\$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.

EH: Clerks Office

AGENDA ITEM: 9B



2020–21 Public Water Systems Operation Budget

63-59-0000-XXXX VCWS

63-59-0590-XXXX ROWS

63-59-0593-XXXX HWWS

Presented to WPCA: April 7, 2020

Recommended by WPCA: May 5, 2020

First Reading Date: May 12, 2020

Public Hearing Date: June 2, 2020

Town Council Adoption: June 9, 2020

Drop in Location:

20 Gildersleeve Drive
East Hampton, CT 06424

Board recommendation

**East Hampton Water Pollution Control Authority
Community Water Systems Fiscal Year Budget - 2020-21**

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	
<u>Per unit monthly cost (\$)</u>	<u>\$72.43</u>	<u>\$89.88</u>	<u>\$81.40</u>	
EMU's	94	83	34	
Estimated monthly revenue	\$6,808	\$7,460	\$2,768	
 Est. Residential yearly revenue	 <u>\$81,701.04</u>	 <u>\$89,520.00</u>	 <u>\$33,211.20</u>	 <u>\$204,432</u>
	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		
<u>Estimated monthly revenue</u>	<u>\$910.50</u>	<u>\$1,421.00</u>		
 Est. Institutional yearly revenue	 <u>\$10,926.00</u>	 <u>\$17,052.00</u>		 <u>\$27,978</u>
 Estimated total revenue 19/20	 <u>\$92,627.04</u>	 <u>\$106,572.00</u>	 <u>\$33,211.20</u>	 <u>\$232,410</u>
 Transfer from capital fund balance				 <u>-\$5,818</u>

Proposed fiscal year Operating Budget \$238,228

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

Water system 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

Acct 5980 funded reserve/Capital 6/30/20 \$ 40,000.00

Transfer /Water Ops budget / Capital 6/30/19 \$ 25,000.00

If need transfer for budget take from here

Unaudited Water system fund balance 6/30/20 \$ 203,636.00

PWS capital balance 6/30/19 \$ 54,725.00

Projected PWS capital balance 6/30/20 \$ 79,725.00

2020-21 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	3,790	3,025	1,899	14,424
DOHS Water Quality Testing	5,500	3,500	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.	14,900	18,550	2,350	250	36,050
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.	750	750		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	21,000	21,000		4,506	46,506
5490 - Other Purch. Property Scrvs					600
Locate leaks/R & R meter & radio	150	300		150	
5520 - Prop/Llab Ins (Inc 10%)	1,197	1,931	270	1,931	5,329
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	3,596	9,528	192	3,846	17,161
Billing Administration (112 cust.)	2,846	7,528	92	3,121	
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	225
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	89,031	102,187	10,032	37,054	238,228
Approved Operating Budget 19-20	96,260	97,416	6,679	37,054	237,409
"+/-	(7,229)	4,771	3,353	(0)	819
"+/-	-7.51%	4.90%	50.21%	0.00%	0.35%

VCWS F/Y 2020-21 Operating Budget - Expenditures only

Adopted:

page 1 of 1

	Actual	APPROVED	Spent	%	PROPOSED	\$	%
	18-19	2019-20			2020-21		
	EXPENSES	BUDGET	03/24/20	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.	244	500	0	100.00%	500	0	0.0%
5330 Prof/Tech Services	2,227	3,210	4,902	-52.71%	5,710	2,500	77.9%
5430 Bldg. & Equip. M&R	16,927	31,900	41,434	-29.89%	14,900	(17,000)	-53.3%
5436 UTT/Oper. Labor	7,118	18,519	6,520	64.79%	21,000	2,481	13.4%
5490 oth purchasedproprsrv	0	150	0	100.00%	150	0	0.0%
5520 Prop/Liab Insurance	0	1,197	0	100.00%	1,197	0	0.0%
5530 Communications	2,378	650	623	4.15%	650	0	0.0%
5540 Newspaper Adv.	80	100	30	70.00%	100	0	0.0%
5580 Staff Travel	1,501	1,500	620	58.67%	1,500	0	0.0%
5590 Other Purch. Serv.	3,920	3,596	1,803	49.86%	3,596	(0)	0.0%
5611 Supplies/ materials	142	100	5	95.00%	100	0	0.0%
5615 UNIFORMS	0	75	0	100.00%	75	0	0.0%
5622 Electricity	9,582	9,750	6,600	32.31%	9,750	0	0.0%
5627 Motor Fuel	0	600	0	100.00%	600	0	0.0%
5680 Chemicals	265	1,750	0	100.00%	1,750	0	0.0%
5690 Other Supp./Material	193	550	0	100.00%	550	0	0.0%
5744 Computer Equip.	0	25	0	100.00%	25	0	0.0%
5810 Dues & Fees	1,105	1,155	792	31.43%	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	15,210	0	100.00%	20,000	4,790	31.5%
5990 Contingency	0	1,200	0	100.00%	1,200	0	0.0%
	\$45,682	\$96,261	\$63,329		\$89,031	(\$7,230)	-8%
					+/-		

