


MEMORANDUM

TO: Town Council

FROM: David E. Cox, Town Manager 

DATE: June 8, 2023

SUBJECT: Agenda Information – 6/13/2023

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.

8 Resolutions/Ordinances/Policies/Proclamations

8a Resolution regarding use of ARPA funds for the FY2024 Capital Improvement Plan – In follow up to the Town Council's approval of the FY2024 Capital Improvement Plan, which included the intended use of approximately \$1.9 million of American Rescue Plan Act funds, the Council is asked to consider the resolution officially earmarking the funds to that purpose in accordance with its procedure. The proposed resolution identifies the use of \$1,942,100 for a variety of projects and purchases in the community as shown in Exhibit A attached to the resolution. All of the items are part of the Town's FY 2024 Capital Improvement Plan, and these ARPA funds provide the majority of the funding for the upcoming capital improvements and expenses. While the Capital Improvement Plan is already approved by the Town Council, the funding aspects remain incomplete until the Council acts to appropriate the ARPA funds and the Community finalizes the Town Budget, which includes the transfer of current tax funds to the Capital Improvement Fund. This use of ARPA funds is being considered by the Council's ARPA subcommittee at a meeting on Thursday, June 8 and the subcommittee's recommendation will be conveyed to the full Council.

Recommendation: Approve the Resolution

8b Resolution regarding use of ARPA funds for the Ambulance Association – The Town Council is asked to consider a recommendation from the Board of Finance to provide \$280,000 from ARPA funds to the East Hampton Ambulance Association to offset operational expenses of the Association related to providing ambulance services in the community. As a reminder, the Town contracts with the East Hampton Ambulance Association for basic EMT services including on-scene and transportation. The Association bills the patient for these services however rates are regulated by the State and are lower than the average per-run costs incurred by the Association. This lack of balance between costs and revenue has been especially challenging as the Association is impacted by the fallout of the COVID pandemic and the loss of long time volunteers. This use of ARPA funds is being considered by the Council's ARPA subcommittee at a meeting on Thursday, June 8 and the subcommittee's recommendation will be conveyed to the full Council.

Recommendation: Approve the Resolution

8c Consideration of the Library of Things Policy – The Town Council is asked to review a new policy recommended by the Library Advisory Board related to the collection development and circulation of non-traditional library materials. The collection includes some items that the Library currently circulates, such as wireless hotspots, children’s STEM kits and cake pans, and will include for circulation other items like telescopes, tents, decorations and other items. This sort of collection lending has been occurring in libraries for a number of years and East Hampton has only had a very few items. Through this policy, the Town’s library anticipates growth in the availability of these non-traditional items within the space and financial resources of the Library. The policy was considered and recommended for approval by the Library Advisory Board at its meeting on Monday, June 5.

Recommendation: Approve the Policy

9 Continued Business

9b1-3 Discussion and consideration of actions related to the Town’s revised FY 2024 Annual Budget -

The Council is asked to discuss and consider the revised fiscal year 2023/2024 Town Budgets for Education and General Government. The budgets were considered by the Board of Finance at a Special Meeting held on Tuesday, June 6 and revised versions were recommended. The total recommended budget is \$53,987,781, including \$35,858,655 for Education and \$18,129,126 for General Government, which is divided among Town government expenses (\$13,154,691), Debt Service (\$4,122,435) and Transfers/Capital Improvement (\$852,000). The current, revised version of the budget, which is included in the packet, is also posted on the Town website in the Finance Department as the [Board of Finance Proposed FY 2024 Budget – Second Referendum](#). In accordance with a proposal from School Superintendent Smith, the Education budget was increased \$250,000 over the previous version, which will allow the District to maintain its previous staffing levels. Also, the Board of Finance increased the Town Operations/General Government budget by \$133,810 to restore an additional Police Officer position that was removed in the previous version. It should also be noted that the Board of Finance recommended using American Rescue Plan Act funds in the amount of \$280,000 to support the East Hampton Ambulance Association’s operations. That matter is included for discussion as part of this meeting. The Council is asked to determine whether these versions of the budgets are prepared to move ahead, to modify them if necessary and to set the new Town Meeting and referendum dates. Based on the various timelines for notice to the community of the Town Meeting and referendum, a Town meeting could occur prior to the Town Council meeting on June 27 and the referendum could occur between July 5 and July 11, inclusive.

Recommendation: Discuss and approve an acceptable budget and set the dates for Town Meeting and referendum.

9c Consideration of the FY24 Water System Budget and related rates – Council is asked to give final 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 increases by \$3,806 (1.6%) to \$241,730. There is a

proposed rate increase for the upcoming year, which would be the first rate increase in four years. The proposed increase of \$.50 would bring the rate to \$12 per 1,000 gallons consumed. Proposed rates for FY 2024 are \$40 per Equivalent Meter Unit and \$12/1000 gallons of consumption effective July 15, 2023. The WPCA held a public hearing on the budget as part of its meeting on June 6 and no comments were received.

Recommendation: Approve the FY 2024 Water Budget and approve the rates effective July 15, 2023.

10 New Business

10a Consideration of Neighborhood Assistance Act Applications – The Town Council is asked to consider applications for the Connecticut Neighborhood Assistance Act from Epoch Arts and the Town. Epoch Arts is seeking \$40,000 for installation of energy efficient windows and related structural repairs for its building at 27 Skinner Street. The Town is seeking \$50,000 for LED lighting conversions at Memorial School. As a reminder, the CT Neighborhood Assistance Act is a tax credit program designed to provide funding for municipal and tax-exempt organizations by providing a business tax credit to businesses who make cash contributions to these entities within certain categories. Earlier in this meeting, the Town Council will hold a public hearing on these proposals.

Recommendation: Approve both applications.

10b Consideration of an RFQ document for Lake Consulting/Limnologist services – The Town Council is asked to approve a Request for Qualifications document that will be used to seek a new Lake Consultant and Limnologist for the Town. This work was previously performed by Northeast Aquatic Research, but the firm has determined it will not continue after June 30. Services provided under this contract include the regular and special lake water sampling and testing that is performed as part of the Town's permits and as part of the ongoing follow up to the Nine Elements Plan. The Conservation Lake Commission will be reviewing this document at its meeting on Thursday, June 8 and the Council will be provided with the Commission's recommendation at the meeting.

Recommendation: Approve the RFQ when recommended by the Conservation Lake Commission.

10c Consideration of Police Department General Orders – The Council is asked to review and consider a new General Order related to Communications. The Policy outlines how the Town of East Hampton and the Town of Glastonbury, who provides Dispatching services to East Hampton, coordinate and otherwise address the responsibilities of each for the purpose of meeting POST Standards. The policies are being updated or created to reflect changes directed by the Police Officer Standards and Training (POST) Council and as part of the Department's ongoing preparations for meeting the Accreditation Standards.

Recommendation: Approve the General Order.

10d Consideration of a temporary mill rate for Personal and Real Property – The Council is asked to establish a temporary mill rate as a result of the fact that the Town’s budget has not yet been adopted. Pursuant to State Statute and local practice, the Town Council is responsible for establishing a temporary mill rate to support temporary expenditures until a final budget is approved. The Board of Finance is tasked with setting permanent mill rates. In order to ensure that the Town has funds to operate in July and beyond, the Council is asked to determine a temporary rate that will be used for initial bills due July 1, 2023 for Personal Property and Real Property. Because the mill rate for vehicles is currently set at the cap, the Board of Finance will confirm that rate at its next meeting. Due to the special circumstances of this situation, Town taxpayers will receive a bill for approximately half of their tax obligation for the upcoming year, which will be due in its entirety with the July 1, 2023 due date. A second bill will be sent using the permanent mill rate later in the year with a due date of January 1, 2024. As the Council is aware, normal billing is done only once and a notice will be included with the bills outlining this year’s process. The Council may set whatever mill rate it finds appropriate to fund the operations. The mill rate for the current year is 34.66. The current Budget recommended by the Board of Finance anticipates a mill rate of 36.18.

Recommendation: Determine a temporary mill rate to support Town expenses.

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

**Town of East Hampton
Town Council Regular Meeting
Tuesday, May 23, 2023
Town Hall Council Chambers and Zoom**

MINUTES

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

Call to Order & Pledge of Allegiance

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

Adoption of Agenda

A motion was made by Ms. Walck, seconded by Mr. Goff, to adopt the agenda as submitted. Voted (7-0).

Approval of Minutes

A motion was made by Ms. Walck, seconded by Mr. Peterson, to approve the minutes of the Town Council Regular Meeting of May 9, 2023 as written. Voted (7-0)

Public Remarks

Tania Sones, Curry Lane expressed her decision to vote no on the budget for the Board of Education and the town.

Karen Wanat, 35 Long Crossing has also expressed her decision to vote no on the town budget.

Matt Engelhardt, Bevin Boulevard expressed his decision to vote no on the town budget. He stated there could be another way to have the proposed budget. The teachers and staff should not be cut for the sake of the budget.

Russ Kaplan announced that the Clean Energy Task Force is holding an Electric Car Show event on June 3rd, with a rain date of the 4th. He encouraged the Council members to attend the event and show their support of the event. There will be dealerships, private owners, and clean energy companies in attendance at the event. Refreshments will be provided by a couple of local food trucks.

Presentations

None

Bids & Contracts

None

Resolutions/Ordinances/Policies/Proclamations

None

Continued Business

Sub-Committee Reports & Updates: None

Update on Repairs to the High School Tennis Courts: The proposal from the contractor was sent to the town to be reviewed. The cracks will be filled with caulk and the tennis surface will be repainted. The warranty will be extended another year. It was suggested to use a mill overlay of asphalt on the tennis court. Another suggestion was to have something more long term than caulk used to fix the cracks. The Chairman asked Matt Walsh, the Director of Public Works, to review the proposal from the contractor to get his advice and opinion on the plans.

New Business

Set Public Hearing Date for Review of Neighborhood Assistance Act Application(s)

The members discussed some lighting improvements at the Memorial School. There was brief discussion about soliciting neighboring businesses to raise money for the improvements.

A motion was made by Mr. Reich, seconded by Mr. Goff, to set the public hearing for June 13, 2023 during the regular Town Council meeting. Voted (7-0).

Consideration of the FY 2023-2024 Public Water System Operating Budget & Water Rate Recommendation

Scott Clayton, from the WPCA, updated the members on the operating budget and the water rate. The water rates have not been raised in a few years. The operating budget would need to be increased for the fiscal year. The increase would cost a resident \$1.50 more than what they are already paying for water. The rate would be at 1.6%. The public hearing for the WPCA will be held on June 6th. The budget would be brought back to the Town Council after the hearing.

Discussion and Possible Action on Typographical Error in Tax Relief Ordinances

The mistake with the ordinance was the effective date. It should state October 1, 2022 not October 1, 2023.

A motion was made by Mr. Reich, seconded by Mr. Goff, to correct the error of the effective date to read October 1, 2022. Voted (7-0).

Consideration and Action Regarding Police Department Policies/General Orders

- 1) **General Order 4.3 – Code of Conduct**
- 2) **General Order 5.10 – Securing Prisoners**
- 3) **General Order 8.4 – Performance Evaluations**
- 4) **General Order 8.12 – Overtime and Extra Duty Assignments**
- 5) **General Order 8.13 – Blood Borne and Air Borne Pathogens**

The members discussed the general orders of the Police Department. Each officer learns the constitutional procedures while attending the Police Academy. The officers are required to partake in training yearly and every six months if there have been updates to the system. The officers have initial discussions followed by a written form as the procedure for evaluations.

A motion was made by Ms. Walck, seconded by Mr. Feegel, to approve of the Police Department General Orders 4.3, 5.10, 8.4, 8.12, and 8.13. Voted (7-0).

Discussion and Possible Action Regarding Reinstatement of Payments to the Edgewater Hill Developer

The town held back payment until the road was fixed and paved properly.

A motion was made by Mr. Reich, seconded by Ms. Walck, to reinstate the payments to Edgewater Hill Developer. Voted (7-0).

Town Manager Report

The Police Department truck was delivered to the sign company before being brought to the department in June. The existing police vehicle will be demarked and given to the Animal Control department. Residents have been notified of the repaving and chip sealing of some roads in town. The referendum for the budget will be held on Tuesday 30th from 6 am to 8 pm in the Town Hall.

Appointments

None

Tax Refunds

A motion was made by Ms. Walck, seconded by Mr. Goff, to approve tax refunds in the amount of \$967.33. Voted (7-0).

Public Remarks

None

Communications, Correspondence & Announcements

None

Adjournment

A motion was made by Mr. Reich, seconded by Mr. Goff, to adjourn the meeting at 6:54 P.M. Voted (7-0).

Respectfully Submitted,

Katrina Aligata
Recording Clerk

RESOLUTION

East Hampton Town Council

A Resolution Allocating American Rescue Plan Funds
Number 5

DRAFT – June 8, 2023

WHEREAS, the American Rescue Plan was approved in March 2021 and includes State and Local Fiscal Recovery Funds (SLFRF) to be distributed to state, local and Tribal governments across the country, including the Town of East Hampton, and

WHEREAS, the Town of East Hampton will receive \$3,788,167.51 under the program to be used as authorized in the guidance issued by the US Department of the Treasury, and

WHEREAS, the Town of East Hampton has designated its entire allocation as lost public sector revenue under US Department of the Treasury regulations that authorize municipalities to utilize up to \$10 million of the individual municipality's SLFRF distribution as a replacement to lost public sector revenue, and

WHEREAS, funds used to replace lost public sector revenue may be used for the provision of government services at the discretion of the municipality with some limitations as indicated in the guidance, and

WHEREAS, the Town of East Hampton will determine specific expenditures via the Town Council pursuant to Resolution, and

WHEREAS, the Town of East Hampton anticipates certain capital improvements and expenditures as identified in the FY24 Capital Improvements Plan and the estimated amount of these certain capital improvements, which are a subset of the overall Plan, is \$1,942,100, some of which may be partially covered by other funding sources.

NOW, THEREFORE, BE IT RESOLVED by the Town of East Hampton Town Council, to hereby allocate funds for actual costs of the projects identified in Exhibit A attached hereto in an amount up to \$1,942,100 of the Town's SLFRF lost revenue distribution for the purpose of funding the capital cost of the identified projects up to the amount identified in Exhibit A to be purchased or undertaken in or about fiscal year 2024.

BE IT FURTHER RESOLVED, that the Town Manager and the Finance Director take appropriate steps to identify and earmark these funds for this purpose including moving the funds to an appropriate holding or expenditure account or fund.

Approved this 13th day of June, 2023.

TOWN COUNCIL

ATTEST

Mark A. Philhower, Chairperson

Kelly Bilodeau, Town Clerk

Exhibit A
Anticipated FY24 Capital Improvement Plan Expenditures

	Project Estimated Cost	ARPA Funding	Other Sources
Asbestos abatement and floor replacement Middle School	\$ 82,000	\$ 82,000	
Floor Tile and Carpet (Memorial)	\$ 28,500	\$ 28,500	
Playground Fall Protection	\$ 15,000	\$ 15,000	
Technology	\$ 403,600	\$ 403,600	
Truck Overhaul	\$ 16,000	\$ 16,000	
Scag Turf Tiger	\$ 19,000	\$ 19,000	
Pickle Ball Court at Sears Park	\$ 55,000	\$ 55,000	
Basketball Court Reconstruction at Sears Park	\$ 50,000	\$ 50,000	
Tennis Court Reconstruction at Sears Park	\$ 180,000	\$ 180,000	
Siding Repair - Community Center	\$ 170,000	\$ 170,000	
Security Camera Upgrades	\$ 53,500	\$ 53,500	
Furnace Replacement Fire Co. 3	\$ 15,000	\$ 15,000	
Roof Replacement - Co 1	\$ 38,000	\$ 38,000	
Para Tech Jacks	\$ 30,000	\$ 30,000	
Lucas CPR Device	\$ 15,000	\$ 15,000	
Thermal Imaging Camera Replacement	\$ 10,000	\$ 10,000	
Fire Department Server Rebuild/Replace	\$ 25,000	\$ 25,000	
Cruisers and Conversion - Vehicle Sinking Fund	\$ 76,000	\$ 40,000	\$ 36,000
Idemia LiveScan Fingerprint Machine	\$ 11,500	\$ 11,500	
Long Hill Drainage	\$ 60,000	\$ 60,000	
Hales Brook Crossing Lake Drive	\$ 75,000	\$ 75,000	
Wopowog Culvert Repair/Replacement	\$ 20,000	\$ 20,000	
SUB TOTAL - Capital Improvement Plan		\$ 1,412,100	
SINKING FUND EXPENDITURES			
Street Sweeper - Equipment Sinking Fund	\$ 300,000	\$ 300,000	
Replacement DPW Truck - Vehicle Sinking Fund	\$ 230,000	\$ 230,000	
SUB TOTAL - Sinking Funds		\$ 530,000	
GRAND TOTAL	\$ 1,978,100	\$ 1,942,100	\$ 36,000

RESOLUTION

East Hampton Town Council

A Resolution Allocating American Rescue Plan Funds
Number 6

DRAFT – June 8, 2023

WHEREAS, the American Rescue Plan was approved in March 2021 and includes State and Local Fiscal Recovery Funds (SLFRF) to be distributed to state, local and Tribal governments across the country, including the Town of East Hampton, and

WHEREAS, the Town of East Hampton will receive \$3,788,167.51 under the program to be used as authorized in the guidance issued by the US Department of the Treasury, and

WHEREAS, the Town of East Hampton has designated its entire allocation as lost public sector revenue under US Department of the Treasury regulations that authorize municipalities to utilize up to \$10 million of the individual municipality’s SLFRF distribution as a replacement to lost public sector revenue, and

WHEREAS, funds used to replace lost public sector revenue may be used for the provision of government services at the discretion of the municipality with some limitations as indicated in the guidance, and

WHEREAS, the Town of East Hampton will determine specific expenditures via the Town Council pursuant to Resolution, and

WHEREAS, the Town of East Hampton desires to offset operational expenses of the East Hampton Ambulance Association, which provides ambulance services within the East Hampton community in accordance with various agreements and plans, that said Association incurred and will incur as a result of the ongoing public health impact and negative economic impact of the COVID pandemic through a one-time infusion of these funds.

NOW, THEREFORE, BE IT RESOLVED by the Town of East Hampton Town Council, to hereby allocate funds in the amount of \$280,000 to the East Hampton Ambulance Association to be distributed to the Association in one payment and used by the Association to offset past losses and current and future operational costs of the Association.

BE IT FURTHER RESOLVED, that the Town Manager and the Finance Director take appropriate steps to identify and earmark these funds for this purpose including moving the funds to an appropriate holding or expenditure account or fund.

Approved this 13th day of June, 2023.

TOWN COUNCIL

ATTEST

Mark A. Philhower, Chairperson

Kelly Bilodeau, Town Clerk

*Office of THE PUBLIC LIBRARY*

TO: David Cox, Town Manager

FROM: Christine Cachuela, Children's Librarian

DATE: June 7, 2023

SUBJECT: Library of Things Collection Development and Borrowing Policies

The Library of Things is a collection of non-traditional library items that seeks to complement the East Hampton Public Library's mission to connect people, information, and ideas to enrich lives and our shared community. The Library already circulates some items that would fall into this category, including wireless hotspots and children's STEM kits, and is working to grow the collection to increase access to technology and recreation within the community and promote a more sustainable future. Examples of items currently being added are a telescope, a blood pressure monitor, a balloon arch, a four-person tent, and a stand-up paddleboard.

