


MEMORANDUM

TO: Town Council

FROM: David E. Cox, Town Manager 

DATE: October 8, 2020

SUBJECT: Agenda Information – 10/13/2020

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

9 New Business

9a RFP for High School Athletic Fields – In follow up to previous Council discussions, a Request for Proposals has been prepared to solicit professional design assistance related to a project or projects to improve the varsity baseball field, the tennis courts and the track at the High School. As the Council may recall, a project was proposed to improve or replace these facilities in connection with the renovation project that has been completed at the High School. The main portion of the high school project is complete and funding is available to finance the work related to solving drainage issues on the baseball field, for replacing the tennis courts to solve underground issues and replacing the existing track. Additional funds have also been set aside to fund the replacement of the track. The Council requested that the projects be considered together and that third party professional services be sought to ensure that the most appropriate design and costs can be achieved. The RFP calls for receipt of proposals and contractor selection in November. Design would take place through January with bidding of a project in February. Contract award for the field work is expected in March to allow construction in the spring and early summer. In the upcoming weeks, staff will work with the High School Building Committee to formalize the plan to use High School funds. In late November, the Council will be asked to consider actions to use those funds and award the design contract. At the meeting Tuesday, the Council is asked to approve the RFP and publication of the document to solicit proposals.

Recommended Action: Approve the RFP and solicitation of proposals.

9b Project Eligibility Application for a Water System – Council is asked to consider and authorize the submission of a Project Eligibility Application to the State Department of Public Health (DPH). The Application is the first step in seeking funds through the Drinking Water State Revolving Fund and requests consideration of \$20 million to support preliminary and final design and construction of a system to integrate the Town's two existing water systems and expand their service area to include areas around the Village Center and along the RT 66 corridor. This application does not commit the Town to a project but allows the DPH to earmark funds for East Hampton including grant funds that may

offset as much as half of this amount. Work on this portion of the project would be coordinated with \$250,000 in grant funds that were secured earlier this year, which are expected to provide for final evaluation of the existing situation, conceptual design of the construction project and development of more detailed budget figures. As the Council will recall, the Town has been evaluating its options for addressing water quality and quantity issues in the community for many decades. With the assistance of the DPH, it is hoped that the project contemplated here will be a first step toward resolving those issues.

Recommended Action: Approve submission of the Project Eligibility Application.

9c Schedule of Tour of Blight Issues – Members of the Council have suggested a joint tour of East Hampton to review the issue of “blight” or property maintenance concerns in the community. The Council is asked to consider and schedule this tour.

9d Schedule a Tour of Town Hall – Members of the Council have indicated a desire for a tour of the Town Hall during operating hours. The Council is asked to consider and schedule this tour.

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

DC

Town of East Hampton
Town Council Special Meeting/Executive Session
Tuesday, September 22, 2020
Town Hall Council Chambers

MINUTES

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

Call to Order

Chairman Brown called the meeting to order at 6:00 p.m. in the Town Hall Council Chambers.

Executive Session

Strategy & Negotiation Regarding Collective Bargaining

A motion was made by Mr. Markham, seconded by Ms. Moore, to enter Executive Session at 6:00pm with Town Manager David Cox invited into the session. Voted (7-0)

Executive Session ended at 6:37pm.

Adjournment

A motion was made by Mr. Reich, seconded by Mr. Philhower, to adjourn the meeting at 6:37pm. Voted (7-0)

Respectfully Submitted,

Cathy Sirois
Recording Clerk

Town of East Hampton
Town Council Regular Meeting
Tuesday, September 22, 2020
Town Hall Council Chambers and Zoom

MINUTES

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

Call to Order

Chairman Brown called the meeting to order at 6:40 p.m.

Adoption of Agenda:

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

Approval of Minutes

A motion was made by Ms. Moore, seconded by Mr. Philhower, to approve the minutes of the Town Council Public Hearing of September 8, 2020 as written. Voted (7-0)

A motion was made by Mr. Reich, seconded by Ms. Moore, to approve the minutes of the Town Council Regular Meeting of September 8, 2020 as written. Voted (7-0)

Public Remarks

None

Presentations

Blight Ordinance

Zoning Official Jeremy DeCarli and Building official Glen LeConche provided an overview of the blight ordinance. The presentation document will be included with the minutes filed in the Town Clerk's office. They discussed the blight ordinance and zoning violations, the process for complaints, determining violations, enforcement and penalties.