ROWS F/Y 2019-20 Operating Budget - Expenditures only

Adopted:

page 1 of 1

	Actual	APPROVED	Spent	%	PROPOSED	\$	%
	2018-19	2019-20			2020-21		
	EXPENSES	BUDGET	03/24/20	Available	BUDGET	+/-	+/-
5110 Full Time P/R	0	500	0	100.00%	600	100	20.0%
5120 P/T P/R (19.5 hrs/wk)	0	1,967	0	100.00%	2,295	328	16.7%
5220 Social Security	0	122	0	100.00%	142	20	16.3%
5221 Medicare	0	29	0	100.00%	34	5	15.6%
5319 Meetings/Conf.	244	453	0	100.00%	538	85	18.8%
5330 Prof/Tech Services	2,800	3,290	7,183	-118.33%	6,815	3,525	107.1%
5430 Bldg. & Equip. M&R	38,240	21,550	16,206	24.80%	20,900	(650)	-3.0%
5436 UTT/Oper. Labor	8,153	18,519	6,675	63.96%	21,000	2,481	13.4%
5490 oth purchasedproprsv	383	300	583	-94.33%	300	0	0.0%
5520 Prop/Liab Insurance	0	1,931	0	100.00%	2,201	270	14.0%
5530 Communications	2,378	1,100	624	43.27%	1,250	150	13.6%
5540 Newspaper Adv.	30	100	80	20.00%	100	0	0.0%
5580 Staff Travel	1,501	1,500	620	58.67%	1,500	0	0.0%
5590 Other Purch. Serv.	9,111	9,528	4,748	50.17%	9,719	191	2.0%
5611 Supplies/ materials	142	74	4	94.59%	87	13	17.6%
5615 UNIFORMS	0	75	0	100.00%	150	75	100.0%
5622 Electricity	7,284	9,750	3,453	64.58%	9,750	0	0.0%
5627 Motor Fuel	0	600	0	100.00%	650	50	8.3%
5680 Chemicals	2,920	7,500	2,660	64.53%	9,750	2,250	30.0%
5690 Other Supp./Material	127	250	783	-213.20%	350	100	40.0%
5741 Machinery & Equipmer	0	0	22,771	0.00%	0	0	0.0%
5744 Computer Equip.	0	25	0	100.00%	50	25	100.0%
5810 Dues & Fees	1,130	1,144	766	33.04%	1,339	195	17.0%
5893 Claims & settlements	0	0	0	0.00%	0	0	0.0%
5923op TRANS TO wpca cap	0	1,000	0	100.00%	1,500	500	50.0%
5980 Res. For Cap & NR	0	15,210	0	100.00%	20,000	4,790	31.5%
5990 Contingency	0	900	0	100.00%	1,200	300	33.3%
	\$74,443	\$97,417	\$67,156		\$112,219	\$14,802	15%

APPENDIX G
WPCA
Fiscal Year 2019/20
Capital Budget 2017-2022
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	2020/21	9 ft3 greensand addition (ROWS)
\$30,000	2021/22	9 ft3 greensand addition (ROWS)
\$30,000	2022/23	9 ft3 greensand addition (ROWS)
\$30,000	2023/24	Drill New well and outfit (ROWS)
\$30,000	2024/25	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 F/Y 20/21 funding level for Capital Budget
\$ 51,160 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	\$ 44,489	\$ 46,714	\$ 49,049	\$ 51,502
WATER sytem fund tranfer / Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative Reserve for Capital	\$ 133,827	\$ 171,852	\$ 216,341	\$ 263,055	\$ 312,104	\$ 363,606
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	\$ 62,514	\$ 79,228	\$ 98,277	\$ 119,779
Budget Line Item 5980 Percent Increase over previous year	30%	25%	17%	5%	5%	5%
Total Budget Percent Increase over 2016/2017 Budget	30%	33%	28%	10%	10%	10%

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

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

Acct 5980 funded reserve/Capital 6/30/20 \$ 44,000.00

Transfer /Water Ops budget / Capital 6/30/20 \$ 25,000.00

Unaudited Water system fund balance 6/30/20 \$ 207,636.00

PWS capital balance 6/30/19 \$ 54,725.00

Projected PWS capital balance 6/30/20 \$ 79,725.00

MEMORANDUM

TO: Town Council
FROM: David E. Cox, Town Manager
DATE: May 7, 2020
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.