As this collection grows, the Library will need to implement new policies and procedures to control the use of these items. The proposed policies build upon our existing Collection Development Policy for more traditional items, as well as references examples from the policies of other libraries that already have this type of collection. Due to a finite amount of storage space and resources for these items, The Library of Things is not intended to be comprehensive, and the Library will review and evaluate the items on an ongoing basis in order to maintain the collection's usefulness, currency, and relevance.

Notable differences from borrowing policies of more traditional materials include a shorter loan period, that only certain items in the collection will be reservable, and that only three items may be checked out to any one household at a given time. Additionally, a waiver will need to be signed by patrons to use the collection because of the higher cost of certain items and the potential risks associated with their use.

The Library Advisory Board has reviewed these policies and recommended their approval.

Christine Cachuela

Library of Things Collection Development Policy

Purpose and Scope of the Collection

The Library of Things is a collection of non-traditional library items that complement the East Hampton Public Library's mission to connect people, information and ideas to enrich lives and our shared community.

Types of Materials Included in the Collection

The purpose of the Library of Things is to provide community members with diverse opportunities for learning and engagement. To further this goal, the Library of Things may include items like home improvement and assistive devices, audiovisual equipment, crafting tools, games, and more. The Library of Things is not intended to be comprehensive and the library is limited by a finite amount of storage space and resources for these items. A full list of items will be maintained by the Director and made available to patrons by calling the library or visiting the library website.

Procurement of Materials

The library staff will select materials for the Library of Things based on the needs and interests of library patrons, as well as storage space and budget considerations. The library welcomes input from the community concerning the collection. A Request for Purchase form (attached to this document and available on our website) enables users to request that a particular item or subject be purchased by the library. All suggestions for purchase are evaluated using the same selections criteria as for other materials and are not automatically added to the collection. Due to limited storage space and the staff time necessary to evaluate, test and maintain each Thing, the library is not currently accepting donations to this collection.

Collection Maintenance

The Library of Things collection is reviewed and evaluated on an ongoing basis in order to maintain its usefulness, currency, and relevance. Items in the Library of Things are evaluated using the same criteria that is used for the rest of the Library's collection.

Library's Use of Things

The library reserves the right to take a Thing out of circulation temporarily to use for library purposes or to repair a damaged item.

Library of Things Borrowing Policy

Equipment is used at the sole risk of the borrower. The Library makes no representation or warranty as to the fitness for use or condition of the items. Borrowers are responsible for reading and abiding by all manufacturer's recommendations, warnings, and instructions for use. By taking possession of any item, the patron is certifying that they are capable of using the item in a safe and appropriate manner. Not all items are suitable or safe for all patrons. Responsibility for a child's use of an item rests with the parent or guardian.

Equipment must be returned to the East Hampton Public Library Circulation Desk only. It may not be returned at another library or in the outdoor return bins. Items must be returned intact, clean, in working order, and complete (including all accessories, parts, manuals, and packaging provided when borrowed). As with all library materials, borrowers are responsible for the care of the item and any supplemental materials. If any of the Library's property is lost or damaged, borrowers agree to provide the cost of a repair or replacement.

Borrowers must have a valid Connecticut library card in good standing. Materials in the Library of Things are only available for checkout by patrons 18 years or older due to safety concerns, unless a Parental Consent form has been signed. The loan period on materials in the Library of Things is 7 days and they are not renewable. Things are limited to 3 items per household at one time. Library staff may limit the number of repeat loans of a specific item to one household in the interest of ensuring fair access for all library patrons. All borrowers must sign a liability waiver. Items from the Library of Things that have been overdue for more than 28 days will be billed to the patron.

Patrons are not able to place holds on Things through the library's online catalog system. Patrons may reserve some Library Things for a specific date by calling or visiting the library. For a complete list of reservable items, please contact Library staff. While the library agrees not to check out a reserved Thing to another patron within two weeks of a reservation date, the library cannot guarantee that a Thing will be available for its reservation date if it has not yet been returned by the previous borrower. The Library will make reasonable attempts to retrieve said item from the borrower in order to fulfill the reservation.

Library of Things Late or Lost Item Protocol (For staff use)

When to Use: When a Library Thing is more than 28 days overdue.

Procedure:

The patron receives an overdue notice from LION by email if they have one on record 14 days after the due date, but will not receive one if there is no email on record. The patron will receive a bill in the mail 28 days after the due date whether they have an email on record or not. Staff will reach out to the patron by phone once when the item is overdue and again when the patron has been billed for the item. Once a week, the Head of Circulation will run a list of Things.

1. For any item that is between 14 and 28 days overdue, the patron will be called to let them know the item is overdue. For any item that is 28 or more days overdue, the patron will be called to let them know the item has been billed, and that the bill will be removed once the item is returned intact, clean, and in working order.
2. Return the list to the Head of Circulation with a note for the time and date they were called and if you spoke to them directly or had to leave a message.
3. Insert an internal note into their patron record with the following information:
(The item) has been billed. Called patron and left a message. (staff member's initials) EHPL (Today's date)

When to Use: When a patron indicates that they have lost an East Hampton Library Thing.

Procedure:

1. Open the patron's account, find the lost item in the list under 'Checked Out Items.' Check the appropriate item and click 'lost.'
2. A bill will be added to their card under the Fines tab for the cost of the item.
3. The library does not accept replacement items in lieu of payment.
4. If a patron would like to dispute the amount of the charge, please forward their concern to the Director.

East Hampton Public Library
Library of Things Borrowing Criteria

1. To borrow from the East Hampton Public Library's Library of Things collection, a patron must have a valid Connecticut library card in good standing.
2. Library of Things items are intended for check out and take-home use. Patrons who check out items must abide by all requirements of the East Hampton Public Library's Borrowing Policy.
3. Due to safety concerns, Items in the Library of Things are only available to patrons 18 and older unless a Parental Consent form has been signed. Once signed, a note will be added to the patron's record indicating consent and the Consent form will be kept on file.
4. Borrowers are responsible for reading and abiding by all manufacturer's recommendations, warnings, and instructions for use. By taking possession of any item, the patron is certifying that they are capable of using the item in a safe and appropriate manner. Not all items are suitable or safe for all patrons. Responsibility for a child's use of an item rests with the parent or guardian.
5. The patron who borrows the item is responsible for the item.
6. The patron agrees that the Library is not responsible for any manufacturing defects in quality of workmanship or materials inherent in any borrowed items.
7. The patron agrees that if any item becomes unsafe or in a state of disrepair, they will immediately discontinue use of the item and notify library staff.
8. The patron agrees not to modify or tamper with hardware or software settings established by the East Hampton Public Library on applicable items.

CIRCULATION:

1. Library of Things loan periods are 7 days. Items may not be renewed. Limit 3 items per household.
2. Library of Things items will not be shared via delivery with other libraries. All items are borrowed from and returned directly to the East Hampton Public Library.
3. Library of Things items need to be returned to the front desk during the Library's open hours. They may not be returned at another library or in the outdoor return bins.
4. All items must be returned in the same condition as issued, barring normal wear and tear.
5. The patron agrees to pay for the loss, theft of, damage to any item and further agrees to accept the Library's assessment of condition and assessment of fair restitution for damage, dirtiness, delinquency, and/or loss of items in part or in total. This restitution amount could equal up to the full replacement cost of the item.
6. The library reserves the right to refuse the loan of any item at its discretion.

Approved by the Library Advisory Board (date)

Library of Things Informed Consent

The Library of Things collection contains items intended for use by patrons age 18 or over due to safety concerns. Not all Things are suitable or safe for all patrons. Responsibility for a child's use of an item rests with the parent or guardian.

Out of respect for future users, please inspect all borrowed items before return and ensure they are returned intact, clean, in working order, and complete (including all accessories, parts, manuals, and packaging provided when borrowed). Please immediately report any damage to library staff.

I, _____ (print name), state that:

I have read the Library of Things Lending Policy and confirm that I can adhere to each of the clauses.

I am capable and experienced in using the items I am borrowing, and that I will use the items in a proper manner.

I do hereby for myself, on behalf of my successors and assigns, in consideration of being permitted to borrow items, waive any and all claims against the East Hampton Public Library, the Town of East Hampton, its officers, agents, and employees for any injury or injuries of any nature that I may suffer or incur in the use of the items that I am borrowing from the East Hampton Public Library.

I do hereby for myself, on behalf of my successors and assigns, in consideration of being permitted to borrow items, agree to release and indemnify and hold harmless the East Hampton Public Library, the Town of East Hampton, its officers, agents and employees from any and all liability, loss, claims, and demands, actions or causes of action for the death or injury to any persons and for any property damage suffered or incurred by any person which arises or may arise or be occasioned in any way from the use of items I am borrowing from the East Hampton Public Library. I am aware that the East Hampton Public Library, its partners, directors, officers, members, and employees claim no expertise and make no representation concerning the fitness of any item for any particular use.

I understand that one or more items I am checking out **may** have a replacement value of \$100 or more. I agree to pay for the loss, theft of, damage to any item and further agrees to accept the Library's assessment of condition and assessment of fair restitution for damage, dirtiness, delinquency, and/or loss of items in part or in total. This restitution amount could equal up to the full replacement cost of the item.

I am 18 years old or older.

I affirm that the above information is current, true and correct and may be subject to verification. I further state that I have read and fully understand the rules and regulations of the East Hampton Public Library and I understand that failure to comply with any of these rules may result in revocation of my borrowing privileges and/or legal action against me. I have read and signed an Informed Consent form, relinquishing any and all claims against the East Hampton Public Library, the Town of East Hampton, its officers, agents, and employees.

Print Name _____

Signature _____

Library Card # _____

Date _____

For Staff Use Only:

Staff Initials Processing Liability Waiver _____ Date _____

Staff Initials Updating Patron Record with Waiver Consent _____ Date _____

Library of Things Parental Consent Form

I, _____ (print name), confirm that I am the parent or legal guardian of _____.

I agree to pay for the loss, theft of, or damage to any item borrowed by said child.

I have read the Library of Things Borrowing Criteria and confirm that I will adhere to each of the clauses.

I have signed a Library of Things Informed Consent agreement.

Print Name _____

Signature _____

Library Card # _____

Date _____

For Staff Use Only:

Staff Initials Processing Parental Consent Form _____ Date _____

Staff Initials Updating Patron Record with Waiver Consent _____ Date _____

Library of Things Item List

Bird Watching Kit

Hiking Backpack

Binoculars

Birding for Beginners: Northeast *by Stan Tekiela*

Birds of Connecticut Field Guide *by Stan Tekiela*

Stargazing Kit

Telescope

2023 Night Sky Almanac *by Nicole Mortillaro*

Backyard Guide to the Nightsky *by Andrew Fazekas*

Intro to Crochet Kit

14 crochet hook set

Multicolor skeins of yarn

Crochet for Absolute Beginners *by Nicki Trench*

Gardening Tools Set

Bocce

Ladder Ball

Ring Toss

Giant Jenga

Kubb

Stand Up Paddle Board

Bissell Little Green 1400 Multipurpose Carpet Cleaner

Electric Air Pump

Balloon Pump

Balloon Arch

Glue Gun (2)

Selfie Stick & Tripod

Podcasting Kit

Microphone

Headphones

NPR's Podcast Start Up Guide *by Glen Weldon*

Dario Blood Pressure Monitoring System

GoPro HERO11 Black w/accessories

4-person tent

2 rechargeable camping lanterns

Telescoping Fishing Rod (2)

International Travel Power Adapter

Ukelele (2)

Town of East Hampton
CONNECTICUT

FISCAL YEAR 2023-2024

Board of Finance Proposed Budget
For
Town Council
2nd Referendum



June 6, 2023

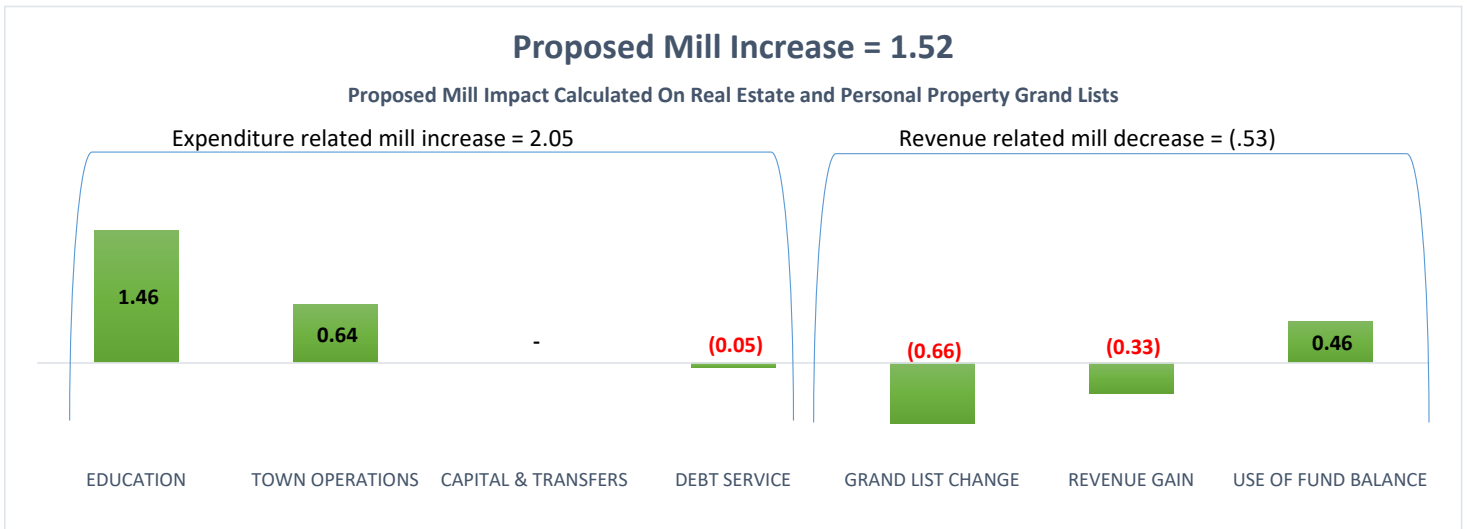
TOWN OF EAST HAMPTON
BOARD OF FINANCE RECOMMENDED BUDGET FOR TOWN COUNCIL - SECOND REFERENDUM
July 1, 2023 - June 30, 2024

	Actual 2020-2021	Actual 2021-2022	Approved 2022-2023	Board of Finance RECOMMENDED 2023-2024	INCREASE/ (DECREASE)	2023 to 2024 Percent Change From Original Bud.
EXPENDITURES						
EDUCATION	\$ 32,131,949	\$ 33,081,988	\$ 34,273,597	\$ 35,858,655	\$ 1,585,058	4.62%
TOWN OPERATIONS						
ADMINISTRATION & FINANCE	4,376,452	4,537,583	4,850,126	5,221,213	371,087	7.65%
PUBLIC SAFETY	2,840,660	2,943,569	3,024,706	3,253,356	228,650	7.56%
HEALTH & HUMAN SERVICES	496,067	489,044	524,527	542,268	17,741	3.38%
CULTURE & RECREATION	1,093,637	1,089,602	1,236,308	1,264,362	28,054	2.27%
REGULATORY	429,226	413,913	461,822	453,858	(7,964)	-1.72%
PUBLIC WORKS	2,197,122	2,240,138	2,357,193	2,419,634	62,441	2.65%
TRANSFERS TO OTHER FUNDS						
OTHER FUNDS	42,500	42,500	42,500	42,500	-	0.00%
CAPITAL IMPROVEMENT	816,931	812,725	812,725	809,500	(3,225)	-0.40%
DEBT SERVICE	3,225,519	3,627,183	4,176,461	4,122,435	(54,026)	-1.29%
TOTAL EXPENDITURES	\$ 47,650,063	\$ 49,278,245	\$ 51,759,965	\$ 53,987,781	\$ 2,227,816	4.30%
REVENUES						
FEDERAL REVENUES	\$ 2,523	\$ 2,803		\$ -	\$ -	0.00%
GRANTS - STATE OF CT (EDUCATION)	6,960,837	6,939,862	6,922,849	6,983,124	60,275	0.87%
GRANTS - STATE OF CT (OTHER)	645,880	635,587	834,744	1,009,662	174,918	20.95%
LICENSES, PERMITS AND FEES	973,760	911,083	638,800	670,535	31,735	4.97%
OTHER REVENUE	99,286	129,550	72,880	72,480	(400)	-0.55%
INVESTMENT INCOME	8,777	13,795	10,000	100,000	90,000	900.00%
PROPERTY TAX REVENUE (PRIOR YEARS)	894,118	1,286,731	819,100	827,500	8,400	1.03%
TRANSFERS FROM OTHER FUNDS	26,517	27,315	28,135	28,980	845	3.00%
TOTAL REVENUES (Before taxes & fund balance)	\$ 9,611,698	\$ 9,946,726	\$ 9,326,508	\$ 9,692,281	\$ 365,773	3.92%
USE OF FUND BALANCE		-	500,000	-	(500,000)	
PROPERTY TAXES (Motor Vehicle) Capped at 32.46 mills		\$ 3,788,736	\$ 4,665,638	\$ 4,927,770		
PROPERTY TAXES (Real Estate and Personal Property)	\$ 37,899,013	\$ 36,904,519	\$ 37,267,819	\$ 39,367,730		
TOTAL REVENUES	\$ 47,510,711	\$ 50,639,981	\$ 51,759,965	\$ 53,987,781	\$ 2,227,816	4.30%
NET GRAND LIST (REAL ESTATE & PERSONAL PROPERTY)	\$ 1,157,829,579	\$ 1,080,488,641	\$ 1,091,760,840	\$ 1,104,571,825	\$ 12,810,985	1.17%
NET GRAND LIST (MOTOR VEHICLE)		\$ 114,802,450	\$ 145,923,728	\$ 154,122,392	\$ 8,198,664	5.62%
VALUE OF MILL	\$ 1,140,462	\$ 1,064,281	\$ 1,075,384	\$ 1,088,003		
ESTIMATED COLLECTION RATE	98.50%	98.50%	98.50%	98.50%		
ADOPTED MILL RATE	33.14	34.53	34.66	36.18	1.52	4.39%

Town of East Hampton
BOARD OF FINANCE RECOMMENDED BUDGET FOR TOWN COUNCIL - SECOND REFERENDUM

BUDGET SUMMARY

	EDUCATION	TOWN GOVERNMENT BUDGET			GRAND TOTAL
		TOWN	DEBT SERVICE	TRANSFERS & CAPITAL	
Budget Increase	4.62%	5.62%	-1.29%	-0.4%	4.30%
Expenditures	\$ 35,858,655	\$ 13,154,691	\$ 4,122,435	\$ 852,000	\$ 53,987,781
Estimated Revenue	6,983,124	2,709,157	-	-	\$ 9,692,281
PROPERTY TAXES (Motor Vehicle) Capped at 32.46 mills	3,273,022	1,200,703	376,278	77,767	4,927,770
PROPERTY TAXES (Real Estate and Personal Property)	25,602,509	9,244,831	3,746,157	774,233	39,367,730
MILLS	23.53	8.50	3.44	0.71	36.18
	65.0%	23.0%	10.0%	2.0%	100.0%