Bids & Contracts

None

Resolution/ Ordinances/ Policies/ Proclamation

Police Department General Orders

- 1. Use of Chemical Agents**
- 2. Impact Weapons**

Police Chief Dennis Woessner provided an overview of General Order 3.3 Use of Chemical Agents and General Order 3.4 Impact Weapons. The changes mainly involved training requirements.

A motion was made by Mr. Philhower, seconded by Mr. Johnson, to approve General Order 3.3 Use of Chemical Agents and General Order 3.4 Impact Weapons as presented. Voted (7-0)

Continued Business

Review of Job Descriptions

1) Adult/Young Adult Librarian

A motion was made by Mr. Reich, seconded by Ms. Moore, to approve the Adult/Young Adult Librarian job description as presented. Voted (7-0)

2) Facilities Director

Mr. Cox provided an overview of the Facilities Director job description. This will be a non-union joint position with the Town and Board of Education. This person will have oversight of the Town facilities staff and the Board of Education facilities staff. The town portion is \$20,000 and the Board of Education portion is \$92,000. The intent for the future is that this amount is lumped into one budget line item.

A motion was made by Mr. Philhower, seconded by Ms. Moore, to approve the Facility Director job description and current statement of conditions. Voted (7-0)

3) Administrative Assistant for Fire Marshal

A motion was made by Mr. Philhower, seconded by Mr. Reich, to approve the part time administrative assistant position for the Fire Marshal as presented. Voted (7-0)

New Business

Library Strategic Plan

Library Director Ellen Paul and Library Advisory Board Vice Chair Cyndi Shirshac provided an overview of the Strategic Plan for the Library. A copy of the document will be included with the minutes filed in the Town Clerk's Office.

A motion was made by Ms. Moore, seconded by Mr. Johnson, to approve the Library Strategic Plan as presented. Voted (7-0)

Town Manager Report

Mr. Cox provided an overview of the Town Manager's Report, which will be included with the minutes filed in the Town Clerk's Office.

Appointments

None

Tax Refunds

None

Public Remarks

Library Director Ellen Paul thanked the Council for their support of the Library Strategic Plan.

Communications, Correspondence & Announcement

August Board and Commission Summary

Council members received the August Board and Commission Summary

Adjournment

A motion was made by Mr. Reich, seconded by Ms. Moore, to adjourn the meeting at 8:37pm. Voted (7-0)

Respectfully Submitted,

Cathy Sirois
Recording Clerk

Town of East Hampton
Town Council Special Meeting/Executive Session
Tuesday, October 6, 2020
Town Hall 2nd Floor Meeting Room

MINUTES

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

Not Present: Derek Johnson

Call to Order

Chairman Brown called the meeting to order at 6:00 p.m. in the Town Hall 2nd Floor Meeting Room.

Executive Session

Town Manager Performance Evaluation

A motion was made by Mr. Reich, seconded by Ms. Moore, to enter Executive Session at 6:00pm with Town Manager David Cox invited into the session. Voted (6-0)

Executive Session ended at 7:12pm.

Adjournment

A motion was made by Mr. Reich, seconded by Mr. Markham, to adjourn the meeting at 7:12pm. Voted (6-0)

Respectfully Submitted,

Cathy Sirois
Recording Clerk



TOWN OF EAST HAMPTON
REQUEST FOR PROPOSAL

DESIGN/ENGINEERING SERVICES FOR
EXTERIOR ATHLETIC SURFACE REPLACEMENT &
DRAINAGE IMPROVEMENTS

The Town of East Hampton requests proposals from qualified firms or individuals for professional and technical services associated with several athletic facilities at East Hampton High School, 15 North Maple Street, East Hampton, Connecticut.