Building Department

- Please see the memo included in this Report outlining recent activity in the Department.

Finance

- The Board of Finance approved a recommended budget at its meeting on May 4. That revision has been distributed to the Board of Finance for review and will be distributed to the Council and public shortly. The Council is expected to begin discussions on the budget at its May 26 meeting.

Library

- As the library remains closed, use of online media has been strong with increased monthly usage of eBooks at nearly twice the Town's normal use. This is supported by an "e-Library Card" program which allows patrons to sign up for a Library Card online (instead of the usual in-Library requirement) and begin accessing the collection almost immediately. In the future, the new patrons will be able to visit the Library to pick up their physical card. More than 100 such cards have been issued in the last few weeks.
- It is anticipated that curbside collection and distribution of books will resume soon after the final plan is completed by staff and reviewed by the Library Advisory Board. Watch for announcements on the Library and Town social media accounts and websites.

Parks and Recreation

- The Park and Recreation staff is preparing to proceed with summer camp planning with limitations based on the Governor's and Connecticut Office of Early Childhood recommendations for summer camps. It is likely that this will result in a reduction in program size and operational changes. Town and Board of Education staff are coordinating to ensure the appropriate number of participants can be accommodated in the areas and facilities that are open for use including park and school buildings. We are

even considering how the new Town Hall will figure into the plan. Summer camps are expected to start June 29 and staff expects new regulations will be posted May 15.

- Pending Town Council approval of a contract, which is expected at the May 12 meeting, the contractor expects to begin work on the watershed improvement projects, which are heavily funded with State 319 grant funds, in the third week of May. The work will continue through the summer. The expected sequence of work will proceed as follows: Sears Park, Sears Place, Wangonk Beach, Clark Hill, Mott Hill, Hawthorne.

Police

- The Department is in the final steps of evaluating its top four candidates for the open Police Officer position. It is anticipated that by late May, a recommendation for hiring will be presented to the Town Manager for approval. If space is available, the successful candidate will begin the Academy in late summer and may be completing field training in the first part of 2021. On a related matter, Officer Caleb Cavanaugh will begin his Field Training Monday, which is anticipated to last about three months.

Public Works

- Paving is underway and is complete on Lake Drive and ongoing at Meeks Point Road as of this writing. It is anticipated that paving should be completed by May 11 and cross walks and line striping will be installed after the pavement has had a chance to cure to prevent bleed through.
- The town wide road sweeping program began last week and is proceeding well. The road sweeping crew has started the program in the lake area neighborhoods.
- Spring regrading of gravel roads has begun and will continue as weather permits.
- The Department has several drainage projects planned throughout the town which will begin in the coming weeks. Some of them are; Crestwood Road underdrain, School House Lane cross culvert, 82 Main Street Drainage Replacement, Ola Avenue drainage restoration, and Collie Brook Road pipe replacement.
- The Transfer station continues to be very busy with all 6 bulky waste dumpsters being filled every Saturday for the past several weeks.

- The arrival of spring has brought increased requests for tree removals as it becomes apparent to people that trees are dead. Staff continues to be aggressive on tree removal, it should be noted that the budget for tree removals has been exhausted. Unless a given tree is an emergency, removal will wait until later in the year.

Registrar

- Registrar staff have been working with DPW staff under guidance from the Secretary of the State's Office to develop plans for safe polling place practices to facilitate the August primary and the November election. Ultimately, those plans will be submitted to the State for review. Additionally, the State will be providing an absentee ballot collection box, which will be located outside the Town Hall once it is received.