2023-2024

Proposed Mill Rate	36.18
Proposed Mill Rate Change	1.52

Example of Estimated Taxes

Market Value	Assessment	Taxes	Yearly Increase	Monthly Increase
\$ 142,857	\$ 100,000	\$ 3,618	\$ 152	\$ 13
\$ 214,286	\$ 150,000	\$ 5,427	\$ 228	\$ 19
\$ 285,714	\$ 200,000	\$ 7,236	\$ 304	\$ 25
\$ 357,143	\$ 250,000	\$ 9,045	\$ 380	\$ 32
\$ 428,571	\$ 300,000	\$ 10,854	\$ 456	\$ 38
\$ 714,286	\$ 500,000	\$ 18,090	\$ 760	\$ 63

TOWN OF EAST HAMPTON
JULY 1, 2023 - JUNE 30, 2024
ESTIMATED REVENUES

	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Budget 2023-2024	Increase/ (Decrease)	Percent Change
FEDERAL GRANTS						
FEMA				\$ -	\$ -	
Miscellaneous	2,523	2,803		-	-	
Total	2,523	2,803		-	-	
EDUCATION GRANTS - STATE						
Education Cost Sharing	6,940,416	6,918,775	6,902,775	6,960,947	58,172	0.8%
Adult Education	20,421	21,087	20,074	22,177	2,103	10.5%
Total	6,960,837	6,939,862	6,922,849	6,983,124	60,275	0.9%
GENERAL OPERATING GRANTS - STATE						
Motor Vehicle Tax Reimbursement (New FY 2023)			196,643	359,375	162,732	82.8%
State Owned Property	19,217	-	-	-	-	
Tiered PILOT (New FY 2022)	-	124,888	129,112	140,672	11,560	9.0%
Corona Relief (OPM)	96,841				-	
Stabilization Grant	120,397	120,397	120,397	120,397	-	0.0%
Mashantucket Pequot/Mohegan grant	6,742	6,742	6,742	6,742	-	0.0%
Disability Tax Relief	1,474	1,397	1,100	1,400	300	27.3%
Veterans Exemptions	5,217	5,514	4,350	5,500	1,150	26.4%
Youth & Family Services	15,839	15,836	15,911	15,911	-	0.0%
Town Aid Road	321,450	321,546	321,546	321,722	176	0.1%
Grants for Municipal Projects (OPM)	18,943	18,943	18,943	18,943	-	0.0%
Telephone Access Line Share	21,135	18,044	20,000	19,000	(1,000)	-5.0%
COVID grants	17,835	-	-	-	-	
Miscellaneous	790	2,280		-	-	
Total	645,880	635,587	834,744	1,009,662	174,918	21.0%
TOTAL STATE FUNDING	7,606,717	7,575,449	7,757,593	7,992,786	235,193	3.0%
LICENSES, FEES AND PERMITS						
Town Clerk's Office	475,259	447,733	336,250	336,250	-	0.0%
Police Department	19,080	6,655	6,000	5,500	(500)	-8.3%
Tax Collecting Department	165	915	1,000	1,000	-	0.0%
Tax Assessing Department	153	235	300	235	(65)	-21.7%
Blasting Permits	60	99	100	90	(10)	-10.0%
Building Department	397,211	394,050	245,100	275,760	30,660	12.5%
Zoning Permits	4,840	3,665	2,800	3,000	200	7.1%
Planning/Zoning Commission	14,332	5,853	7,500	6,000	(1,500)	-20.0%
Zoning Board of Appeals	1,600	800	1,200	1,200	-	0.0%
Inland Wetlands Commission	5,645	2,425	3,500	2,500	(1,000)	-28.6%
Public Works Department	500	255	350	350	-	0.0%
Library Fees	3,146	4,858	1,000	2,000	1,000	100.0%
Middle Haddam Hist. District	425	400	150	150	-	0.0%
CRRA recycle rebate	831	809	500	500	-	0.0%
Transfer Station Fees	50,513	42,331	33,050	36,000	2,950	8.9%
Total	973,760	911,083	638,800	670,535	31,735	5.0%

TOWN OF EAST HAMPTON
JULY 1, 2023 - JUNE 30, 2024
ESTIMATED REVENUES

	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Budget 2023-2024	Increase/ (Decrease)	Percent Change
OTHER REVENUE						
Private COVID grant	5,000	-		-	-	
New Town Hall rent (BOE)	20,000	21,000	21,630	22,280	650	3.0%
Finance Department	3,624	4,618	2,550	2,550	-	0.0%
Community Room Rental	-	50	150	100	(50)	-33.3%
Housing Authority (P.I.L.O.T)	8,418	6,974	12,000	11,000	(1,000)	-8.3%
Sears Park Boat Passes	4,076	3,700	3,000	3,000	-	0.0%
Sears Park Rent	1,460	5,875	700	700	-	0.0%
Library Fines	191	205	-	-	-	
Cell tower rent	32,851	33,262	32,850	32,850	-	0.0%
Insurance reimbursement/rebate	-	35,609		-	-	
Sale of equipment	21,175	18,127		-	-	
Cemetery	1,600	-		-	-	
Social Service donations	188	-		-	-	
Miscellaneous	703	130		-	-	
Total	99,286	129,550	72,880	72,480	(400)	-0.5%
INTEREST INCOME						
	8,777	13,795	10,000	100,000	90,000	900.0%
PROPERTY TAX REVENUE - OTHER						
Supp. Motor Vehicle	374,320	541,973	391,600	400,000	8,400	2.1%
Back Taxes	345,414	460,066	275,000	250,000	(25,000)	-9.1%
Interest on back taxes	170,781	280,391	150,000	175,000	25,000	16.7%
Lien Fees	3,603	4,301	2,500	2,500	-	0.0%
Total	894,118	1,286,731	819,100	827,500	8,400	1.0%
TRANSFERS FROM OTHER FUNDS						
Capital Reserve Fund & Other Funds				-	-	
W.P.C.A. / Jt. Facilities (Interfund Service Charge)	26,517	27,315	28,135	28,980	845	3.0%
Total	26,517	27,315	28,135	28,980	845	3.0%
USE OF FUND BALANCE (Additional Appropriations)						
	-	-	500,000	-	(500,000)	-100.0%
MOTOR VEHICLE TAXES (32.46 MILLS)						
		3,788,736	4,665,638	4,927,770	262,132	5.6%
CURRENT TAXES						
	37,899,013	36,904,519	37,267,819	39,367,730	2,099,911	5.6%
TOTAL REVENUES						
	\$ 47,510,711	\$ 50,639,981	\$ 51,759,965	\$ 53,987,781	\$ 2,227,816	4.30%

**TOWN OF EAST HAMPTON
BOARD OF FINANCE RECOMMENDED BUDGET FOR TOWN COUNCIL - SECOND REFERENDUM
JULY 1, 2023 - JUNE 30, 2024**

2023-2024										
FY 2023 (Approved) to FY 2024										
	ACTUAL 2020-2021	ACTUAL 2021-2022	APPROVED 2022-2023	Department	Town Manager Changes	Board of Finance Changes	2nd Referendum Board of Finance Additional Changes	RECOMMENDED 2023-2024	Increase (Decrease)	Percent Change
ADMINISTRATION & FINANCE										
TOWN MANAGER'S DEPARTMENT	\$ 365,113	\$ 363,294	\$ 382,001	\$ 393,024				\$ 393,024	\$ 11,023	2.9%
COUNCIL - SPECIAL PROGRAMS	32,005	34,022	40,424	40,720				40,720	296	0.7%
LEGAL DEFENSE & FEES	136,688	53,779	85,000	85,000				85,000	-	0.0%
NEW TOWN HALL / POLICE / BOE	272,433	323,947	311,286	325,140				325,140	13,854	4.5%
FINANCE AND ACCOUNTING	469,386	489,278	506,438	521,805		(1,500)		520,305	13,867	2.7%
COLLECTOR OF REVENUE	169,265	172,149	177,804	178,907				178,907	1,103	0.6%
ASSESSOR'S OFFICE	163,783	183,062	202,913	209,273		(10,000)		199,273	(3,640)	-1.8%
TOWN CLERK'S OFFICE	175,669	179,392	184,903	190,405				190,405	5,502	3.0%
REGISTRARS/ELECTIONS	52,690	37,302	50,991	50,669				50,669	(322)	-0.6%
GENERAL INSURANCE	370,445	386,823	406,160	412,260				412,260	6,100	1.5%
PROBATE COURT	16,859	18,943	19,200	19,239				19,239	39	0.2%
EMPLOYEE BENEFITS	2,025,119	2,114,353	2,286,725	2,627,725		(57,000)	28,500	2,599,225	312,500	13.7%
INFORMATION TECHNOLOGY	126,997	181,239	166,281	177,046				177,046	10,765	6.5%
CONTINGENCY	-	-	30,000	30,000				30,000	-	0.0%
TOTAL ADMINISTRATION & FINANCE	4,376,452	4,537,583	4,850,126	5,261,213	-	(68,500)	28,500	5,221,213	371,087	7.7%
PUBLIC SAFETY										
POLICE ADMINISTRATION	335,861	337,047	375,282	388,765				388,765	13,483	3.6%
POLICE REGULAR PATROL	1,739,542	1,829,142	1,794,407	1,984,855		(105,310)	105,310	1,984,855	190,448	10.6%
LAKE PATROL/BOAT REGISTRATIONS	377	1,295	2,096	2,473	2,583			5,056	2,960	141.2%
ANIMAL CONTROL	49,980	52,047	53,441	55,530	950			56,480	3,039	5.7%
FIRE DEPARTMENT	319,808	323,375	341,734	358,689				358,689	16,955	5.0%
FIRE MARSHAL	68,179	90,823	92,985	96,700				96,700	3,715	4.0%
TOWN CENTER FIRE SYSTEM	7,450	11,891	8,050	8,650				8,650	600	7.5%
AMBULANCE SERVICES	62,642	59,897	64,790	236,200		(173,910)		62,290	(2,500)	-3.9%
CIVIL PREPAREDNESS / L.E.P.C	17,609	12,046	8,096	8,096				8,096	-	0.0%
PUBLIC SAFETY DISPATCH	187,296	179,896	232,825	232,775				232,775	(50)	0.0%
STREET LIGHTING	51,916	46,110	51,000	51,000				51,000	-	0.0%
TOTAL PUBLIC SAFETY	2,840,660	2,943,569	3,024,706	3,423,733	3,533	(279,220)	105,310	3,253,356	228,650	7.6%

**TOWN OF EAST HAMPTON
BOARD OF FINANCE RECOMMENDED BUDGET FOR TOWN COUNCIL - SECOND REFERENDUM
JULY 1, 2023 - JUNE 30, 2024**

2023-2024										
FY 2023 (Approved) to FY 2024										
	ACTUAL 2020-2021	ACTUAL 2021-2022	APPROVED 2022-2023	Department	Town Manager Changes	Board of Finance Changes	2nd Referendum Board of Finance Additional Changes	RECOMMENDED 2023-2024	Increase (Decrease)	Percent Change
HEALTH AND HUMAN SERVICES										
CHATHAM HEALTH DISTRICT ASSESSMENT	179,786	167,296	170,301	181,009	-			181,009	10,708	6.3%
HUMAN SERVICES	122,592	119,375	127,540	134,009	(1,900)			132,109	4,569	3.6%
SENIOR CENTER	129,078	135,262	159,746	184,209	-	(23,750)		160,459	713	0.4%
TRANSPORTATION	53,915	53,915	53,940	53,940				53,940	-	0.0%
COMMUNITY SERVICES	4,950	6,760	6,800	6,800				6,800	-	0.0%
CEMETERY CARE	5,000	5,286	5,000	5,000				5,000	-	0.0%
COMMISSION ON AGING	746	1,150	1,200	2,951				2,951	1,751	145.9%
TOTAL HEALTH AND HUMAN SERVICES	496,067	489,044	524,527	567,918	(1,900)	(23,750)	-	542,268	17,741	3.4%
REGULATORY										
PLANNING, ZONING & BUILDING	375,282	358,243	397,796	391,272	(1,500)			389,772	(8,024)	-2.0%
ECONOMIC DEVELOPMENT	5,334	2,353	4,637	4,637				4,637	-	0.0%
CONSERVATION AND LAKE COMMISSION	46,946	52,123	57,127	57,187				57,187	60	0.1%
REDEVELOPMENT AGENCY	536	521	1,462	1,462				1,462	-	0.0%
MIDDLE HADDAM HISTORIC DISTRICT	1,128	673	800	800				800	-	0.0%
TOTAL REGULATORY	429,226	413,913	461,822	455,358	(1,500)	-	-	453,858	(7,964)	-1.7%
PUBLIC WORKS										
PUBLIC WORK DEPARTMENT	1,476,742	1,472,808	1,536,333	1,542,294				1,542,294	5,961	0.4%
ENGINEERING	39,481	38,344	40,000	40,000				40,000	-	0.0%
TOWN GARAGE	35,335	44,106	47,909	44,115				44,115	(3,794)	-7.9%
TOWNWIDE MOTOR FUEL	95,480	122,538	162,520	172,600				172,600	10,080	6.2%
ROAD MATERIALS	366,370	379,370	370,000	370,000				370,000	-	0.0%
TRANSFER STATION	181,734	182,972	200,431	250,625				250,625	50,194	25.0%
SEPTAGE DISPOSAL	1,980	-	-	-				-	-	-
TOTAL PUBLIC WORKS	2,197,122	2,240,138	2,357,193	2,419,634	-	-	-	2,419,634	62,441	2.6%
CULTURE AND RECREATION										
PARK & RECREATION	422,583	459,006	487,802	506,392	(6,000)			500,392	12,590	2.6%
ARTS & CULTURAL COMMISSION	2,699	2,007	2,300	2,980				2,980	680	29.6%
E H COMMUNITY CENTER	141,806	142,526	159,209	158,348				158,348	(861)	-0.5%
E HAMPTON PUBLIC LIBRARY	521,549	476,063	576,997	593,242	(600)			592,642	15,645	2.7%
MIDDLE HADDAM LIBRARY	5,000	10,000	10,000	15,000	(5,000)			10,000	-	0.0%
TOTAL CULTURE AND RECREATION	1,093,637	1,089,602	1,236,308	1,275,962	(11,600)	-	-	1,264,362	28,054	2.3%
TOTAL OPERATING BUDGET (TOWN)	11,433,164	11,713,849	12,454,682	13,403,818	(11,467)	(371,470)	133,810	13,154,691	700,009	5.62%
DEBT SERVICE (Includes tax exempt leases)	3,225,519	3,627,183	4,176,461	4,122,435	-	-	-	4,122,435	(54,026)	-1.29%
CONTRIBUTIONS TO OTHER FUNDS										
TRANSFER TO CAPITAL RESERVE FUND	816,931	812,725	812,725	934,000	-	(124,500)		809,500	(3,225)	-0.4%
TRANSFER TO COMP. ABSENCES FUND	42,500	42,500	42,500	42,500				42,500	-	0.0%
TOTAL CONTRIBUTIONS TO OTHER FUNDS	859,431	855,225	855,225	976,500	-	(124,500)	-	852,000	(3,225)	-0.4%

TOWN OF EAST HAMPTON
 BOARD OF FINANCE RECOMMENDED BUDGET FOR TOWN COUNCIL - SECOND REFERENDUM
 JULY 1, 2023 - JUNE 30, 2024

	2023-2024							FY 2023 (Approved) to FY 2024		
	ACTUAL 2020-2021	ACTUAL 2021-2022	APPROVED 2022-2023	Department	Town Manager Changes	Board of Finance Changes	2nd Referendum Board of Finance Additional Changes	RECOMMENDED 2023-2024	Increase (Decrease)	Percent Change
TOWN GOVERNMENT TOTAL	15,518,114	16,196,257	17,486,368	18,502,753	(11,467)	(495,970)	133,810	18,129,126	642,758	3.68%
EDUCATION	32,131,949	33,081,988	34,273,597	36,400,655	-	(792,000)	250,000	35,858,655	1,585,058	4.62%
TOTAL	\$ 47,650,063	\$ 49,278,245	\$ 51,759,965	\$ 54,903,408	(11,467)	(1,287,970)	\$ 383,810	\$ 53,987,781	\$ 2,227,816	4.30%

TOWN OF EAST HAMPTON
CAPITAL IMPROVEMENT PLAN 2023-2027

As of
12/1/2022

Town Council Approved Plan
May 9, 2023

Category	Project Name	Funding	2023 Approved	2024 Dept	2024 Cap Comm	2024 BOF	2024 Town Council	Attachment	2025	2026	2027	2028	Available Balance	Total Project Cost	Project #	Column1
			\$ 169,500	\$ 445,500	\$ 270,500	\$ 270,500	\$ 270,500		\$ 872,000	\$ 222,000	\$ 227,000	\$ 227,000	\$ 263,306			
PUBLIC WORKS																
Buildings & Grounds	Oakum Dock - St. Clements Easement	General Fund											57,013		OAKUM	Future site clean-up
Equipment	Equipment Sinking Fund	General Fund	\$ 90,000	\$ 170,000				3	\$ 170,000	\$ 170,000	\$ 170,000	\$ 170,000	139,521	\$ 400,000	C2210	
Equipment	Replace cans & equipment trash recycling at Transfer station	General Fund											10,000		53080	Sinking Fund
Equipment	Truck plows / sanders	General Fund											28,605		53035	Sinking Fund
Roads / Sidewalks	Road Repair / Maintenance	General Fund	450,000	550,000	450,000	450,000	450,000		650,000	750,000	750,000	750,000	192,351		53001/53003	On-going
Roads / Sidewalks	Road repairs (Private Roads)	General Fund											19,458		53131	On-going
Roads / Sidewalks	Sidewalk repair and replacement	General Fund	15,000	15,000	15,000	15,000	15,000		15,000	15,000	15,000	15,000	63,790		53002	On-going
Buildings & Grounds	Water quality infrastructure improvements (Increased 6/9/2020)	General Fund	50,000	50,000	40,000	40,000	40,000		50,000	50,000	50,000	50,000	157,368		53550/53555	
Buildings & Grounds	In-Lake Treatment/Aeration	General Fund	150,000	150,000	150,000	150,000	150,000		150,000				55,375		C2114	
Roads / Sidewalks	Long Hill Drainage	General Fund	10,000	60,000	60,000	60,000	60,000		60,000				10,000		C2314	
Roads / Sidewalks	Hales Brook Crossing Lake Drive	General Fund	20,000	75,000	75,000	75,000	75,000		75,000	75,000			35,000	260,000	C2211	
Roads / Sidewalks	Wopowog Culvert Repair/Replacement	General Fund		20,000	20,000	20,000	20,000		200,000							
Buildings & Grounds	Public Works Cold Storage Building	Finance							400,000					400,000		
Vehicles	Excavator	Finance											47		C2112	Complete
Vehicles	International Dump Truck 4900	Finance											8,759		C2113	In-process
Vehicles	Vehicle Sinking Fund (Total Available Balance Here)	General Fund	70,000	80,000				4	85,000	90,000	90,000	100,000	226,231	225,000	23170/53100	On-going
			\$ 855,000	\$ 1,170,000	\$ 810,000	\$ 810,000	\$ 810,000		\$ 1,855,000	\$ 1,150,000	\$ 1,075,000	\$ 1,085,000	\$ 1,003,618			
		TOTAL	\$ 4,051,825	\$ 3,621,170	\$ 2,455,925	\$ 2,380,925	\$ 2,380,925		\$ 3,754,600	\$ 1,801,000	\$ 1,705,600	\$ 1,714,000	\$ 1,778,217			
		TOTAL EDUCATION	\$ 2,799,600	\$ 1,210,925	\$ 752,925	\$ 707,925	\$ 707,925		\$ 960,600	\$ 291,000	\$ 334,600	\$ 295,000				