The Town seeks competitive proposals for a “turnkey” approach to designing, engineering, selecting material, assisting in bidding, reviewing contractor proposals, selecting contractor, contract award and construction compliance supervision of the following projects at the High School:

- Replacement of the entire tennis court surface
- Replacement of the entire synthetic track surface surrounding the soccer field
- Correction of water/drainage issues on a portion of the soccer field
- Correction of sub-surface water, drainage, grading issues and irrigation and grass/sod replacement of the baseball outfield

Proposals will be accepted from qualified design/engineering and licensed firms.

Sealed proposals must be submitted to the Parks and Recreation Director no later than November 10, 2020 at 10:00 AM. LATE PROPOSALS WILL NOT BE CONSIDERED.

PROJECT SPECIFICATIONS

East Hampton High School maintains several athletic facilities on its campus. Of these facilities, the varsity baseball field, tennis courts, and track/soccer field need upgrades to correct deficiencies and meet current use demands. Sub surface exploration will be required on each athletic surface (tennis courts and track) to determine if the substrate is acceptable for installing a new surface, or if minor or major changes to the sub surface will need to be included as part of the replacement. The needs of each facility and the general goals of this project for each facility are summarized as follows:

Varsity Baseball Field - The varsity baseball field is experiencing drainage issues making it unplayable at many times and causing the field to be under-utilized. Improper drainage has resulted in a less-than-desirable playing surface. This creates a significant challenge for school system and recreation staff to provide suitable playing surfaces and to schedule play to limit conflicts on other Town fields. The project’s goals include renovation of the field as a natural grass facility with an engineered drainage system which will increase its playability. A complete irrigation system is also proposed. Other desired improvements are related to grading, miscellaneous amenities, and possible re-orientation of the field. Elevation surveys and some soil investigations have been conducted and that information is included in the RFP materials.

Tennis Courts - The high school maintains a compliment of 6 tennis courts. The courts have numerous cracks that could indicate a sub-surface challenge, however, the playing surface has performed well. Nevertheless, it is believed they have reached the end of their serviceable life. The project's goals include a feasibility study to determine the most suitable type of court facility (either bituminous concrete or post-tensioned concrete) and replacement of the existing courts with a new facility that meets the High School's current needs and addresses drainage issues onto adjacent homeowner property. Other desired improvements are related to handicapped accessibility, fencing, players facilities, and spectator facilities.

Track/Soccer Field – The high school track has been in existence for 15 years and has reached the end of its anticipated serviceable life. Subsurface evaluation and development of drainage plans is appropriate to address drainage concerns on the main soccer field as well as underdrainage of the track surface. The soccer field is a natural grass field located inside the school's running track. Portions of the field are experiencing drainage issues that have resulted in a less-than-desirable playing surface. The project's goals include replacement of the synthetic track surface and assessment of the existing drainage system serving the field and design of new or upgraded drainage facilities to address the areas where drainage has been identified as insufficient.

The successful proposer will have experience with the design, construction and project management of natural grass athletic fields, tennis courts, running tracks, and engineered drainage systems, along with the ability to fulfill all of this request's requirements in an acceptable and timely manner. The project work will be performed in distinct, sequential phases, generally described below.

SCOPE OF SERVICES

Phase 1 - Project Initiation/Programming

Participate in a project initiation/programming meeting with the Town staff and stakeholders for the following purposes:

1. Review the Scope of Services and confirm the project goals, objectives and expectations.
2. Review the expected uses of the fields and courts, level of play, and the design standards for the desired sports.
3. Refine the project schedule and project reporting protocols.
4. Discuss the project budget.

Phase 2 - Site Survey and Data Gathering

Supplement, as necessary, the existing conditions survey of the varsity baseball field, soccer field/track, and tennis court facility to document the horizontal and vertical locations of physical improvements, including drainage systems. See the attached Topographic Survey dated October 6, 2020 included in this document.

1. Establish horizontal and vertical site control. Horizontal control shall be based on the North American Datum of 1983 (NAD 83) and vertical control shall be based upon the North American Vertical Datum of 1988 (NAVD 88).