Senior Center

- The Senior Center staff and volunteers on the Commission on Aging continue outreach to the community's Older Adults. This includes re-assurance calls made on a regular basis as well as email and traditional mail communication. Efforts to streamline the necessary use of traditional mail have reduced the number of communications sent from 400 to 150 with increased reliance on email.
- The Center distributed its May newsletter, which is attached went out, via email and US Mail. As well, the newsletter is announced via Facebook and is linked on the website for viewing.
- The Senior Center is providing individual transportation on an as needed basis for critical situations where we are the option of last resort. Middletown Area Transit is continuing to provide Dial A Ride service, which provides transportation to medical appointments as needed. Nevertheless, many doctor's offices continue to limit appointments and the demand for rides has lessened.
- The volunteer grocery service is working well. CERT members are available and shop within a day or so of the initial call.
- On-line programming continues with Bingo, Yoga, and a writer's Workshop. In addition, the Center is supporting the Project Graduation 5k virtual run/walks and several Senior Center attendees have expressed interest.
- CRT continues to provide meals for 'Grab and Go' meals and 19 people are receiving the frozen grab and go lunches.

Youth and Family Services

- Social Services and Youth and Family Services is preparing to implement counseling services again, which were effectively shut down when the colleges and universities closed as our services are provided by interns pursuing degrees in the field. Staff has completed evaluations of our previous interns and has started collecting contracts for incoming students. Although it is not known when the services will resume, plans are being made to re-establish the counseling services as soon as the Town is able and qualified interns are contracted.
- Calls continue to come into Social Services for energy and other assistance. Last week, the office had four cases dealing with fuel assistance; one call for housing assistance; six cases requiring outside referrals; and seven miscellaneous calls for routine information. Outside referrals were made to care coordination services (2) and to Eversource (2) for budgeting plans. Additionally, referrals were made to the Senior Center and to the East Hampton Food Bank, which currently receive the majority of referrals from Social Services.
- The material for the Activity Bags is expected around the May 14 and staff will be distributing 216 activity bags to families in East Hampton that have signed up.
- The Department of Social Services and Youth and Family Services will soon be uploading its first mental health video. It will be posted to the Department's Facebook page and will be promoted via the Town's other websites and social media.

Town Manager/Other

- Town operations are being moved to the new Town Hall beginning today (May 7) and will continue through the weekend. Staff will begin operating in the new location beginning Monday, May 11 but the building will remain closed to the public. Despite the beginning of Town operations at the new facility, some of the contractors are completing final corrections and will be working with staff on furniture adjustments and similar small issues.
- Staff from all departments are working on reopening plans related to allowing public into the Town Hall and other Town facilities. As these plans are finalized, they will be publicized. On a related matter, staff is also looking into easing any process or regulatory matters that may come up as restaurants begin to reopen and may be looking for outside dining as a way to meet the health-related requirements. The

Planning Commission has authorized staff to work with restaurants administratively for outside dining should that become available.

- Yesterday, staff received word that the Rivereast will resume publication on May 15.
- The Town Attorney and the buyer's attorney have been finalizing documents related to the sale of the 20 E High Street property. It is anticipated that the closing will occur remotely in the upcoming days. The Town retains possession of the property until the end of June through no-cost lease. The additional time will allow staff to clean the building and dispose of any items that are not being relocated. Staff will also be removing items like the time capsule, monuments, markers and signage. The time capsule and the markers will be relocated to the Town Hall or to other new locations once those decisions have been made.
- As always, residents are reminded to be diligent as they continue to avoid contact with others. In general, to prevent the spread of COVID-19, wear a cloth covering over the mouth and nose as required by the Governor's order, maintain "social distancing" of at least 6 feet, stay away from group meetings and other opportunities for transmission, wash hands frequently with soap and water for 20 seconds and stay home if you are sick. For the most current updates and recommendations, visit ct.gov/coronavirus. For general questions, call 2-1-1.

DC

cc: Management Staff



GLEN LECONCHE
BUILDING OFFICIAL
gleconche@easthamptonct.gov

MEMORANDUM

To: Dave Cox, Town Manager
From: Glen LeConche, Building Official
Re: Town Manager's Report
Date: May 6, 2020

Update from the Building Department

1. Application/Permit/Inspection Activity within the past 2 weeks (4/20/20-5/1/20):

34 Applications received; 28 processed and 6 pending payment
44 Permits issued
94 Inspections (Residential, Commercial & New Town Hall)

2. Please be aware of the change in State Statute that went into effect on March 25, 2020.

In accordance with Item #3 of the Governor's Executive Order 7M dated March 25, 2020, the following statutory deadlines or limits related to the building and fire codes are extended as noted for the duration of the state of emergency declared by Governor Lamont on March 10, 2020.

Building Permits – Sec.29-263. Permit to construct or alter. Building Official action on permit applications – may be extended up to 90 days from the date of application.