Finance																
Grants	\$ 1,197,000		\$ 48,325	\$ 48,325	\$ 48,325											
Residual Project Balances and Other Funds	\$ 107,000	\$ 80,000	\$ 36,000	\$ 36,000	\$ 36,000											
LoCIP Grant	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000											
Application of Surplus	\$ 1,150,000															
Application of APRA Funds	\$ 710,100		\$ 1,487,100	\$ 1,412,100	\$ 1,412,100											
Levy Amount	\$ 812,725	\$ 3,466,170	\$ 809,500	\$ 809,500	\$ 809,500											

		Grants (LoCIP & Other)	ARPA	Residual Balances	Other Funding	Levy/ Transfer
Asbestos abatement and floor replacement Middle School	\$	82,000	\$	82,000		
Interior Finishes	\$	20,000				\$ 20,000
Track resurface sinking fund	\$	16,000				\$ 16,000
Floor Tile and Carpet (Memorial)	\$	28,500	\$	28,500		
Building Automation Controller	\$	6,500				\$ 6,500
Pavement Repair and Replacement Parking Lots	\$	10,000				\$ 10,000
Building Infrastructure Replacements	\$	15,000				\$ 15,000
Playground Fall Protection	\$	15,000	\$	15,000		
Technology	\$	403,600	\$	403,600		
Technology and Building Security Upgrades	\$	95,325	\$	48,325		\$ 47,000
Truck Overhaul	\$	16,000	\$	16,000		
School Transportation Vehicle	\$	-	\$	-		
Scag Turf Tiger	\$	19,000	\$	19,000		
Match contribution towards Phase III - Airline Trail Project	\$	15,000				\$ 15,000
Pickle Ball Court at Sears Park	\$	55,000	\$	55,000		
Basketball Court Reconstruction at Sears Park	\$	50,000	\$	50,000		
Tennis Court Reconstruction at Sears Park	\$	180,000	\$	180,000		
Top Dress North Field at High School	\$	10,000				\$ 10,000
Siding Repair - Community Center	\$	170,000	\$	170,000		
Interior Finishes	\$	10,000				\$ 10,000
Revaluation	\$	20,000				\$ 20,000
Security Camera Upgrades	\$	53,500	\$	53,500		
HVAC Repair/Replace Funds (All Town Buidlings)	\$	10,000				\$ 10,000
Building Department Vehicle	\$	-	\$	-		
Fire Department Facility Maintenance & Repair Sinking Fund	\$	10,000				\$ 10,000
Furnace Replacement Fire Co. 3	\$	15,000	\$	15,000		
Roof Replacement - Co 1	\$	38,000	\$	38,000		
Air Bottles	\$	10,000				\$ 10,000
Turnout gear	\$	30,000				\$ 30,000
Para Tech Jacks	\$	30,000	\$	30,000		
Lucas CPR Device	\$	15,000	\$	15,000		
Thermal Imaging Camera Replacement	\$	10,000	\$	10,000		
Fire Department Server Rebuild/Replace	\$	25,000	\$	25,000		
Cruisers and Conversion - Vehicle Sinking Fund	\$	76,000	\$	40,000	\$	36,000
Idemia LiveScan Fingerprint Machine	\$	11,500	\$	11,500		
Equipment Sinking Fund						\$300,000 for Sweeper
Road Repair / Maintenance	\$	450,000	\$	75,000		\$ 375,000
Sidewalk repair and replacement	\$	15,000				\$ 15,000
Water quality infrastructure improvements	\$	40,000				\$ 40,000
In-Lake Treatment/Aeration	\$	150,000				\$ 150,000
Long Hill Drainage	\$	60,000	\$	60,000		
Hales Brook Crossing Lake Drive	\$	75,000	\$	75,000		
Wopowog Culvert Repair/Replacement	\$	20,000	\$	20,000		
Vehicle Sinking Fund (Total Available Balance Here)	\$	-				\$230,000 for Int. Truck

\$ 2,380,925 \$ 123,325 \$ 1,412,100 \$ - \$ 36,000 \$ 809,500 \$ -

Sweeper	\$ 300,000
DPW Truck	\$ 230,000
	\$ 1,942,100

ARPA Avail	\$ 2,560,467
Remainder	\$ 618,367

2023 Levy	\$ 812,725
Change	\$ (3,225)
Percent	-0.4%

Attachment 1
FY 2024
Education Technology

2023-2024	Quantity	Cost Est.	Total
HS Lab Computers, Tech(12), Photo(24), Music(17)	53	\$1,100.00	\$58,300.00
Middle School Teacher Laptops(2018 Model)	35	\$1,000.00	\$35,000.00
Memorial Projectors	44	\$2,500.00	\$110,000.00
VM Host Servers	3	\$9,500.00	\$28,500.00
SAN Replacement	1	\$50,000.00	\$50,000.00
MR46 WiFi upgrades - HS Wireless(exp. 10/2023)	59	\$1,400.00	\$82,600.00
MR46 WiFi upgrades - Center Wireless(exp. 10/2023)	5	\$1,400.00	\$7,000.00
MR46 WiFi upgrades - Memorial Wireless(exp. 10/2023)	20	\$1,400.00	\$28,000.00
MR46 WiFi upgrades - BOE and IT(exp. 10/2023)	3	\$1,400.00	\$4,200.00
Anticipated 50% ERATE Reimbursement (\$60,900)			
		Total	\$403,600.00
24-25			
High School Smartboards(2015)	38	\$2,500.00	\$95,000.00
HS Switch(2015) Replacements	7	\$20,000.00	\$140,000.00
Memorial Switch(2016) Replacements	2	\$25,000.00	\$50,000.00
Center Projectors	18	\$2,500.00	\$45,000.00
Desktop PCs at The Learning Center	16	\$850.00	\$13,600.00
Anticipated 50% ERATE Reimbursement (\$95,000)			
		Total	\$343,600.00
25-26			
Elementary Teacher Laptops	100	\$1,000.00	\$100,000.00
			\$0.00
		Total	\$100,000.00
26-27			
Admin and HS Laptops(2021 Model)	45	\$1,000.00	\$45,000.00
Wireless Access Points(MR-42 exp 7/26) at HS, Center, Memorial, MS	84	\$1,400.00	\$117,600.00
		Total	\$162,600.00
27-28			
Remaining HS Laptops(2022 Model)	45	\$1,000.00	\$45,000.00
Districtwide Desktops(2022 Model)	200	\$900.00	\$180,000.00
TLC Firewall/Wireless	1	\$1,000.00	\$1,000.00
		Total	\$226,000.00
<i>TBD Time Tables</i>			
Datto Siris 3 Enterprise 12000 Backup Appliance(2018)			
HS/BOE Phone Systems Avaya IP500v2 (Includes BOE and IT)(Installed 2015)			
Middle School Phone System(Installed 2020)			
Center Phone System(Installed 2021)			
Memorial Phone System(Installed 2021)			
Middle, Center and Memorial Electronic Access Control(Installed 2020)			
Middle, Center, BOE, IT Switches(Installed 2020)			
Security Cameras(Installed 2021-2022)			
Security NVRs(Installed 2021)			
District Firewall(Installed 2022)			
iBoss Gateway 14700(2020) Content Filter Appliance			

Attachment 2
FY 2024
School Security Related Items

Request Title	FY 2024 Capital Cost
Window Film for HS interior with caulk	\$33,500.00
High School Electronic Access Control Replacement	\$22,000.00
High School Exterior Window Film and Caulk	\$18,000.00
Alertus safety system	\$11,825.00
Middle School Entry System/Camera	\$10,000.00
	<hr/>
	\$95,325.00

YEAR	Department	MAKE/MODEL/DESCRIPTION	Current Age	Replacement Age	Replacement Year	Notes	2023	2024	2025	2026	2027	2028
1999	Public Works	Freightliner Sweeper	22	25	2024			\$300,000				
1996	Public Works	Volvo Loader	25	29	2025				\$180,000			
	Public Works	Fork Lift										
	Public Works	Caterpillar Crawler Backhoe										
	Public Works	Tiger Roadside Mower										
1995	Public Works	Ingersoll Rand Roller	26	31	2026				\$125,000			
	Public Works	Morbark Brush Chipper										
	Public Works	Volvo Loader										
1995	Public Works	Trackless Tractor	26	32	2027					\$200,000		
	Public Works	Volvo Grader										
	Public Works	Leaf Vacuum										
	Public Works	John Deere Backhoe										
	Public Works	Bobcat Loader			2028							\$100,000
	Public Works	International Vactor										

Annual Expenses	\$0	\$300,000	\$180,000	\$125,000	\$200,000	\$100,000
Current Available	\$ 80,000	\$ 139,521	\$ 139,521	\$ 59,521	\$ 44,521	\$ (45,479)
Annual Funding	\$ 90,000	\$ 300,000	\$ 100,000	\$ 110,000	\$ 110,000	\$ 110,000
Lease Proceeds						
End of Year Total Available	\$ 139,521	\$ 139,521	\$ 59,521	\$ 44,521	\$ (45,479)	\$ (35,479)
Lease Payments						
Total Lease Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cash Financing	\$ 90,000	\$ 300,000	\$ 100,000	\$ 110,000	\$ 110,000	\$ 110,000
TOTAL COST	\$ 90,000	\$ 300,000	\$ 100,000	\$ 110,000	\$ 110,000	\$ 110,000

PLATE	YEAR	Department	MAKE/MODEL/DESCRIPTION	Replacement Year	Notes	2024	2025	2026	2027	2028
6EN	2010	Planning	Ford Crown Vict.LTD Police Interceptor	2022	TX FROM PD					X
42EN	2015	Police	2015 Ford SUV Interceptor	2022	Patrol					\$57,500
		Parks & Recreation	Ford F350 W/Plow	2022						
45 EN	2000	Public Works	International 4900 4X2	2023	Overhauled Former Fire Vehicle					
37 EN	2001	Public Works	International Dump 4900 4x2	2023	Overhauled Former Fire Vehicle					
24EN	2015	Police	2015 Ford Expedition	2023	Supervisor Vehicle (TX to Animal Control)					
20 EN	1997	Public Works	International 4800 4 x 4 Dump	2024		\$230,000				
58 EN	2008	Public Works	Ford Expedition	2024	Replace with Ford Escape or similar					
59EN	2011	Building Department	Ford Crown Vict.LTD Police Interceptor	2024	Replace with Ford Escape or similar					
3EN	2016	Police	2016 Ford Taurus Interceptor	2024	Patrol, Unmarked, Traffic Detail	\$56,000				
67EN	2017	Police	2017 Ford SUV Interceptor	2024	Patrol	\$20,000		\$63,500		
85 EN	2009	Public Works	Ford Ranger (white)	2025	Replace with 150 4X4		\$30,520			
11EN	2011	Public Works	2011 Ford CV Interceptor	2025			X			
21 EN	2011	Public Works	Ford Crown Vict.LTD Police Interceptor	2025	Replace with Ford Escape or similar		\$28,000			
2 EN	2012	Public Works	Ford F150 4 x 4	2025			\$38,150			
30 EN	2012	Public Works	Ford F 550 4x4	2025			\$103,550			
236ZVX	2013	Police	2013 Ford Taurus Interceptor	2025	General/Detective		\$63,500			
83EN	2017	Police	2017 Ford SUV Interceptor	2025	Patrol		\$63,500			
66 EN	2002	Public Works	International 4900 4 x 2 Dump	2026				\$212,750		
41EN	2003	Parks & Recreation	Ford F150 4 x 2	2026				\$30,000		
33 EN	2004	Public Works	International 7300 4 x 4 Dump	2026				\$247,250		
4 EN	2006	Public Works	Ford E150 Van	2026	Replace with covered utility body truck			\$60,000		
86EN	2019	Police	2019 Ford SUV Interceptor	2026	Patrol, Canine			\$63,500		
81 EN	2009	Public Works	Ford F-350 4x4 (white)	2027					\$41,300	
	2017	Y/F Services	Ford Transit Cargo Van	2027					\$45,000	
87EN	2019	Police	2019 Ford SUV Interceptor	2027	Patrol				\$63,500	
29 EN	2001	Public Works	International 4700 LP Dump	2028						\$218,300
AW66157	2020	Police	2020 Ford SUV Interceptor	2028	Chief Vehicle					
97EN	2021	Police	2021 Ford SUV Interceptor	2028	Patrol					\$57,500
96EN	2021	Police	2021 Ford SUV Interceptor	2028	Patrol					
73EN	2021	Police	2021 Ford SUV Interceptor	2028	Patrol					
72 EN	2005	Public Works	International 7300 4 X 4 Dump	2029						
10 EN	2017	Public Works	Ford 145 F350 4x4 reg cab SRW	2031						
38 EN	2017	Public Works	Ford F-550 4 x 4 Dump	2031						
78 EN	2009	Public Works	International 7400 SBA 4 x 2	2033						
82 EN	2010	Public Works	International 7400 SBA 4 x 2	2034						
22 EN	2016	Public Works	International Dump 7500 SFA 4x2	2035						
44 EN	2017	Public Works	International 7500 SFA 4X2	2036						
93EN	2018	Public Works	International 7500 SFA 4X2	2042						

Annual Expenses \$306,000 \$327,220 \$677,000 \$149,800 \$333,300

Current Available \$ 228,591 \$ 228,591 \$ 113,371 \$ (346,629) \$ (274,429)
 Annual Funding \$ 306,000 \$ 212,000 \$ 217,000 \$ 222,000 \$ 232,000
 Lease Proceeds

End of Year Total Available \$ 228,591 \$ 113,371 \$ (346,629) \$ (274,429) \$ (375,729)

Lease Payments

Total Lease Payments \$ - \$ - \$ - \$ - \$ -

Cash Financing \$ 306,000 \$ 212,000 \$ 217,000 \$ 222,000 \$ 232,000

TOTAL COST \$ 306,000 \$ 212,000 \$ 217,000 \$ 222,000 \$ 232,000

TOWN OF EAST HAMPTON AGENDA REPORT

DATE: June 13, 2023

SUBJECT: Second Reading- 2023/24 Public Water System Operating Budget & Water Use Rate

DEPARTMENT: WPCA

RECOMMENDED MOTION –to adopt the 2023/24 Operating Budget and approve water use rates effective July 15, 2022 for the two Community Water Systems owned by the Town and operated by the WPCA.

BACKGROUND – Pursuant to direction provided by TC at the meeting of May 23, 2023, a public hearing was held on June 6, 2023. At the Public Hearing, no one attended.

The recommended expense budget for both systems, \$241,730.00 represents an increase of 1.60% or \$3806.00 over last year. Increases in Capital and minor expenses account for the minimal increase.

WATER RATE RECOMMENDATION:

The 2023/24 budget of \$241,730.00, will require an increase in water rates.

Recommended Resolution: The Town Council does hereby approve the 2023/24 Public Water System Operating Budget substantially in the form presented and furthermore adopts the following rate structure effective July 15, 2023.

Effective July 15, 2023 water billing rates are as follows:

- Equivalent Meter Units: \$40.00/EMU
- Commodity Charge: \$12.00/1000 gallons

ALTERNATIVE ACTIONS – at the discretion of the Town Council

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



Office of the WATER POLLUTION CONTROL AUTHORITY

Scott Clayton

sclayton@easthamptonct.gov

2023-24 Public Water Systems Operation Budget

63-59-0000-XXXX VCWS

63-59-0590-XXXX ROWS

63-59-0593-XXXX HWWS

Presented to WPCA: April 4, 2023

Recommended by WPCA: May 2, 2023

First Reading Date: May 23, 2023

Public Hearing Date: June 6, 2023

Town Council Adoption: June 13, 2023

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

Board recommendation

**East Hampton Water Pollution Control Authority
Community Water Systems Fiscal Year Budget - 2023-24**

REVENUES

Residential Consumption Estimated	VCWS	ROWS	HWWS	
daily consumption (gals.)	6,000	12,000	4,080	
Est. daily cons./unit (gals.)	92	130	120	
Monthly commodity cost (\$/1000gals.)	\$12.00	\$12.00	\$12.00	4% increase over 4 years
Monthly commodity charge (\$)	\$33.12	\$46.96	\$43.20	Last Increase 19/20
Monthly meter cost (1EMU = X.XX)	\$40.00	\$40.00	\$40.00	
Per unit monthly cost (\$)	\$73.12	\$86.96	\$83.20	
EMU's	92	92	34	
Estimated monthly revenue	\$6,727	\$8,000	\$2,829	
Est. Residential yearly revenue	\$80,724.48	\$96,000.00	\$33,945.60	\$210,670
Monthly meter cost (15 EMU = \$X.XX)	Clr. Sch. \$600.00	Mem. Sch.		
daily consumption (gals/day)	900			
Monthly commodity charge (\$)	\$324.00			
Monthly meter cost (20 EMU = \$X.XX)		\$800.00		
daily consumption (gals/day)		1,800		
Monthly commodity charge (\$)		\$648.00		
Estimated monthly revenue	\$924.00	\$1,448.00		
Est. Institutional yearly revenue	\$11,088.00	\$17,376.00		\$28,464
Estimated total revenue 23/24	\$91,812.48	\$113,376.00	\$33,945.60	\$239,134
Transfer from capital fund balance				-2,596
Proposed fiscal year Operating Budget				\$241,730
Annual Cost based upon 72,000 gals.	\$1,344.00			
Water system Fund balance (Fund 63) 6/30/19	\$ 188,836.00			
Water system Fund balance (Fund 63) 6/30/20	\$ 196,273.00			
Water system Fund balance (Fund 63) 6/30/21	\$ 257,905.00			
Water system Fund balance (Fund 63) 6/30/22	\$ 160,656.00			
Water System Capital balance (Fund 63) 6/30/22	\$ 200,726.00			
Acct 6980 funded reserve/Capital 6/30/22	\$ 42,342.00			If need transfer for budget take from here
Projected PWS capital balance (Fund 63) 6/30/23	\$ 243,067.00			
Projected PWS fund balance (Fund 63) 6/30/23	\$ 160,656.00			

APPENDIX G
WPCA
Fiscal Year 2023/24
Capital Budget 2019-2025
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	Piping Repair (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 23/24 funding level for Capital Budget
\$44,460 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative Reserve for Capital	\$ 133,827	\$ 171,852	\$ 211,778	\$ 252,104	\$ 294,446	\$ 338,904
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	\$ 57,951	\$ 68,277	\$ 80,619	\$ 95,077
Budget Line Item 5980 Percent Increase over previous year	30%	25%	5%	1%	5%	5%
Total Budget Percent Increase over 2022/2023 Budget	30%	33%	8%	2%	2%	2%

Water sytem Fund balance (Fund 63) 6/30/20	\$ 196,273.00
Water system Fund balance (Fund 63) 6/30/21	\$ 257,905.00
Transfer /Water Ops budget / Capital 6/30/22	\$ 40,326
Water system Fund balance (Fund 63) 6/30/22	\$ 160,656.00
Acct 5980 funded reserve/Capital (Fund 53) 6/30/22	\$ 42,342.00
PWS audited capital balance (Fund 53) 6/30/22	\$ 200,725.00
Projected PWS capital balance (Fund 53) 6/30/23	\$ 243,066.79
Projected PWS fund balance (Fund 63) 6/30/23	\$ 160,656.00