2. The survey shall have a "Class A-2" standard of horizontal accuracy and shall depict property boundaries in the vicinity of the baseball field and tennis court facilities. Boundaries in other areas can be compiled, to "Class D" standards.
3. The survey shall have a "Class T-2" standard of vertical accuracy and shall show topography with one-foot contour intervals and spot elevations at critical points. All visible utilities and structures shall be included in the survey.
4. Supplement the existing conditions survey with available information provided by the Town. See the soil and water table information included in this document.
5. Prepare a base map at an appropriate scale to be used as the basis for the project design. Scale will be determined prior to commencement of survey. All mapping shall be signed/sealed by a Connecticut-Licensed Land Surveyor.

Phase 3 - Preliminary Design (60% Submission)

1. Program the new/renovated facilities by meeting with the Town and stakeholders. Review existing facility attributes, deficiencies, sports programs, planned use, and the "needs" and "wants" of the Town, and define performance goals of new/renovated facilities.
2. Prepare a feasibility study to analyze and determine the type of tennis court facility, either bituminous concrete or post-tensioned concrete, that represents the best value to the Town. Include a financial analysis to document the conclusions derived.
3. Prepare conceptual design plans as required to demonstrate the planned improvements based on the feasibility and programming process. The Town will ultimately select final conceptual designs for each facility that meets their needs and overall scope/budget for the project.
4. Prepare preliminary design plans based on the conceptual plans, and initial comments and input from the Town and stakeholders. The plans shall include, at a minimum:
 - a. Layout plans as appropriate for each new/renovated facility, demonstrating all components required.
 - b. Existing and proposed grading including spot elevations where appropriate.
 - c. Engineered drainage plans with appropriate hydrologic and hydraulic back-up documentation.
 - d. Plans and details as appropriate for each new/renovated facility, such as cross-sections, details of construction, drainage systems, player facilities, and other required site amenities as determined through the programming process.
 - e. Erosion and sedimentation control plan meeting the CT DEEP 2002 Guidelines.
 - f. All plans/calculations shall be signed/sealed by a Connecticut-Licensed Professional Engineer or Connecticut-Licensed Landscape Architect as applicable.
5. Prepare a detailed opinion of probable construction cost based on the preliminary design.
6. Meet with the town and stakeholders to review the preliminary design and the opinion of probable construction costs.

Phase 4 - Final Design and Construction Documents

1. Address comments from the preliminary design phase.
2. Prepare a final design for review incorporating the comments from Town staff and stakeholders on the preliminary design submission.
3. Prepare technical specifications to augment the information shown on the plans.

3. Prepare a final opinion of probable construction costs for the proposed improvements.
4. Prepare and submit local permit applications and supporting documentation. At this time, the anticipated permit will be from the Planning and Zoning Commission. Attend all required meetings to secure local permit.
5. Meet with the Town staff to review the final plans and specifications. Make minor revisions as may be required.
6. Finalize the plans and specifications and provide the Town with final, bid-ready construction documents suitable for seeking competitive bids for the work. All plans/calculations shall be signed/sealed by a Connecticut-Licensed Professional Engineer or Connecticut-Licensed Landscape Architect as applicable.
7. Support during the bid review process based on merit and assist with contractor selection based on their reputation for quality, their experience in the areas of project focus and their reputation for on-time and on budget performance.
8. Assist in awarding the bid or bids and preparing to appropriate contract.

Phase 5 - Construction Management Services

The successful proposer will provide, at a minimum, the following services:

1. During the construction phase of the project the successful proposer shall:
 - a. Act as the Town's representative;
 - b. Coordinate the work of the various contractors working on the project;
 - c. Advise and consult with the Town during the Construction Phase and shall issue the Town's authorized instructions to the Contractors.
 - d. Conduct regular site observations of the contractor and sub-contractors during construction phase and sign off on construction drawings to assure that scheduled work is accomplished in line with the schedule;
 - e. Review Contractor's requests for payment and make recommendation for payment;
 - f. Review shop drawings, samples and other submittals from the Contractors, for compliance with Contract Documents;
 - g. Prepare change orders for the Town's approval; and
 - h. Assist the Town in conducting a final inspection and recommend a course of action.
2. Attendance, as required, at all project meetings (meetings are anticipated to be held every 2 weeks during construction) and punch-list inspections.

Contract Management - The selected firm will assign one qualified individual, who will be the firm's contact person responsible for directing and coordinating the activities of the firm's personnel and subcontractors in all aspects of the project.