We continue to practice the CDC guidelines, encourage contractors and residents to visit the website for application forms and other resources, and inspections have been performed uninterruptedly.

In summary, the activity in the Building Department has remained consistent, if not increased, during this health crisis. We are committed to providing the best possible services, safely and continuously, during this unprecedented time.

Glen LeConche
Building Official

East Hampton Senior Center

105 Main Street, East Hampton, CT 06424

Phone: 860-267-4426 Fax: 860-267-7682

Hours of Operation: Monday-Thursday: 8:30am-4:00pm

Friday: 9:00am-4:00pm

www.easthamptonct.gov/seniorcenter

Email: seniorcenter@easthamptonct.gov



Newsletter Date:
Special May 2020
Covid
Edition

TOWN OF EAST HAMPTON Belltown Senior News

From the Director

Hello, all! We hope everyone is doing well. Yes, at this writing, we continue to Stay Safe and Stay Home. The Senior Center telephones are forwarded to the staff during regularly scheduled hours. M-F 8:30 am to 4:00 pm. Feel free to call us at 860-267-4426.

Yours in continued good health,
Jo Ann Ewing, Director



And in the meantime -

Volunteer Shopping: The Senior Center has instituted a shopping program where a volunteer will shop for you. You can either call in your list to the Senior Center at 860-267-4426 or e-mail your list to Jewing@easthampton.gov. Your list must include your name, address, phone # and email if you have one, along with a complete shopping list. The shopper will call you before the drop off to let you know the cost of the groceries. You can write out a check for the amount, payable to the Town of East Hampton. The volunteer will drop off the groceries at your door and pick up the check in a pre-arranged designated spot. The volunteers are from the Community Emergency Response Team (CERT) and other community members.

We reserve the right to ask you how you are feeling and respectfully request that you tell us if you have a cough and fever. We need your help to keep our dedicated staff safe.

We also want to keep YOU safe! Please do not open your door until the volunteer has left the premises.

Transportation: The Senior Center will provide limited, local transportation on an as-needed basis. Call the Senior Center if you need a ride. We will insist on one passenger only you must wear a mask and gloves for everyone's safety.

Closures: Please note Town facilities will remain closed, in accordance with the Governor's Executive Order until May 20th, unless terminated or amended earlier. This extended time period is needed to ensure our health and safety. Don't put your health/life in jeopardy. Please stay home and away from crowds. In addition, the Governor is requiring people to wear masks into business's. Cloth masks are acceptable, but due to the demand, it may be necessary to make your own. You will find directions on YouTube and Pinterest.

Preparing for the Future: Please be aware there are more changes coming, as facilities and businesses reopen. We are not sure what those changes will look like, but in order to stay healthy we may need to adopt additional best practices protocol at the Senior Center and other public spaces. We don't yet know what this might look like, but please be prepared for some changes.

Happiness is nothing but
good health and a bad
memory!



Thank you to all the outstanding volunteers at the Center and beyond! Folks are stepping up to the plate to help during the Covid-19 crisis. The community has come to serve those in need. It is humbling to accept people's generosity on behalf of others. Thank YOU!



UP-COMING VIRTUAL EVENTS:

BINGO via ZOOM (by invitation): Meet up with your friends on Tuesdays at 1pm. Call the Senior Center at 860.267.4467 for more information.

YOGA w Kitch via ZOOM (by invitation): WEDNESDAYS at 11:15am. Join Kitch for a seated YOGA session. Relax and enjoy...

And coming soon: **Writing Our Lives to Open Our Hearts.** Lead by our very own, Elizabeth Thomas! Call the Center for more info or email us at jewing@easthamptonct.gov. or ethomas@easthamptonct.gov.

For a more complete listing of virtual activities to do from home, please visit-

<https://www.ctvisit.com/articles/virtual-activities-for-at-home-experiences>

And here are a few interesting opportunities:

The Connecticut Art Trail's members have virtual experiences you can enjoy from the comfort of your own home. You can explore at <https://ctarttrail.org/virtual-trails/>

TheaterWorks of Hartford is offering a living room musical series at: <https://www.ctvisit.com/events/living-room-music-series>. So, kick back and enjoy!

Horizon Wings Raptor Rehabilitation and Education Center: Located in Ashford, the center specializes in in raptors and large corvids (such as crows and ravens). They are offering free live educational videos with resident birds. Visit them on their [Facebook](#) page.