VCWS F/Y 2023-24 Operating Budget - Expenditures only

Adopted:

page 1 of 1

	Actual	APPROVED	Spent	%	PROPOSED	\$	%
	21-22	2022-23			2023-24		
	EXPENSES	BUDGET	03/29/22	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	112	77.60%	500	0	0.0%
5330 Prof/Tech Services	5,889	5,820	2,523	56.65%	5,820	0	0.0%
5430 Bldg. & Equip. M&R	47,508	14,950	10,596	29.12%	15,950	1,000	6.7%
5436 UTT/Oper. Labor	10,582	18,000	10,375	42.36%	18,000	0	0.0%
5490 oth purchased propsrv	0	400	383	4.25%	400	0	0.0%
5520 Prop/Liab Insurance	0	1,317	0	100.00%	1,317	0	0.0%
5530 Communications	623	650	468	28.00%	650	0	0.0%
5540 Newspaper Adv.	125	100	0	100.00%	100	0	0.0%
5580 Staff Travel	1,195	1,500	199	86.73%	1,500	0	0.0%
5590 Other Purch. Serv.	2,690	3,729	2,235	40.06%	4,030	301	8.1%
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	5,770	40.82%	9,750	0	0.0%
5627 Motor Fuel	0	600	0	100.00%	600	0	0.0%
5680 Chemicals	1,348	1,750	1,065	39.14%	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	873	24.42%	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	21,171	0	100.00%	22,230	1,059	5.0%
5990 Contingency	0	1,200	0	100.00%	1,200	0	0.0%
	\$79,864	\$87,866	\$34,599		\$90,225	\$2,359	3%
					+/-		

ROWS F/Y 2023-24 Operating Budget - Expenditures only

Adopted:

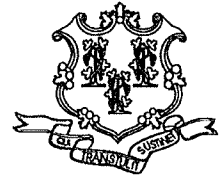
page 1 of 1

	Actual	APPROVED	Spent	%	PROPOSED	\$	%
	2021-22	2022-23			2023-24		
	EXPENSES	BUDGET	03/29/22	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	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	0	100.00%	538	0	0.0%
5330 Prof/Tech Services	7,910	7,863	3,202	59.28%	7,863	0	0.0%
5430 Bldg. & Equip. M&R	27,444	21,450	29,310	-36.64%	20,450	(1,000)	-4.7%
5436 UTT/Oper. Labor	10,900	18,000	9,505	47.19%	18,000	0	0.0%
5490 oth purchasedproprsrt	383	400	96	76.00%	400	0	0.0%
5520 Prop/Liab Insurance	0	2,424	0	100.00%	2,424	0	0.0%
5530 Communications	623	1,250	971	22.32%	1,250	0	0.0%
5540 Newspaper Adv.	175	100	0	100.00%	100	0	0.0%
5580 Staff Travel	1,194	1,500	199	86.73%	1,500	0	0.0%
5590 Other Purch. Serv.	7,319	10,075	6,472	35.76%	10,882	807	8.0%
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	5,239	46.27%	9,750	0	0.0%
5627 Motor Fuel	0	650	0	100.00%	650	0	0.0%
5680 Chemicals	4,008	9,750	3,194	67.24%	9,750	0	0.0%
5690 Other Supp./Material	910	350	390	-11.43%	600	250	71.4%
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	933	30.32%	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	21,171	0	100.00%	22,230	1,059	5.0%
5990 Contingency	0	1,200	0	100.00%	1,200	0	0.0%
	\$91,813	\$112,568	\$59,511		\$113,783	\$1,215	1%

2023-24 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
5310 - Meetings/Conf.	500	453	85	85	1,123
Certification Training	125	125	38	38	
Conf./Seminars	375	328	47	47	
5330 - Prof/Tech Services	5,820	4,778	3,085	1,899	15,582
DOHS Water Quality Testing	5,610	4,488	3,080	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.	15,950	17,100	3,350	250	36,650
JF Labor	250	500		250	
well pump replacement	3,000	3,000	3,000		0
Dist/WTP system maint.	2,500	2,500	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	n/a	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 Servs	400	400		150	950
Locale leaks/R & R meter & radio	400	400			150
5520 - Prop/Lab 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	4,030	10,676	206	4,322	19,234
Billing Administration (112 cust.)	3,280	8,676	106	3,697	
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 Suppl/Materials	550	500	100	550	1,700
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	22,230	22,230	0	6,700	51,160
5990 - Contingency	1,200	900	300	1,200	3,600
TOTAL	90,225	102,646	11,137	37,723	241,730
Approved Operating Budget 22-23	87,865	102,540	10,127	37,392	237,924
"+/-	2,360	106	1,010	331	3,806
"+/-	2.69%	0.10%	9.97%	0.88%	1.60%

Department of Revenue Services
 State of Connecticut
 (Rev. 02/23)



Municipality: East Hampton

Form NAA-01
2023 Connecticut Neighborhood Assistance Act (NAA)
Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____
 Epoch Arts, Inc

Address: 27 Skinner Street, East Hampton, CT 06424

Federal Employer Identification Number: 11-3760142

Program title: Epoch Arts Energy Conservation program 23-25

Name of contact person: Elizabeth Namen

Telephone number: (860) 267-2597

Email address: elizabeth@epocharts.org

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 40,000.00

<p>Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, attach a copy of the first page of your most recent return.</p> <p>If No, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.</p>

Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

- Energy conservation; **or**
 Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

60% credit percentage

- Job training/education for unemployed persons aged 50 or over;
 Job training/education for persons with physical disabilities;
 Program serving low-income persons;
 Child care services;
 Establishment of a child day care facility;
 Open space acquisition fund; **or**
 Other (specify): _____

Description of program: _____

The purpose of this program is to replace outdated windows with insulated ones, and repair deteriorated brick and lintels where appropriate. Due to broken windows and deteriorated brick, a large portion of our building is not suitable for youth/public classes and programs. While Epoch Arts continues to grow in the number of programs offered and people serviced, this program will allow us to grow in available space to provide these programs and classes.

Need for program: _____

Our historic building welcomes over 5000 people of the local region each year. While the structure is a landmark of the town, technology and energy standards have grown and developed over time. This program will allow us to renovate the outdated and deteriorated features of the building and bring them up to modern construction standards. Thereby saving costs in energy-related expenses and opening up more space to dedicate to classes and programs which service the community and youth, in particular.

Neighborhood area to be served: _____

East Hampton and Middlesex County of Connecticut are the primary regions being served by Epoch Arts. Our programs have attracted people from outside these areas as well; we have regular participants from Glastonbury, Colchester, and Hartford areas to name a few.

Plan to implement the program: _____

The Epoch Arts Energy Conservation Project 23-25 has been planned with local architects, engineers and contractors. We work closely with the Connecticut State Historic Preservation Office to maintain the historic classification, and appeal, for the property. In addition to NAA funds, private donations, matching and private grants, and in-kind donations will be utilized to help cover costs of this project. Community support and input will insure we meet our project goals and applicable standards. We strive to form and maintain relationships with town agencies and civic organizations in our community.

Timetable:

Program start date: 10/15/2023
MM - DD - YYYY

Program completion date: 09/15/2025
MM - DD - YYYY

Post-project audit due date: 10/15/2025
MM - DD - YYYY

The program start date must not be more than two years prior to the program completion date.
Any program receiving \$25,000 or more in NAA funding is required to provide a post-project audit, prepared by a certified public accounting firm, to the municipality overseeing the program, no later than three months after the program completion date.

Part III — Financial Information

Program Budget:

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

NAA funds requested	\$40,000.00
Other funding sources - itemized sources:	
a) _____	_____
b) _____	_____
c) _____	_____
d) _____	_____

Total Funding:

Proposed Program Expenditures:

Direct operating expenses - itemized description:	
a) <u>Energy Efficient Windows</u>	<u>\$18,000.00</u>
b) <u>Brick & Lintel Repairs</u>	<u>\$22,000.00</u>
c) _____	_____
d) _____	_____

Administrative expenses - itemized description:	
a) _____	_____
b) _____	_____
c) _____	_____
d) _____	_____

Total Proposed Expenditures:

\$40,000.00

Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program: _____ Town of East Hampton
Mailing address: _____ 1 Community Drive, East Hampton, CT 06424
Name of municipal liaison: David E. Cox
Telephone number: 860-267-4468
Fax number: 860-267-1027
Email address: dcox@easthamptonct.gov

Post-Project Audit

Is a post-project audit required for this proposal?

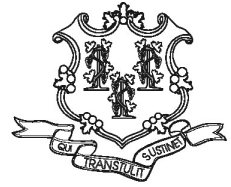
Yes

No

If **Yes**, date post-project audit due:

12/15/2025

Date



Municipality: Town of East Hampton

Form NAA-01
2023 Connecticut Neighborhood Assistance Act (NAA)
Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____
Town of East Hampton

Address: _____
1 Community Drive
East Hampton CT 06424

Federal Employer Identification Number: 06-6001987

Program title: Memorial School LED Lighting Conversion

Name of contact person: Steve Fontanella

Telephone number: (860) 894-9819

Email address: sfontanella@easthamptonct.org

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 50,000.00

<p>Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes, attach a copy of the first page of your most recent return.</p> <p>If No, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.</p>

Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

- Energy conservation; **or**
 Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

60% credit percentage

- Job training/education for unemployed persons aged 50 or over;
 Job training/education for persons with physical disabilities;
 Program serving low-income persons;
 Child care services;
 Establishment of a child day care facility;
 Open space acquisition fund; **or**
 Other (specify): _____

Description of program: _____

The program involves conversion of conventional lighting to LED lighting at Memorial School. This phase includes completion of conversions in hallways, the gym and cafeteria (approximately 120 fixtures) and conversions in several classrooms (approximately 80 fixtures).

Need for program: _____

Not only does the conversion to LED lighting improve the level and quality of lighting in the school, it provides significant savings on electrical consumption leading to reduced electric utility costs for this taxpayer supported function.

Neighborhood area to be served: _____

Memorial School serves the entire Town of East Hampton and, in particular, serves the education needs of youth in grades Pre-Kindergarten to Third Grade.

Plan to implement the program: _____

Once funding is secured, the project will be implemented by outside contractors selected through a competitive process. Work would occur during school breaks and most likely during summer months.

Timetable:

Program start date: 07/01/2023

MM - DD - YYYY

Program completion date: 06/30/2025

MM - DD - YYYY

Post-project audit due date: 09/30/2025

MM - DD - YYYY

The program start date must not be more than two years prior to the program completion date.

Any program receiving \$25,000 or more in NAA funding is required to provide a post-project audit, prepared by a certified public accounting firm, to the municipality overseeing the program, no later than three months after the program completion date.

Part III — Financial Information

Program Budget:

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

NAA funds requested \$50,000.00

Other funding sources - itemized sources:

a) _____

b) _____

c) _____

d) _____

Total Funding: \$50,000.00

Proposed Program Expenditures:

Direct operating expenses - itemized description:

a) Supply/install LED fixtures for halls, gym and cafeteria* \$30,000.00

b) Supply/install LED fixtures for selected classrooms* \$20,000.00

c) *includes removal of existing lighting _____

d) _____

Administrative expenses - itemized description:

a) _____

b) _____

c) _____

d) _____

Total Proposed Expenditures: \$50,000.00

Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program: _____ Town of East Hampton
Mailing address: _____ 1 Community Drive, East Hampton CT 06424
Name of municipal liaison: <u>David Cox</u>
Telephone number: 8602674468
Fax number: 8602671027
Email address: <u>dcox@easthamptonct.gov</u>

<p style="text-align: center;">Post-Project Audit</p> <p style="text-align: center;">Is a post-project audit required for this proposal?</p> <p style="text-align: center;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">If Yes, date post-project audit due:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>



MEMO

June 9, 2023

To: David Cox, Town Manager

From: Jeremy Hall, Parks and Recreation Director

CC: Chuck Yenknor, Conservation-Lake Commission Chair

At the June 8 2023 Conservation – Lake Commission regularly scheduled meeting, the commission voted unanimously to recommend to the Town Council approval of the Request for Qualifications in search of a Limnologist for Lake Pocotopaug.

The approved motion sets forth the following requirements as laid out in the RFQ.

- Acts as Resident Limnologist and Lake Expert.
- Supervises and makes regular review, inspections and conducts various tests.
- Gathers and interprets historical data and provides education and reports to the Town.
- Provides technical consultation to Town Boards and Commissions concerned with watershed and Lake Issues.
- Prepares statistical and narrative reports of some complexity for the Conservation/Lake Commission and Director of Parks and Recreation.
- Attendance at meetings, as requested.

Last month the Conservation-Lake Commission was made aware that Hilary Kenyon who has been our representative from Northeast Aquatics Research stepped away from NEAR. As a result, the commission reached out to Dr. George Knoecklein to ask who will direct the Lake Pocotopaug project going forward. Town departments and the Chair of the committee met with Dr. George to discuss the current operations the Town had going with Hillary prior to her departure. We addressed the needs and responsibilities of NEAR and addressed the Town's perspective in full detail, which focused on the "Three Phased Approach." Following the meeting, Dr. George gave the Town his written notice that he would not be returning as the Limnologist once the contract was up on June 30, 2023.

The Plan moving forward:

NEAR will continue pulling nutrient samples and will provide monthly reports throughout the remainder of this month (end date June 30). On July 1, 2023, staff will enter into a temporary, month to month contract with Hillary Kenyon and her business Applied Watershed Science LLC to continue to provide us nutrient sampling and oversight of the current watershed projects being completed to date. Based on the RFQ timeline we are hopeful to have an identified Limnologist for a start date of August 1 2023.

**TOWN OF EAST HAMPTON
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR QUALIFICATIONS/FEE SCHEDULE
LAKE CONSULTANT- LIMNOLOGIST
RFQ-2023-CLC**

The Town of East Hampton will be accepting statements of qualifications from firms and individuals interested in providing consulting/testing/presentation/professional services to the Town relating to Lake/Watershed activities. Interested individuals and firms should request the instructions and details from the Town Managers Office, 1 Community Drive, East Hampton, CT 06424, or via the Town's website at www.easthamptonct.gov

Responses to the Proposal must be submitted to the Town Managers Office no later than Friday, July 14, 2023 **at 11:00 AM. LATE PROPOSALS WILL NOT BE CONSIDERED.**

Jeremy Hall
Parks and Recreation Director

**TOWN OF EAST HAMPTON
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR QUALIFICATIONS/FEE SCHEDULE
LAKE CONSULTANT- LIMNOLOGIST
RFQ-2023-CLC**

TABLE OF CONTENTS	PAGE NO.
I. GENERAL INFORMATION	3
A. Introduction	3
B. Background Information	3
C. Terms and Conditions	3
II. SCOPE OF SERVICES.....	4
A. Specific Services	4
B. Insurance.....	5
III. STATEMENT OF QUALIFICATIONS	6
A. Proposal Instructions.....	6
B. Town Contacts	8
IV. EVALUATION AND SELECTION PROCESS.....	9
A. Evaluation Criteria	9
B. Selection Process.....	9
C. Timeline.....	10

Attachments

A. Non-Collusion Statement.....	11
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**TOWN OF EAST HAMPTON
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR QUALIFICATIONS/FEE SCHEDULE
LAKE CONSULTANT- LIMNOLOGIST
RFP-2023-CLC**

I. GENERAL INFORMATION

A. INTRODUCTION

The Town of East Hampton is soliciting a Request for Qualifications (RFQ) from qualified firms and individuals based in the New England states interested in providing Lake/Watershed services to the Town. Interested parties should submit a proposal response in accordance with the requirements and directions herein.

B. BACKGROUND INFORMATION

The Conservation/Lake Commission and the Town have engaged various firms from time to time to study, report and make recommendations regarding the Watershed and Lake Pocotopaug. The term of the appointment is three (3) years subject to final Town Council action. The selected firm works most closely with the Conservation/Lake Commission, and members of Town staff on a variety of matters listed within this RFQ.

C. TERMS AND CONDITIONS

The selected firm or individual will be expected to commence services on or about **August 1, 2023** subject to contract execution. The Town of East Hampton reserves the right to cancel this qualification process at any time should any of the following conditions exist:

- Funds are not appropriated to allow continuance of this contract
- The Town, through changes in its requirements or method of operation, no longer has a need for this service
- The Town is not satisfied with the level of services provided under the contract or the firm /individual fails to comply with any terms and conditions outlined in the contract.

Contract Period

It is the intent to award a contract for a three-year period with an option to renew for additional one-year periods (subject to the “Termination” section below). The decision to renew the contract will be upon mutual agreement between the Town and selected firm.

Compensation

Compensation for services shall be paid monthly in arrears based on services provided and allowable incurred costs. However, the Town may consider other payment arrangements.

Termination

Unless otherwise agreed to, either party may terminate this Agreement at any time by giving the other party 30 days written notice. If this Agreement is terminated by the Town, The Town shall pay for all work performed and for all expenses incurred prior to the effective date of termination.

Engagement Team

The Town Lake Consultant and the staff assigned to this engagement are considered essential to the work being performed. Substitutions may only be made upon mutual agreement between the Town and the firm.

Freedom of Information

The Town will not be liable for any costs incurred in the preparation of the response to this Request for Qualification. All submissions and materials shall become the property of the Town and will not be returned. Respondents to this RFQ are hereby notified that all material submitted and information contained therein and attached thereto shall be subject to disclosure under the Freedom of Information Act.

II. SCOPE OF SERVICES

A. SPECIFIC SERVICES

The Town Lake Consultant is required to provide services to the Conservation/Lake Commission, Director of Parks and Recreation and Town staff on a variety of matters pertaining to municipal government operations. Services and support is also provided to various Town departments and boards and commissions. The delivery of services is coordinated through the Director of Parks and Recreation and may only be requested by the Director of Parks and Recreation in accordance with established procedures.

Examples of services include:

- Reports to and takes direction from the Director of Parks and Recreation and the Conservation/Lake Commission.
- Acts as Resident Limnologist and Lake Expert.
- Supervises and makes regular review, inspections and conducts various tests.
- Gathers and interprets historical data and provides education and reports to the Town.
- Provides technical consultation to Town Boards and Commissions concerned with watershed and Lake Issues.
- Prepares statistical and narrative reports of some complexity for the Conservation/Lake Commission and Director of Parks and Recreation.
- Attendance at meetings, as requested

The Town reserves the right to retain other professionals on an as needed basis if it is deemed to be in the best interests of the Town to do so.

B. INSURANCE

The respondent shall, at its own expense and cost, obtain and keep in force during the entire duration of the contract the following insurance coverage covering the respondent and all of its agents, employees and sub-contractors and other providers of services and shall name the Town of East Hampton, its employees and agents as an Additional Insured on a primary and non-contributory basis to the respondents Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the respondents Certificate of Insurance.** Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum Best's Rating of A-. In addition, all Carriers are subject to approval by the Town of East Hampton.

1) Worker's Compensation Insurance:

- Statutory Coverage
- Employer's Liability
- \$100,000 each accident/\$500,000 disease-policy limit/\$100,000 disease each employee

2) Commercial General Liability:

- Including Premises & Operations, Products and Completed Operations, Personal Injury, Contractual Liability and Independent Contractors.
- Limits of Liability for Bodily Injury and Property Damage
Each Occurrence \$1,000,000
- Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
- A Waiver of Subrogation shall be provided

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles
- Limit of Liability for Bodily Injury and Property Damage:
Per Accident \$1,000,000

4) - Professional Liability (Errors and Omissions)

- Minimum limits of \$2,000,000 per occurrence. If the policy is on a claims made basis, the policy shall be continually renewed for two (2) years from the date of this contract. If the policy is replaced and/or retroactive date is changed, then the expiring policy shall be endorsed to extend the reporting period for claims, for the policy in effect during this agreement for two (2) years from the date of this contract.

The respondent shall direct its Insurer to provide a Certificate of Insurance to the Town of East Hampton before any work is performed. The Certificate shall specify that the Town of East Hampton shall receive 30 days advance written notice of cancellation or non-renewal. The

Certificate shall evidence all required coverage including the Additional Insured and Waiver of Subrogation.

To the fullest extent permitted by law, the Respondent shall indemnify and hold harmless the Town and its consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) arising out of or resulting from the performance of the Respondent's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Respondent, any person or organization directly or indirectly employed or engaged by the Respondent to perform or furnish either of the services, or anyone for whose acts the Respondent may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

The above insurance requirements are the Town's general requirements. Insurance requirements with the awarded respondent are subject to final negotiations.

III. STATEMENT OF QUALIFICATIONS

A. RESPONSE INSTRUCTIONS

By submitting a proposal, you represent that you have thoroughly examined and become familiar with the scope of services outlined in this RFQ and you are capable of performing the work to achieve the Town's objectives. Respondents should clearly describe the specific services for which their request is submitted, and any general municipal services not provided.

All firms are required to submit a **clearly marked original and five (5) copies** of their proposal to Jeremy Hall, Director of Parks and Recreation, at 1 Community Drive East Hampton, CT by **Friday July 14, 2023, at 11am**. All proposals will be reviewed by committee members and discussed during the week of July 17 2023. Proposals received later than the time and date specified will not be considered. The proposal must be submitted in a sealed envelope or package and the outside shall be clearly marked:

**AN ELECTONIC COPY IS REQUESTED FOR
QUALIFICATIONS/FEE SCHEDULE
PROFESSIONAL SERVICES PROCUREMENT NOTICE
LAKE CONSULTANT- LIMNOLOGIST**

**RFQ-2023-CLC
DATE – June 16, 2023
TIME - 11:00 A.M.**

All respondents are required to submit the information detailed below. **Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating proposals.** Responses should be presented in appropriate detail to thoroughly respond to the requirements and expected services described herein and presented and clearly marked in the order within this written proposal.

- a. Table of Contents to include clear identification of the material provided by section and number.
- b. A letter of transmittal indicating the firm's interest in providing the service and any other information that would assist the Town in making a selection. This letter must be signed by a person legally authorized to bind the firm to a contract. This letter also must affirm that the firm or their representative has made themselves knowledgeable of those matters and conditions in the Town which would influence this Request for Qualifications.
- c. Name and telephone number of person(s) to be contacted for further information or clarification.
- d. A background and qualifications statement including, name of firm/individual, listing of staff along with their discipline and physical office location, and description and history of your firm and the servicing office.
- e. Include a list of completed projects the firm/individual consulted on and completed (5) years in New England (including project experience with the State Department of Energy and Environmental Protection and other municipalities). This list shall include the following information:
 1. Name of the state/city/town
 2. Timeframe of services
 3. Services provided by the firm including description of project, scope of services provided and references for each project.
 4. Name, address, and telephone number of the principal contact of the city/town.

The Town reserves the right to contact these organizations regarding the services performed by the firm.
- f. List of personnel to be assigned, including the principal contact. Please list the number of years of experience in their current position, municipalities served and their roles in providing services. Also provide their resumes and document the chain of command for these individuals.
- g. Understanding of the Scope of Work. Include information that explains your firm's ability to perform, implement and administer these services, emphasizing experience with other similar municipal clients and Lakes in New England. Summarize all areas of expertise and experience including the types of services supplied to past and present clients. This information should include areas of specialization and include background and experience in such matters as: Gathering and quantifying data, blue green algae blooms, cyanobacteria, nutrient loading, proven experience working on New England Lakes of 500 acres or greater

- h. A detailed description of how the firm or individual will supply services to the Town and general approach to serving as Limnologist including availability and responsiveness.
- i. A detailed proposal regarding the costs and expenses involved for the provision of services including hourly rates of personnel providing these services, testing fees, discounts, invoiced expenses, annual caps, and other costs involved. Please also detail any administrative costs that the firm/individual will bill the Town. For example: copier, computer research, postage, messenger, long distance phone calls. The term of appointment will be three years subject to final Council action following the Town selection process. Each firm/individual submitting qualifications may be asked to detail their fee proposal on a 1-year basis. Any effect the term of agreement may have on fees, cost containment or any other elements of Town services should be noted. Respondent may also include any alternative cost solutions they want the Town to consider.
- j. The firm is required to provide two training sessions per year to Town boards, commissions and/or staff. The proposal should detail the manner in which the firm or individual proposes to provide these services including the suggested topics and frequency of training. The cost, if any, for these services should be detailed. The Town will work with the selected firm to identify and agree upon specific topics for training.
- k. Describe what method of communication your firm utilizes to provide updates of pertinent information, such as new public acts, rulings and trends. For example: newsletters, electronic mailings, other.
- l. A concluding statement as to why the respondent is best qualified to meet the needs of the Town, including any other information relative to this proposal.
- m. Signed Non-Collusion Statement (ATTACHMENT A)

B. TOWN CONTACTS

1. All technical inquiries relative to this RFQ must be directed in writing to Mr. Jeremy Hall Parks and Recreation Director at 1 Community Drive, East Hampton, CT 06424 or jhall@easthamptonct.gov.
2. For administrative or procurement questions concerning this proposal, please contact Jeff Jylkka, Finance Director at (860) 267-7548.

All questions, answers, and/or addenda, as applicable will be posted on the Town's website or faxed or emailed to all known respondents. Responses to requests for more specific contract information than is contained in the RFQ shall be limited to information that is available to all respondents and that is necessary to complete this process. The request must be received at least five (5) business days prior to the advertised response deadline.

No other East Hampton Town employee, elected official, or evaluation committee member should be contacted concerning this RFQ during the proposal process. Failure to comply with this requirement may result in disqualification.

III. EVALUATION AND SELECTION PROCESS

A. EVALUATION CRITERIA

The following factors will be considered by the Town when evaluating qualifications.

- Accuracy, overall quality, thoroughness and responsiveness to the Town's requirements as summarized herein.
- Firm's overall familiarity and experience with municipal engineering, including demonstrated successful performance on other municipal accounts; with particular emphasis on the qualifications and municipal experience of the engineer to serve as the principal contact and other engineers expected to be most involved in Town matters.
- Firm's approach to assignment including firm's demonstrated understanding of the Scope of Services and of the customer's needs and objectives.
- Fee structure as represented in Section III Statement of Qualifications.
- Demonstrated flexibility, efficiency, and timeliness in providing day to day service to municipal clients.

B. SELECTION PROCESS

Following the review and evaluation of proposals, the Town reserves the right to request certain additional information. Representatives of the Conservation/Lake Commission and the Director of Parks and Recreation will review the proposals based upon the criteria herein. Based on the review and rating of proposals, a short list of respondents will be invited to interview with the Town Selection Committee. Respondents are advised that the Town expects to hold interviews of the top rated firms the week of **July, 17 2023**

The information in this Request for Qualifications will serve as the basis for review and recommendation for firm/individual interviews. Respondents are encouraged to address each of the factors thoroughly and provide additional information concerning background, experience, and qualifications as deemed appropriate.

Based on the results of the interview process, the Town Manager will review the Scope of Services, proposed fee structure, and other factors with the top rated firm(s) and negotiate a specific agreement and final fee based on these discussions upon Town Council approval.

This request for qualifications does not commit the Town of East Hampton to award a contract or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted in response to this request for qualifications become the property of the Town of East Hampton. The Town of East Hampton reserves the right to accept or reject any or all responses received as a result of this request, to negotiate with the selected respondents, the right to extend the contract

6/8/2023

for an additional period, or to cancel in part or in its entirety the request for qualifications, and to waive any informality if it is in the best interests of the Town to do so.

C. TIMELINE

The following schedule is anticipated. The Town intends to adhere to this schedule as closely as possible but reserves the right to modify the schedule in the best interest of the Town as required.

Publicize RFQ	6/14/2023
RFQ Due Date	7/14/2023
Shortlist of Proposals Received	7/17/2023
Interviews with Top Respondents	7/20/2023
Recommendation for Approval from Town Council	7/25/2023
Contract Effective Date	8/1/2023

ATTACHMENT A

**TOWN OF EAST HAMPTON
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR QUALIFICATIONS/FEE SCHEDULE
LAKE CONSULTANT- LIMNOLOGIST
RFP 2023-CLC**

NON-COLLUSION STATEMENT

The company submitting this RFQ certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other respondent or competitor. We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date: _____

Name of Company: _____

Name and Title of Agent: _____

By (SIGNATURE): _____

Address: _____

Telephone Number: _____



East Hampton Police Department

*1 Community Drive
East Hampton, CT 06424*



*Dennis Woessner
Chief of Police*

June 8, 2023

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


Attached to this memorandum is one General Orders which I am submitting for approval:

General Order 10.4, Communications – Administration, is a new General Order which is required to be in compliance with the Police Officer Standards and Training Council (POSTC) Accreditation Standards. The General Order, among other things, details the agreement the Town of East Hampton has with the Town of Glastonbury to provide dispatching services to our Town for Police, Fire and EMS.



EAST HAMPTON POLICE DEPARTMENT

GENERAL ORDER 10.4 SUPPORT AND TECHNICAL SERVICES

SUBJECT: COMMUNICATIONS - ADMINISTRATION		
Issue Date: TBD	Effective Date: TBD	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

The purpose of this general order is to establish a written directive that provides the procedures and guidelines regarding the administration of the regional dispatching services provided to the Town of East Hampton by the Glastonbury Police Department. These services are provided in accordance with a Memorandum of Agreement (MOA) dated April 12, 2016

II. POLICY

The Glastonbury Police Department shall have a Dispatch Center that shall be responsible for radio communications, telephone communications, teletype, and automated data communications, CCTV monitoring, and other duties as outlined in the MOA between the Town of Glastonbury and the Town of East Hampton for Public Safety Dispatch Services. In accordance with the MOA, the Glastonbury Police Department will meet or exceed all applicable Police Officer Standards and Training Council (POSTC) Accreditation standards as they apply to communications on behalf of this agency.

The Glastonbury Police Department and the East Hampton Police Department will each maintain direct control of their respective COLLECT/NCIC/NLETS systems and comply with all sections of Connecticut General Statutes with regard to Criminal History records information

and with Title 28 of the United States Code, in addition to the most current Criminal Justice Information Services (CJIS) Security Policy.

Both Departments have entered into a Management Control Agreement for access to the COLLECT/NCIC/NLETS systems. The Control Officer, responsible for monitoring activities related to the East Hampton Police Department's COLLECT system, is designated as the Chief of Police for the Town of East Hampton.

Only COLLECT/NCIC certified employees are authorized to make inquiries on, entries in or remove information from the COLLECT/NCIC system. Information received from the COLLECT/NCIC system is confidential and shall not be released to any non-law enforcement agency or individual. Department entries that are found to be inaccurate or are no longer valid will be removed from the COLLECT/NCIC system immediately.

The Chief of Police or his designee from the Glastonbury Police Department is responsible for overseeing all dispatch functions, as the Dispatchers are Town of Glastonbury employees. Each Town maintains control over their respective personnel as neither Town's personnel are deemed to be employees of or have any contractual relationship with the other Town, nor are any rights, privileges or obligations pertaining to such status conferred upon the other Town's personnel.

III. DEFINITIONS

COLLECT: The CONNECTICUT ONLINE LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM is the State of Connecticut's version of NCIC.

Dispatch Center: Conveys information from the public to the East Hampton Police Department through the Dispatch personnel to the field officer who responds to the call for assistance, to other law enforcement, emergency services and public service agencies, and to the Records Unit.

CSBI: The CONNECTICUT STATE BUREAU OF IDENTIFICATION is a bureau of the State Police that is a centralized, statewide record depository containing arrest information that has been submitted by Connecticut law enforcement agencies and includes a fingerprint classification and identification section.

Badge Number: This is the number assigned to members of this Department for the length of their assignment, by rank or position, and will be used as the officer's radio call number and as a badge number.

CAD: Record management system where Communications Unit personnel enter information into a computerized database. This information is then relayed to personnel as necessary. The records management system also generates the control number for each request for criminal calls for service.

NCIC: The NATIONAL CRIME INFORMATION CENTER is a computer system controlled and operated by the Federal Bureau of Investigation in Washington DC, that gives law enforcement agencies access to information on warrants, criminal histories, stolen property, and missing persons statewide and nationwide.

IV. PROCEDURE

A. General

1. All radio operations of the East Hampton Police Department will be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements. All mobile, fixed, and portable transmitting equipment shall be licensed in accordance with the FCC procedures and requirements.
2. The Dispatch personnel shall utilize the COLLECT System and NCIC system, as well as CAD, to provide current Criminal Justice System information to the Officers and Authorized Personnel of the East Hampton Police Department.
3. The Dispatch Center will be equipped with a map of the jurisdiction, with the patrol districts outlined.
4. The Dispatch Center will be equipped with a listing of telephone numbers for emergency and necessary external services, which will be immediately available to communications personnel.
5. Dispatch personnel will have immediate access to the shift supervisor, a duty roster for each shift, and the telephone number of every Department member.
6. Dispatch personnel will have access to General Orders, Standard Operating Procedures or other plans regarding the dispatch and deployment of specialized units and tactical dispatch plans.
7. Visual status indicators of all on-duty personnel are available through CAD.

B. 24-Hour Communications

1. The East Hampton Police Department will maintain a 24-hour two-way radio capability providing continuous communication between the officers on duty and the Dispatch Center.
2. Sworn members of the East Hampton Police Department are issued Departmental Portable Radios for use.
3. Each vehicle controlled by the East Hampton Police Department and used by Sworn Personnel for patrol purposes, shall be equipped with a mobile radio.
4. The East Hampton Police Department incorporates a multi-frequency capable radio system with one (1) primary frequency and one (1) back up frequency, Glastonbury channel 2.
5. Multichannel mobile radios are installed in all marked and unmarked patrol cars and administrative vehicles.

C. HOTLINE and Regional Access Frequency System (RAFS)

The HOTLINE System will be utilized to maintain a means of radio communication between the Department's mobile radios and Glastonbury Dispatch. The HOTLINE system allows for communication between other state and municipal police agencies. Glastonbury Dispatch is HOTLINE equipped, and communication with other agencies will be conducted according to established protocols.

The RAFS system is separated into two channels, RAFS 1 and RAFS 2. RAFS 1 is used for all RAFS eligible routine or tactical radio transmissions and can be used for the exchange of information, back up for local radio channels, back up for the HOTLINE, tactical situations and multi-agency investigations. RAFS 2 is reserved for use in response to extreme emergency situations by RAFS participating departments. An extreme emergency is defined as an unanticipated event involving multiple jurisdictions, including multi-town pursuits, where the initiating agency needs exclusive use of the radio channel. All portables, mobile radios and Glastonbury Dispatch have both RAFS frequencies.

D. Regional Computer Records System

The Glastonbury Police Department and the East Hampton Police Department utilize a

regional computer records system, which allows the Glastonbury Dispatch Center to see records from both agencies. The East Hampton Police Department complies with all sections of the Connecticut General Statutes with regard to criminal history records information and with Title 28 of the United States Code. In addition, the East Hampton Police Department has taken the following security precautions:

1. The Department has appointed the Chief of Police as the control officer responsible for compliance with this standard
2. Platforms provided access to COLLECT services and facilities shall be under the direct control of the criminal justice agency served by those platforms; and in this case the East Hampton Police Department.
3. Each user of the system shall be certified as COLLECT operators for inquiry only unless otherwise approved by the State
4. Department supervisors are authorized to take immediate corrective action when a breach is detected and will immediately notify the Chief of Police of the breach.
5. The Chief of Police will perform unannounced audits of inquiries and make written Reports on results of the audits.
6. The Department will ensure that they are compliant with the most current Criminal Justice Information Services (CJIS) Security Policy.

E. Security and Access to the Glastonbury Dispatch Center

1. Access to the Dispatch Center will be restricted to:
 - Dispatch personnel;
 - East Hampton Police Department personnel, who are required to enter the Dispatch Center on necessary business;
 - Other necessary personnel, when authorized by a Glastonbury Police supervisor.
2. Security to the Dispatch Center is provided by several locked doors. The public will not have access to the entrance to the Dispatch Center. The entrance door will be kept closed and locked at all times.
3. A CCTV system provides video surveillance of the interior and exterior of the

Glastonbury Police Department building.

F. Communication Equipment

1. All antennas, transmission lines, power sources, main radio transmitters, and the backup radio transmitters are located in secure locations and/or structures either in Glastonbury or East Hampton.
2. The Glastonbury Police Department and the East Hampton Police Department will each maintain generators to provide an alternate source of power sufficient to ensure continued operation of emergency communications in the event of a power failure. The following maintenance procedures will be maintained with regard to the generators:
 - a. A documented test of the alternate power source will be conducted in accordance with manufacturers recommendations, or at a minimum monthly;
 - b. An operational test, under full load, will be conducted at least once within a twelve-month period;
 - c. Maintain a record which documents the actual use of the power source;
 - d. Maintain a record of all maintenance and repair activities; and
 - e. Access to the generator will be limited for security purposes.
3. Uninterrupted Power Supplies are utilized to provide a continuous source of power during both normal conditions and during the time delay for the generator to power up on loss of normal AC Power or low voltage incidents.

G. Damaged or Malfunctioning Equipment

1. Any person assigned to or working in the dispatch area shall report damaged or malfunctioning Town of East Hampton equipment to the Chief of Police or his designee in writing before the end of their shift.
2. In the event of an emergency, such as failure of telephone lines or a radio channel, the person on duty shall immediately notify the shift supervisor who will in turn notify the Chief of Police or his designee.
3. Telephone numbers for various technical service agencies are available in dispatch.
4. Equipment owned by the Town of East Hampton and directly or indirectly operated

by the Glastonbury Dispatch Center shall be the responsibility of the Town of East Hampton including but not limited to its operation, housing, maintenance, and applicable licensing requirements.

H. Emergency Access Telephone System

1. The Town of East Hampton shall have a 911 emergency access telephone system which shall provide:
 - 24-hour toll-free calling from any telephone within the Town phone exchange to the Glastonbury Dispatch Center,
 - A single emergency telephone number (911) for the entire geographical area within the Town's jurisdiction,
 - Separation of emergency telephone calls from non-emergency calls.
 - Operation of a 911 P.S.A.P. (Public Safety Answering Point) which is handled by the Glastonbury Dispatch Center.
2. The East Hampton Police Department shall have separate telephone numbers for routine telephone communications.
3. The Town of East Hartford is designated as the 911 PSAP backup for the Town of Glastonbury.

MEMORANDUM OF AGREEMENT
BETWEEN THE
TOWN OF GLASTONBURY
AND THE
TOWN OF EAST HAMPTON FOR
PUBLIC SAFETY DISPATCH SERVICES

This Memorandum of Agreement ("Agreement") is made and entered into on this 12th day of April ("Effective Date"), by and between the Town of Glastonbury, Connecticut ("Glastonbury") and the Town of East Hampton, Connecticut ("East Hampton").