CANCELLED TRIPS & ACTIVITIES

- The Goodspeed dinner and show for South Pacific originally scheduled for June 3rd has been re-scheduled for October 28th. We will let you know about the payment schedule as the time approaches.
- Friendship Tours rescheduled the June 2020 Ogunquit trip to June 7-9, 2021. Contact us if you would like to go. If you were signed up for the 2020 trip and haven't already done so, please let us know if you will be attending or need a refund. Friendship Tours, who does our Coach Trips, will be looking at their schedule to see what changes and adjustments need to be made. We'll keep you posted!



EHSC STEP/Walking Challenge, April 22-May 20

The Senior Center staff challenges you to challenge yourself! What this looks like is up to you. This event is all in the name of fun and good health. No pressure, and you set your own pace. Just keep track of your daily steps using a FitBit or tracker, or simply record the amount of time you spend walking. Join us as we get ready for the Belltown Spring Sprint Virtual 5k, which is East Hampton High School's Project Graduation 2020. The race is 3.2 miles and can be walked anywhere between May 20th - May 30th. The \$10 registration fee will be donated, in full, to the East Hampton CT Food Bank. Please email us at seniorcenter@easthamptonct.gov if you would like to participate. Let's get moving East Hampton Seniors!

SCAMS

Medicare Card Scam 2020 - A new scam has arisen in 2020, where calls are made to seniors about a new Medicare card. The caller asks you to provide them with the number on your current Medicare card and may ask for additional personal info (social security number, address, etc.). There is NO new Medicare card and Medicare will NEVER call to ask for your info. **DO NOT PROVIDE ANY INFORMATION.**

COVID-19 Scam (Coronavirus) - Criminals are calling, emailing and advertising cures you can purchase for the prevention and cure of COVID-19. These are fake. There is currently no cure for COVID.

Other Important Announcements

Social Security Recipients who are not typically required to file tax returns will not need to file an abbreviated tax return to receive an Economic Impact Payment, says the IRS. Recipients will receive these payments as they would normally receive their

benefits. The IRS has created a tool on their website to tell you when you will receive your payment. Visit www.irs.gov and click on the 'Get My Payment' link.

Renters Rebate Program - State law provides a reimbursement program for Connecticut renters who are elderly or totally disabled, and whose income does not exceed certain limits. This program runs from April 1 to October 1. To make an appointment or see if you are eligible, please contact the East Hampton Assessor's Office at 860-267-2510 or download an application from the town website.

Memorial Day - The Senior Center, along with all the Town Offices, will be closed on May 25th, in observance of Memorial Day.

FaceBook - Have you liked us on FaceBook yet? Look for 'East Hampton Senior Center' and click 'LIKE'. We will post to the page regularly to help keep you up to date.

**In late celebration of National Poetry Month (April)
and to honor all our Mothers!!**

Writing Workshop

The Retreat, Assisted Living

And I say,
“Write about the most beautiful thing
you ever saw”
and when I look at you
I am surprised –
you are bent over and writing.

You see me staring
and give me the look
I am often accused of,
(just like your mother’s)
though I cannot see it
in the mirror.

You bring your attention
back to the writing,
but not before I notice
your mouth is smudged with lipstick.
Again, I am surprised –
wonder where you found it,
and why.

“Who would like to read?”
I ask this group of women,
women not allowed
to cook or clean or do their own laundry.
This end of their lives abrupt
like a familiar road
washed out by rain.

And one tentative hand
after another raises to read
until you are the only one left.
And I’m ready to move on,
save you the anxiety,
but you adjust your glasses
and in that voice scraped
by cigarettes and coffee,
you unfold the tiny square of paper
held tightly in your hand
and read about 2 red birds,
one with a hurt foot,
the other trying to help.
You end with - “Poor birds.”

And I say,
“Write about the most beautiful thing
you ever saw”
and I see the wrinkled photo –
you at 15 or 16,
before Dad,
before any of us.
You wear trousers like a man
and rest a booted foot on a large rock,
a forearm to thigh,
a hand to sassy hip.
You look directly into the camera,
no thought, no concern
for this day in your future,
not knowing I will conjure you
whole, when writing about
the most beautiful thing
I ever saw.

by Elizabeth Thomas



And in the end,
only kindness matters...



AGENDA
ITEM # 12

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

May 12, 2020

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 three (3) refunds totaling \$459.24.

Respectfully Submitted,

Kristy L. Merrifield, CCMC
Collector of Revenue

003

30.87 ☒
128.85 ☒
299.52 ☒
459.24 ☒