RECITALS

WHEREAS, Connecticut General Statutes, Sections 7-148cc and 7-339a, authorize two (2) or more municipalities to jointly perform any function that each municipality may perform separately upon entering into an Agreement to effect such with other municipalities;

WHEREAS, the Public Safety Dispatch services are now provided to East Hampton by the KX Dispatch Center and KX is scheduled to close effective June 30, 2016;

WHEREAS, East Hampton wishes to have Glastonbury provide Dispatch Services for its Police, Fire, EMS Services and CMBD Services, and become the primary Public Safety Answering Point ("PSAP") for East Hampton (collectively, "Dispatch Services") and Glastonbury desires to provide such Dispatch Services to East Hampton;

WHEREAS, Glastonbury is a recognized State of Connecticut 9-1-1 Communication Center and PSAP capable of providing Dispatch Services for law enforcement, fire, and emergency medical services ("EMS") (collectively, "Dispatch Services") to responders and emergency medical dispatch services ("EMD Services") and Coordinated Medical Emergency Direction services ("CMBD Services") for municipalities; and

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants herein contained, the parties agree as follows:

Section 1. Purpose of Agreement

The purpose of this Agreement is to set forth the rights, responsibilities, and obligations of the parties to this Agreement.

Section 2. Obligations of Glastonbury

Glastonbury shall:

- A. Monitor all Police, Fire, and EMS radio frequencies for East Hampton on a twenty-four (24) hour basis.
- B. Provide Dispatch Services for all Police, Fire, and EMS calls in accordance with standard protocols and procedures.
- C. Provide tactical radio contact and support to Police, Fire, and EMS personnel while such personnel are engaged in the performance of their duties.
- D. Act as the PSAP for 9-1-1 calls in the Town of East Hampton.
- E. Provide any other public safety communication Dispatch Services mandated by State law or mutually agreed upon by both Glastonbury and East Hampton.
- F. Supervise the Glastonbury staff to ensure that:
 - 1. The Glastonbury dispatch center is staffed and operated twenty-four (24) hours a day by trained personnel.
 - 2. Dispatch Services are provided in accordance with standard protocols and procedures.
- G. Collect such reasonable Dispatch Services data as may be requested by East Hampton.
- H. Answer all incoming 9-1-1 calls in accordance with standard protocols and procedures.

Section 3. Obligations of East Hampton

- A. East Hampton shall provide to Glastonbury such data and records, as may be reasonably requested by Glastonbury, to enable it to effectively and efficiently provide Dispatch Services.
- B. East Hampton shall provide, establish, maintain, and repair, at its sole cost and expense, all equipment necessary for East Hampton Police, Fire, and EMS to effectively communicate with Glastonbury, including back-up systems and equipment.
- C. Maintain necessary and appropriate FCC licenses.

Section 4. Financial Obligations

- A. It is the intent of this Agreement that Operating and Capital costs for Glastonbury to provide Dispatch Services to East Hampton shall be furnished by Glastonbury on a cost neutral-basis.
- B. East Hampton shall be responsible for Capital costs for equipment and systems required to establish and maintain effective communication between Glastonbury and East Hampton for Dispatch Services.
- C. East Hampton shall be responsible for Operating costs incurred by Glastonbury for providing Dispatch Services to East Hampton. Annual Operating costs are expected to include: wages, employee benefits, payroll costs, insurance, training, overtime, uniforms, and other annual Operating costs as applicable for Glastonbury to provide Dispatch Services to East Hampton. Such Operating costs shall be subject to the collective bargaining process and other factors influencing annual costs for Dispatch staff and Dispatch Services.
- D. Each February Glastonbury will provide to East Hampton an estimate of the annual Operating cost for the next following fiscal year.
- E. Annual State grants in support of Operating costs for multi-town Dispatch Services shall be received directly by Glastonbury and deducted from annual charges to East Hampton.
- F. Should Glastonbury provide Dispatch Services to other communities during the term of this agreement, the cost-sharing process established herein will be amended, as applicable, through discussions between the municipalities receiving such Dispatch Services.
- G. Invoices for Dispatch Services shall be furnished to East Hampton on a quarterly basis by Glastonbury for the prior three (3) month period. East Hampton shall forward payment for each quarterly invoice within 30 days of receipt.

Section 5. Term and Termination

- A. The term of the Agreement shall begin on July 1, 2016 for a five (5) year period ending June 30, 2021 and shall renew for five (5) year terms thereafter unless Glastonbury or East Hampton withdraw from this agreement pursuant to section 5B
- B. East Hampton may withdraw from participation in this Agreement upon: (1) giving one years' prior written notice to the Town Manager of Glastonbury of its

intent to terminate, and (2) the adoption of a resolution to that effect by the East Hampton Town Council. Notwithstanding such termination, East Hampton shall complete its financial obligations as set forth in Section 4 for the remainder of that year. Glastonbury may withdraw from participation in this Agreement by providing one year's prior written notice to East Hampton of its intent to terminate.

Section 6. Indemnification

- A. East Hampton agrees to indemnify and hold Glastonbury, its employees, officers, directors, agents, and representatives harmless from any and all claims, lawsuits, administrative orders, penalties, damages, liabilities, losses, and expenses (including reasonable attorneys' fees and out-of-pocket expenses) incurred by Glastonbury that are caused by East Hampton's breach of its obligations under this Agreement or by the negligence or willful misconduct of East Hampton, its agents, representatives, public officials, employees or contractors.
- B. Glastonbury agrees to indemnify and hold East Hampton, its employees, officers, directors, agents, and representatives harmless from any and all claims, lawsuits, administrative orders, penalties, damages, liabilities, losses, and expenses (including reasonable attorneys' fees and out-of-pocket expenses) incurred by East Hampton that are caused by Glastonbury's breach of its obligations under this Agreement or by the negligence or willful misconduct of Glastonbury, its agents, representatives, officers, employees or contractors.

Section 7. Equipment and Property Ownership and Use

Regardless of such use, ownership of equipment and property of the Town of Glastonbury shall remain that of the town; and ownership and equipment of property of the Town of East Hampton shall remain that of the Town of East Hampton.

Equipment owned by the Town of East Hampton and directly or indirectly operated by the Town of Glastonbury shall be the responsibility of the Town of East Hampton including but not limited to its operation, housing, maintenance and applicable licensing requirements.

Section 8. Insurance

The Town of Glastonbury and the Town of East Hampton shall agree to maintain in force at all times during the contract the following minimum coverages with carriers approved in the State of Connecticut and with a minimum AM Best's Rating of "A-" VIII.

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Automobile Liability	Combined Single Limit Each Accident	\$1,000,000
Public Official Liability	Each Wrongful Act	\$1,000,000
	Aggregate	\$1,000,000
Law Enforcement Liability	Each Wrongful ACT	\$1,000,000
	Aggregate	\$1,000,000
Umbrella (Excess Liability)	Each Occurrence	\$5,000,000
	Aggregate	\$5,000,000
Workers' Compensation & Employers' Liability	WC Statutory Limits	
	EL Each Accident	\$500,000
	EL Disease Each Employee	\$500,000
	EL Disease Policy Limit	\$500,000

Each Town must provide original, completed Certificate of Insurance prior to contract issuance and replacement/renewal certificates at least 30 days prior to the expiration date of the policies.

Section 9. Administration of Agreement

- A. The person responsible for administering this Agreement for Glastonbury shall be the Town Manager of Glastonbury or his/her designee.
- B. The person responsible for administering this Agreement for East Hampton shall be the Town Manager of East Hampton or his/her designee.

- C. To effectively provide Dispatch Services pursuant to this Agreement, the Police, Fire, and EMS Chiefs or their designees shall meet on a quarterly basis to review Dispatch Services and resolve any pending matters, as needed. The Glastonbury Police Chief shall be responsible for convening the quarterly meeting. Minutes from these quarterly meetings shall be provided to the Town Manager of Glastonbury and the Town Manager of East Hampton.

The Town of Glastonbury and the Town of East Hampton agree to work to resolve any conflicts between the two communities in a cooperative and amicable manner. Any matters not resolved by the respective Chiefs shall be referred to the Town Manager of Glastonbury and Town Manager of East Hampton. In the event discussion between the respective Chiefs and Town Managers do not result in a resolution of the pending matter, the Town Manager of Glastonbury shall make the final written decision in the pending matter. If the Town of East Hampton disputes the decision of the Town Manager of Glastonbury, the Town of East Hampton shall, within thirty (30) days following written decision by the Town Manager of Glastonbury, demand arbitration, which unless the parties agree otherwise, shall be administered by the American Arbitration Association or such other entity mutually agreed upon by the Town of Glastonbury and Town of East Hampton subject to the use of the procedures of the American Arbitration Association. A demand for arbitration shall be made in writing, and delivered to the Town of Glastonbury and filed with the person or entity administering the arbitration. The award rendered by the arbitrator shall be final and binding and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

Section 10. Amendment to the Agreement

- A. Any amendment to this Agreement must be approved by the Glastonbury Town Council and East Hampton Town Council.

Section 11. Miscellaneous

- A. Assignment. Neither party shall assign or transfer any interest, obligation or duty under this Agreement without the prior written approval of the other party.
- B. Modifications and Waivers. This Agreement may not be amended or modified except by written instrument executed by the parties. The failure of the parties to insist upon strict performance of any provision hereof shall not constitute a waiver of, or estoppel against, asserting the right to require such performance in the future, nor shall a waiver or estoppel in any one instance constitute a waiver or estoppel with respect to a later breach of a similar nature or otherwise. The waiver of any of the terms and conditions of this Agreement shall not be construed to be a waiver of any other term or condition of this Agreement.

- C. Integration. This Agreement incorporates all the understandings of the parties and supersedes any and all agreements reached by the parties prior to the execution of this Agreement, whether oral or written.
- D. Binding on Successors. Glastonbury and East Hampton each binds itself, its successors, assigns, and legal representatives to the other party to this Agreement and to the partners, successors, assigns, and legal representatives of such other party with respect to its rights, duties, and privileges under this Agreement.
- E. Severability. In the event that any provision of this Agreement or part thereof is determined to be illegal or otherwise unenforceable by a court of competent jurisdiction, such provision or part thereof shall be modified to the minimum extent necessary to render such provision enforceable and preserve the parties' intent or, if not possible, severed, and in either case the other terms and provisions of this Agreement shall continue in full force and effect.
- F. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument. A facsimile or pdf copy of a signature or electronic signature of a party hereto shall have the same force and effect and validity as an original signature.
- G. Governing Law. This Agreement shall be deemed to be entered into, executed and performed in the State of Connecticut and shall, at all times, be subject to the laws of the State of Connecticut, exclusive of conflict of laws rules.
- H. Captions. The captions used herein are inserted only as a matter of convenience and for reference, and in no way define, limit, or describe the scope of the intent of any section or paragraph hereof.
- I. Construction. This Agreement shall not be construed against the party preparing it, but shall be construed as if the parties jointly prepared this Agreement, and any uncertainty and ambiguity in drafting shall not be interpreted against any one party.
- J. Notice. All notices required under this Agreement shall be in writing, and shall be deemed to have been duly given on the date sent if sent by certified or registered mail return receipt requested, postage prepaid, hand delivered, sent via facsimile, or electronic mail, or on the day following if sent by overnight courier, postage prepaid, and addressed to the party below:

If to Glastonbury: Town Manager
2155 Main Street
Glastonbury, CT 06033

Copy to: Chief of Police
2108 Main Street
Glastonbury, CT 06033

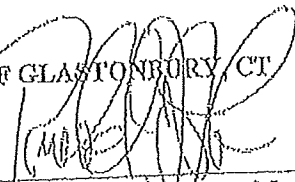
If to East Hampton: Town Manager
20 East High Street
East Hampton, CT 06424

Copy to: Chief of Police
20 East High Street
East Hampton, CT 06424

XXXXXXXXXXXX

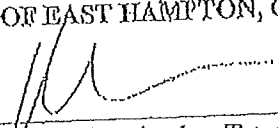
SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, the parties hereto have executed or have caused this Agreement to be executed by their duly authorized representatives.

TOWN OF GLASTONBURY, CT

By: _____
Name: Richard J. Johnson, Town Manager

5/17/16

Date

TOWN OF EAST HAMPTON, CT

By: _____
Name: Michael Maniscalco, Town Manager

5/16/16

Date



Glastonbury Police Department

2108 MAIN STREET / P.O. BOX 535 / GLASTONBURY, CONNECTICUT 06033-0535 / (860) 633-8301
FAX (860) 652-4290

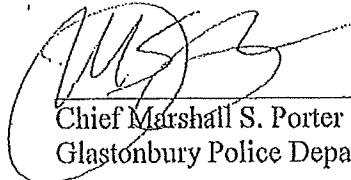
CHIEF OF POLICE



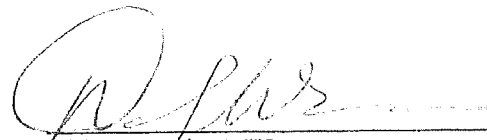
March 1, 2019

The Towns of Glastonbury and East Hampton (Towns) entered into a Memorandum of Agreement (Agreement) re Public Safety Dispatch Services on April 12, 2016. This letter is to clarify that each Town maintains control over their respective personnel, irrespective of the Agreement.

Neither Towns' personnel are deemed to be employees of or have any contractual relationship with the other Town, nor are any rights, privileges or obligations pertaining to such status conferred upon either Town's personnel, and nothing therein is intended to terminate, impact, or otherwise abridge in any way any other agreements.



Chief Marshall S. Porter
Glastonbury Police Department



Chief Dennis S. Woessner
East Hampton Police Department



COLLECT/NCIC/NLETS Management Control Agreement

5.1.1.4 Interagency and Management Control Agreements for Town Dispatch Centers

This agreement must be executed when a governmental criminal justice agency (SPCJA) is providing a service to a criminal justice agency (SCJA).

An SPCJA (government) designated to perform criminal justice functions for a SCJA shall be eligible for access to the CJI. Access shall be permitted when such designation is authorized pursuant to executive order, statute, regulation, or inter-agency agreement. The SPCJA shall sign and execute a management control agreement (MCA) with the SCJA, which stipulates management control of the criminal justice function remains solely with the SPCJA. The MCA may be a separate document or included with the language of an inter-agency agreement.

An executed copy must be sent to the State Police COLLECT Unit.

Criminal Justice Information Services (CJIS) Security Policy

Version 5.3

8/4/2014

COLLECT/NCIC/NLETS Management Control Agreement

This document is an agreement between the service provider, Glastonbury Police Department, a criminal justice agency (SPCJA), and the East Hampton Police Department, The subscribing criminal justice agency (SCJA); and

WHEREAS, it is not the purpose of this agreement to infringe upon or impair the normal right of the Administrator of the (SPCJA) Chief David Caron to make and place in effect his decisions concerning the operation of the (SPCJA) Glastonbury Police Department, any of the rights, powers or authority the (SPCJA) Glastonbury Police Department Administrator had prior to the signing of this agreement is retained, except that specifically abridged, delegated, granted, or modified by this agreement; and

WHEREAS, various Federal and State statutes, regulations, policies and rules including documents referenced in Section 4 of the NCIC Operating Manual require that certain conditions be met to ensure the privacy and security of **COLLECT, NCIC, NLETS** and Criminal Justice Information System Data; and

WHEREAS, the Administrator of the (SPCJA) Glastonbury Police Department supervises the dispatch center and the associated computer equipment that provides the criminal justice agencies with access to **COLLECT, NCIC and NLETS**; and

WHEREAS, the (SPCJA) Glastonbury Police Department performs all functions of **COLLECT, NCIC and NLETS** for the criminal justice agencies served by the (SPCJA) Glastonbury Police Department and (SCJA) East Hampton Police Department

WHEREAS, the criminal justice agencies served by the (SPCJA) Glastonbury Police Department have signed inter-agency **COLLECT** service agreements with the (SCJA) East Hampton Police Department and have filed said agreements with Connecticut State Police Control Terminal Officer to document participation in **COLLECT**; and

WHEREAS, the Department of Emergency Services and Public Protection, Connecticut State Police transmits state and national criminal history information over the **COLLECT** network; and

WHEREAS, **COLLECT** agencies participate in the National Crime Information Center, which requires that:

Pursuant to the CJIS Security Policy, it is agreed that with respect to administration of that portion of computer systems and network infrastructure interfacing directly or indirectly with the **COLLECT** System for the interstate exchange of criminal history/criminal justice information, the (SPCJA) Glastonbury Police Department shall have management control.

WHEREAS, management control is defined as the authority to set and enforce:

1. Priorities.
2. Standards for the selection, supervision, and termination of personnel access to Criminal Justice Information (CJI).
3. Policy governing operation of justice systems, computers, access devices, circuits, hubs, routers, firewalls, and any other components, including encryption, that comprise and support a telecommunications network and related criminal justice systems to include but not limited to criminal history record/criminal justice information, insofar as the equipment is used to process or transmit criminal justice systems information guaranteeing the priority, integrity, and availability of service needed by the criminal justice community.

COLLECT/NCIC/NLETS Management Control Agreement

4. Restriction of unauthorized personnel from access or use of equipment accessing the State network

5. Compliance with all rules and regulations of the (Criminal Justice Agency) Policies and CJIS Security Policy in the operation of all information received.

" ... management control of the criminal justice function remains solely with the Criminal Justice Agency."
Section 5.1.1.4

WHEREAS, management control, includes but is not limited to, the supervision, of equipment, systems design, programming, and operating procedures necessary for the development and implementation of the computerized criminal history program. Such management control guarantees the priority service needed by the criminal justice community.

THEREFORE, be it resolved that this agreement hereby places the (SCJA) East Hampton Police Department under the management control, as herein defined, of the (SPCJA) Glastonbury Police Department.

The Chief of the Glastonbury Police Department is hereby designated to have management control of the (SCJA) East Hampton Police Department operations insofar as they are utilized in the storage, processing, handling, access to and dissemination of criminal justice information, and the Chief of each respective organization, or his representative, is authorized to take all action necessary to put and keep the (SPCJA)/(SCJA) in compliance with all statutes, regulations and other laws relating to the privacy and security of **COLLECT, NCIC and NLETS** computerized criminal justice information. Management control shall include, but not be limited to, the right to do the following things:

1. Set and enforce priorities and policies governing the operation of computers, circuits, and telecommunications terminals to process criminal justice information, insofar as that equipment is used to process, store or transmit criminal justice information;

2. Set and enforce standards for the selection, supervision and termination of personnel involved in the processing, storing or transmitting of criminal justice information;

a. The (SPCJA) Glastonbury Police Department agrees the (SCJA) East Hampton Police Department will screen and have the right to reject for employment or assignment any personnel proposed to be authorized for access to the criminal justice information systems.

b. The (SPCJA) Glastonbury Police Department agrees to initiate, or permit the (SCJA) East Hampton Police Department to initiate, administrative action leading to the immediate transfer or removal of (SPCJA) Glastonbury Police Department employees where such employees are believed to have violated provisions of Title 23, Code of Federal Regulations, or the provisions of the **COLLECT** User Agreement with the Connecticut State Police, or other laws, regulations or security requirements established for the collection, storage, or dissemination of criminal justice information.

c. The Police Department agrees the day-to-day supervision of employees of the (SPCJA) Glastonbury Police Department shall be the responsibility of the (SPCJA) Glastonbury Police Department Administrator.

COLLECT/NCIC/NLETS Management Control Agreement

SECURITY

The (SPCJA) Glastonbury Police Department agrees to abide by all current and hereafter approved rules, policies and procedures of **COLLECT, NCIC and NLETS**, including but not limited to all requirements of the **COLLECT, NCIC and NLETS** Security policy. The compliance with those requirements shall be determined by the Connecticut State Police, Control Terminal Agency.

Computers having access to **COLLECT, NCIC and NLETS** must have the proper software and hardware controls, implemented under the supervision of the (SPCJA) Glastonbury Police Department, to prevent criminal history data from being accessible to any terminals other than authorized terminals. The (SPCJA) Glastonbury Police Department must have adequate physical security, as determined by the Police Department, to protect against any unauthorized personnel gaining access to the terminals, computer equipment or any of the stored data.

Employees of the (SPCJA) Glastonbury Police Department must be screened thoroughly under the authority and supervision of the Police Department, in accordance with **COLLECT, NCIC and NLETS** policy. This screening applies to criminal justice and non-criminal justice personnel. This screening will be done under the guidelines established in the **COLLECT, NCIC and NLETS** Security Policies.

All visitors to the (SPCJA) Glastonbury Police Department must be accompanied by staff personnel at all times.

All terminals having access to **COLLECT, NCIC and NLETS** must be physically placed in secure locations, as determined by **COLLECT**.

Access to all terminals must be restricted to the minimum number of authorized employees needed to complete the work.

Printed copies of criminal history data obtained from **COLLECT, NCIC and/or NLETS** must be afforded security to prevent any unauthorized access to or use of that data. When the printout is no longer needed, it must be filed in a secure file or destroyed. Any transmission of a printed copy from the (SPCJA) Glastonbury Police Department to the (SCJA) East Hampton Police Department must be done through an approved FAX machine or in person. Once taking possession of the printed document, the (SCJA) East Hampton Police Department is responsible for the documents protection or destruction.

No dial-up access will be permitted to a computer or a terminal with access to **COLLECT, NCIC and NLETS**, unless the Dial-up access is approved by the Bureau of Enterprise Systems and Technology (BEST) and the CJIS Systems Officer (CSO). Access must meet all **NCIC** and State Security policies and procedures.

COLLECT/NCIC/NLETS Management Control Agreement

No terminal will access **COLLECT** and no data will be requested or obtained through **COLLECT** without the approval of the Connecticut State Police Administrator or the CJIS Systems Officer (CSO).

1. Direct **COLLECT** and Internet access may not be co-resident on the same device.
Management Control Agreement for Town Dispatch Centers
2. Networks, which have direct access to **COLLECT** and the Internet, must take approved, appropriate measure to secure those network devices that have **COLLECT** access from the Internet.
3. Direct access to **COLLECT** from network based devices shall be provided and approved only as follows:
 - a. The individual user(s) of the device has a clear and consistent need to access **COLLECT** information services.
 - b. The device must require a unique user identification and password for network access.
 - c. The user must have been trained in the use and policies of **COLLECT/NCIC/NLETS**.
 - d. A password management policy must exist within the agency.
4. Security of the local network configuration must receive the prior approval of the Bureau of Enterprise Systems and Technology (BEST) and the CJIS Systems Officer (CSO). Remote access including dial-up access to **COLLECT** or through a **COLLECT** accessible device is prohibited unless approved by the Bureau of Enterprise Systems and Technology (BEST) and the CJIS Systems Officer (CSO). Preferred security safeguards to be considered by local criminal justice agencies in implementing this policy shall include at least one of the following:
 - a. Local area network segmentation
 - b. Border routers
 - c. Firewalls that prohibit **COLLECT** access on devices that provide external e-mail or Internet access.
5. Criminal justice agencies must maintain evidence of periodic audits of firewall and or router traffic.
6. If Internet gateways exist on the network, they must be directed to a single port.
7. Remote network access must be limited to authorized contract vendors and system administrators and subject to the limitation enumerated in section four (4) of this policy. Vendors must comply with **COLLECT/NCIC INLETS** and Bureau of Enterprise Systems and Technology (BEST) security requirements.
8. If remote network access is available, the preferred method of access is dial back modem. Remote access through the Internet is prohibited. The Bureau of Enterprise Systems and Technology (BEST) and the Department of Emergency Services and Public Protection as part of their inspection and certification may require additional information on remote access from the criminal justice agency including the name and type of software employed and whether a policy and procedure exists with regard to physical access to the remote access facility and its communications.

COLLECT/NCIC/NLETS Management Control Agreement

TRAINING

All terminal operators must be trained accordingly to COLLECT Operator Certification Program policy.

RECORDS KEEPING

The (SPCJA) Glastonbury Police Department agrees to abide by all COLLECT, NCIC and NLETS records keeping rules, including but not limited to:

1. Timeliness of entry/cancellation/void.
2. Quality Assurance of entries.
3. Validation of entries.
4. Ten Minute Hit Confirmations.
5. Dissemination of COLLECT/NCIC/NLETS information.
6. Logging of criminal history inquiries.
7. Use of the system for authorized purposes only.

The (SPCJA) Glastonbury Police Department and the (SCJA) East Hampton Police Department will prepare and follow written procedures concerning these and all COLLECT/NCIC/NLETS records keeping requirements. Those procedures will be approved, established, maintained, and followed as determined by the (SPCJA) Glastonbury Police Department and the (SCJA) East Hampton Police Department respectively in accordance with COLLECT, NCIC and NLETS policies.

MONITORING AND AUDITING

The (SCJA) East Hampton Police Department agrees to allow the (SPCJA) Glastonbury Police Department , Connecticut Department of Emergency Services and Public Protection and the Control Terminal Agency, necessary access, as determined by the (SPCJA) Glastonbury Police Department and Connecticut State Police shall have the authority to independently or jointly inspect, monitor, and audit all procedures and systems pursuant to this agreement and any other matters concerned with the security of criminal justice information systems.

The (SCJA) East Hampton Police Department agrees to cooperate with the (SPCJA) Glastonbury Police Department , Connecticut Department of Emergency Services and Public Protection and the Control Terminal Agency in the implementation of this agreement, and to accomplish the directives of the (SPCJA) Glastonbury Police Department under the provisions of this agreement.

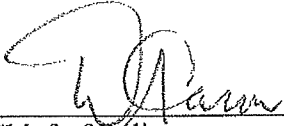
This agreement covers the overall supervision of all (SPCJA) Glastonbury Police Department systems, applications, equipment, systems design, programming, and operational procedures associated with the development, implementation, and maintenance of any (SPCJA) Glastonbury Police Department system to include NCIC Programs that may be subsequently designed and/or implemented within the (SPCJA) Glastonbury Police Department .

COLLECT/NCIC/NLETS Management Control Agreement


IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by the proper officers and officials.

**SERVICE PROVIDER CRIMINAL
JUSTICE AGENCY**

**SUBSCRIBING CRIMINAL
JUSTICE AGENCY**



Chief of Police



Chief of Police

03-22-16

Date

03-23-16

Date

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



June 13, 2023

To: The East Hampton Town Council,

The documentation for the tax refunds listed below is available in the Office of the Collector of Revenue for your review. There are six (6) refunds totaling \$1,911.28.

Respectfully Submitted,

Kristy L. Merrifield, CCMC
Collector of Revenue

	0.	(L)
	311.20	(+)
	69.31	(+)
	189.60	(+)
	587.49	(+)
	520.00	(+)
	233.68	(+)
006	1,911.28	(L+)

BOARD AND COMMISSION SUMMARY MAY 2023

Arts & Culture Commission

The Arts & Culture Commission met on April 20. The date for the Garden Tour was set to June 17th and potential and definite garden hosts were discussed. The members voted on the grant applications that were received. Stacy Gibson for the Smart Start Pre-K and the Goff House Music Series were awarded the \$500 grants. The Student Art Award Reception is scheduled for Tuesday, May 20th at Sears Park.

The Arts & Culture Commission met on May 18. Members discussed the Student Art Award Reception and the June 17th Garden Tour/Plein Air Event. Members discussed the confirmed garden hosts and the confirmed artists for the event.

Board of Finance

The Board of Finance met on May 15th for their regular meeting. They were met with public comments from several individuals concerned with the actions taken with the budget. The BOE FY 2023 Deficit was the only other discussion point in the meeting. Superintendent Smith, Ms. Asetta and Chairwoman Tamaro-Dzagan were in attendance. Discussions will continue until the fiscal year closes and the exact deficit is known and addressed.

Brownfields Redevelopment Agency

The Brownfields Redevelopment Agency met on May 22. The members received updates from the Town Manager. There was discussion about the EPA grant, DECD grant, the CT State Historic Preservation Office, and the agency's by-laws. The members will review the by-laws before next month's meeting and will discuss any changes that may be needed. The members discussed being awarded the EPA grant. It was suggested to withdraw from the DECD grant funding after the contracts for the EPA grant were signed by the town. The members briefly discussed the agency's budget and asked to get an update at each meeting.

Clean Energy Task Force

The Clean Energy Task Force met on May 2. The members discussed the solar project for the Middle School roof project. The members reviewed and updated each other on their progress in getting dealerships to attend the electric vehicle show. More dealerships will be contacted in the next couple of weeks. The members discussed where to place the outdoor signs and the flyers and posters around town. The members briefly discussed the May 2023 federal grant program for EV charging.

Commission on Aging

The Commission on Aging met on May 11. The Chairman and Senior Center Director provided updates to the members. The Commission is working with UR Community Cares. They have discussed fundraising and promoting the program at community events. Dr. Rosenberg expressed his appreciation to Jeremy DeCarli for his efforts on the Accessory Dwelling Units and renovations needed for the public safety presentation. Ms. Greeno reported the Town departments are continuing to coordinate promotion of activities and programs that benefit seniors. Members reviewed the budget balance and made a motion to donate \$100 toward UCC to assist in the commencement of the program.

Conservation-Lake Commission

The Conservation-Lake Commission met on May 11. The members received an update for the communication and liaison report, the watershed projects, federal funding, the sub-committee on

education, and the Lake Smart program. The members reviewed and discussed three plan reviews. Two for new house constructions and one for a proposed zone change for section 8.2 of the zoning regulations: non-conforming lots in the R-1 zone. The members approved of both new house constructions and recommended the zone regulations remain as they currently read with no changes made. The members discussed a way to purchase a 30-acre piece of land but tabled it for next month's meeting to search for more options.

Design Review Board

No meeting

Economic Development Commission

The Economic Development Commission met on May 16. The members discussed the topics of new business of the month process and June nomination, business spotlight process and June nomination, ongoing EDC projects, EDC website, and the adjustments to the business incentive program. The members discussed making a donation to Old Homes Day and handing out the business pamphlets at the event.

Ethics Commission

No meeting

Fire Commission

The Fire Commission met on May 8. Margaret Clavette from PRCA Retirement Administrators attended the meeting to present to the members for the 2022 awards program. The members made sure the changes from last year were reflected in the results of the awards program. The members discussed the dry hydrant update, the fire boat, the awards program/1099, and the budget update. The members nominated Mr. Hurne to be the chairman. The members discussed divvying up the responsibilities of the chairman. The members will find a chance to discuss the changes to the commission.

Inland Wetlands Watercourses Agency

The Inland Wetlands Watercourses Agency met on May 31.

Continued Applications:

1. Application IW-23-006: James Marino, 65 West High St., Construction of a new residential duplex and associated improvements in upland review area. Map 19/ Block 46/ Lot 14. Dean Kavalkovich made a motion to approve the application using the standard short form with conditions. Pete Wall seconded the motion. Vote: 4-0
2. Application IW-23-008: 86 Spellman LLC, 86 Spellman Point Rd., Construction of Single-Family Home in Upland Review Area. Map 09A/ Block 70/ Lot 1. Pete Wall made a motion to approve the application using the standard short form with conditions. Dean Kavalkovich seconded the motion. Vote: 4-0
3. Application IW-23-009: Scott Sanicki, 102 Quiet Woods Rd., Install 3' x 3' x 3' concrete footing and electrical trench for future waterwheel. Map 14/ Block 32/ Lot 3A. Dean Kavalkovich made a motion to approve the application using the standard short form with conditions. Pete Wall seconded the motion. Vote: 4-0
4. Application IW-23-010: Tucker Minor, Lake Dr., Construction of Single Family Home and associated improvements in the Upland Review Area. Map 09A/ Block 70B/ Lot 14. Josh Wilson made a motion to approve the application using the standard short form with conditions. Dave Boule seconded the motion. Vote: 4-0

New Applications:

Application IW-23-011: Kevin Kiely, Flanders Road, Install pipe within intermittent water course to create a crossing. Map 26/ Block 87/ Lot 10. Dean Kavalkovich made a motion to continue the application to the next regularly scheduled meeting June, 28, 2023. Josh Wilson seconded the motion.

New Business:

The Agency recommended that application IW:23-012: Adam Dawidowicz, 56 Tartia Road, construct 9' x 20' deck within upland review area, Map 27/Block 90/Lot 8 be reviewed by the Duly Authorized Agent.

Joint Facilities

The Colchester- East Hampton Joint Facilities met on May 16. Three (3) quotes were received for the PLC blower controls. The contract was awarded to NIC in the amount of \$30,600. The contract with AECOM was approved and signed to being the study on Middletown Ave. pump station (MAPS). Pending the arrival (1yr out) of the interior replacement parts for the septage receiving station the board approved an additional \$20,000 for alternative fixes. For the eighth year running, Joint Facilities received the NACWA Peak Performance Platinum Service Award. The members went into Executive Session to review a personnel issue. Following Executive Session, no decisions were made.

A Special Meeting was held on May 23. The members went into Executive Session to review a personnel issue. Following Executive Session, no decisions were made by the members.

Library Advisory Board

The Library Advisory Board met on May 1. The library staff are working on the Bike Rodeo that was planned after receiving the CSL Summer Program Grant. Applications have been received for the Library Director position; they will be reviewed and interviews will be scheduled. The Friends of the Library will be holding a book sale June 9 and 10.

Middle Haddam Historic District Commission

The Middle Haddam Historic District Commission met on May 25. The members reviewed and discussed two public hearing items. One application was to construct a three-rail fence with wooden posts for horses. And the other application was to replace an exterior entry door on the addition of the house with another nine lite door from a historic Virginia church. Both applications were approved by the members, with Mr. Walsh opposing the horse fence. The members discussed the reconsideration of applications 578/579 for Ms. Keefe about a stockade style privacy fence. The members briefly discussed the issue and the possible compromises provided by Arrow Fence on how to change the fence to have it comply with the regulations. Ms. Keefe is going door to door obtaining signatures for a petition about her fence. The members will further discuss and make a decision at next month's meeting. There was brief discussion of temporary and permanent tents in the historic district.

Parks & Recreation Advisory Board

The Parks & Recreation Advisory Board met on May 2. The Board approved a Memorandum of Understanding for Tri County Baseball. National Trails Day is June 3 and a number of events are planned. The members discussed the distribution of the Jeffrey Leith Memorial Scholarship funds. The Annual Golf Tournament is scheduled for May 18. The members discussed possible locations for a sand volleyball court at Sears Park.

Planning & Zoning Commission

The Planning & Zoning Commission met on May 3.
Public Hearings

- A. PZC-23-005: Lynn Robinson, 27 North Main Street, Special Permit for conversion to different non-conforming use, 8.2.D, Map 01A/ Block 39A/ Lot 15. Ray Zatorski made a motion to approve the application with the following conditions: Town Staff be notified before the start of construction, Town Staff approve of the parking plan, and any requirements of the Fire Marshal be met. Rowland Rux seconded the motion. Vote: 7-0
- B. Text Amendment Regarding Required Setbacks on Non-Conforming Lots in the R-1 Zone: Section 8.2 of the East Hampton Zoning Regulations Ray Zatorski made a motion to continue the Public Hearing to the regular meeting on June 7, 2023. Angelus Tammaro seconded the motion. Vote: 7-0

New Business

- A. PZC-23-010: Ismet Dedusaj, Lakeside Bar & Grill, 81 North Main Street, Site plan review to allow outdoor music per Sec. 5.2.B.7, Map 04A/ Block 45A/ Lot 21 The applicant was not present. Ray Zatorski made a motion to continue the application to the regular meeting of June 7, 2023. Rowland Rux seconded the motion. Vote: 7-0
- B. PZC-23-011: Edgewater Hill, 10 Edgewater Circle, Text Amendment regarding water requirement in MUDD zone per Sec. 6.4.D.3.d.3, Map 10A/ Block 85/ Lot 5B Ray Zatorski made a motion to schedule a Public Hearing for the regular meeting of June 7, 2023. Rowland Rux seconded the motion. Vote: 7-0
- C. PZC-23-012: Michael Bakaj, 37 South Main Street, a 22-lot (33 units) HOD subdivision in existing HOD Zone, Map 20 Block 51/ Lot 27 Ray Zatorski made a motion to schedule a Public Hearing for the regular meeting of July 5, 2023. Rowland Rux seconded the motion. Vote: 7-0
- D. Appointment to Regional Housing Committee with agreement from the members, Chairman Kuhr appointed Roy Gauthier as the liaison to the Regional Housing Committee and the Planning and Zoning Official as the Alternate.

Water Pollution Control Authority

The East Hampton Water Pollution Control Authority met on May 2. Three (3) quotes have been received for the Royal Oaks greensand filter and bladder tank project. Bids will be submitted to the Town Manager for review. The Board made the following Water budget recommendation for all systems totaling \$241,730.00 which represents an increase of 1.60% or \$3,806.00 over last year. The 2023/24 budget will require an increase in water rates to \$12.00/1000 gallons. The monthly meter charge will remain the same at \$40.00 per month/EMU. The recommended budget will be presented to the Town Council on Tuesday, May 23, 2023. Public Hearing date for the Water budget is set for June 6, 2023 at 6:30 PM.

Zoning Board of Appeals

The Zoning Board of Appeals met on May 8.

Public Hearings

- A. ZBA-23-004: James Bansemer, 15 Tennyson Rd., Increase lot coverage from 20% to 39.3% for construction of a concrete driveway. Map 10A/ Block 81/ Lot 64. This item was tabled to the June 12, 2023 meeting due to errors in the required notification and the lack of presence by the applicant.
- B. ZBA-23-005: James Marino, 65 West High St., Reduce side setback from 25' to 10' for construction of a new residential duplex and associated improvements. Map 19/ Block 46/ Lot 14 George Pfaffenbach made a motion to deny the application. John Tuttle seconded the motion. Vote: 5-0



LEE D. HOFFMAN
90 State House Square
Hartford, CT 06103-3702
p (860) 424-4315
f (860) 424-4370
lhoffman@pullcom.com
www.pullcom.com

May 25, 2023

*Via Certified Mail/
Return Receipt Requested*

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



Re: Battery Energy Storage Project, KCE CT 8, LLC, 44 Skinner Street, East Hampton, Connecticut

Dear Mr. Cox:

Please be advised that this office represents KCE CT 8, LLC, a subsidiary of Key Capture Energy, who are developers of battery storage systems. This letter is being sent to inform you that KCE CT 8, LLC intends to develop a 4.9-megawatt (“MW”) battery energy storage system to be located at 44 Skinner Street, East Hampton, Connecticut (“Property).

In connection with this proposed project, KCE CT 8, LLC will be filing a petition for declaratory ruling with the Connecticut Siting Council on or after June 9, 2023, seeking the Council’s approval of the battery energy storage project at the Property.

Once filed, a full digital copy of the initial Petition will be provided to the Town of East Hampton. A full hard copy will be provided to the Town of East Hampton if so requested. In addition, an electronic copy of the petition will be available on the Siting Council’s website at www.ct.gov/csc. Should you have any further questions or concerns regarding this matter, please contact me at 860-424-4315 or the Connecticut Siting Council.

Sincerely,

Lee D. Hoffman