ANTICIPATED TIMELINE

Based on a selection of a design professional at the November 24 Town Council meeting, the development of bidding documents shall be accomplished by January 22, 2021 with bidding to be completed by February 19, 2021 and the potential award to a contractor by March 9, 2021.

CONTENTS OF PROPOSAL

1. Transmittal Letter, including:
 - a. Company name office address.
 - b. Statement indicating your understanding of the work to be performed.
 - c. Name, title, address, telephone number, and e-mail address of the individual to whom all inquiries about this response should be addressed.

2. Basic Firm Information (may be simply listed), including:
 - a. Name of company
 - b. Date organized
 - c. Tax Identification number(s)
 - d. Legal form of ownership. If a corporation, where incorporated
 - e. Number of years engaged in services under present name
 - f. Identify and explain any work awarded to your company that your company has failed to complete.
 - g. Identify and explain any potential conflicts of interest
 - h. Identify the individuals who are authorized to bind the company in negotiations.
 - j. Describe any previous and pending litigation or other similar factors that could affect your company's ability to perform the scope of services identified herein.

3. Qualifications and Capacity, including:
 - a. Firm's Qualifications: Provide information demonstrating the qualifications of your firm to complete this work. Include, at a minimum:
 - Unique qualifications that your firm has regarding this project.
 - Proposed staffing for this project.
 - Resumes / qualifications for personnel that would be assigned to this project.
 - Describe your firm's familiarity with local laws, regulations, permitting and inspecting entities.
 - Provide copies of all professional licenses associated with land surveying and engineering.

 - b. Firm's Capacity: Provide information indicating the capacity of your firm to provide the scope of services. Include, at a minimum:
 - The number of full-time professional staff your (local) office employs.
 - A list of all services required for this project that would be provided in-house by your firm, and a list of all services that would be outsourced to subconsultants/subcontractors, including the names, qualifications, and licenses of proposed subconsultants/subcontractors.
 - If work will be outsourced to subconsultants/subcontractors, provide a breakdown of the work, by percentage, performed in-house and by each proposed subconsultants/subcontractor.

4. Insurance: Provide the name of your insurance company and agents, your insurance coverage including type and limits, with a sample certificate of representative coverage. Coverage shall meet or exceed the following:
 - a. Commercial General Liability - \$1,000,000 Combined Single Limit per occurrence for bodily injury, personal injury and property damage.
 - b. Workers' Compensation and Employers Liability - Statutory coverage in compliance with the laws of the State of Connecticut. Coverage shall include Employer's Liability with minimum limits of \$100,000 each accident, \$500,000 disease-policy limit, \$100,000 each employee.
 - c. Automobile Liability - \$1,000,000 Combined Single Limit Automobile Liability insurance shall be maintained against claims for damages resulting from bodily injury, including wrongful death, and property damage which may arise from the operations of any owned, hired or non-owned automobiles used by or for the Contractor in any capacity in connection with carrying out this contract.
 - d. Insurance coverage is to be placed with insurers authorized to do business in Connecticut and having an A.M. Best's Rating of no less than A-.
5. References: Include the name, title, and contact information of the authorized owner's representative for at least three (3) recent projects of similar size, scale, and timeframe.
6. Fee Proposal: **IN A SEPARATE ENVELOPE**, provide fee proposal for this project including costs identified for each phase of the project and an overall a budget for direct reimbursable expense such as consumables, printing, mileage, shipping, and postage. For Phases 4 and 5, provide both a combined phase cost proposal for all three projects together and a cost proposal identifying the costs for Phases 4 and 5 services for each of the projects separately.

SELECTION CRITERIA

Successful survey firm will be identified based upon qualifications of the respondent and the acceptability of the respondent's fee proposal as determined by the Town of East Hampton.

EVALUATION CRITERIA

The following factors will be considered by the Town of East Hampton when evaluating proposals.

- Accuracy, overall quality, thoroughness and responsiveness to the requirements as summarized herein.
- Firm's experience with municipal/ commercial athletic surface, courts and field removal and installations.
- Firm's experience and success working with Municipalities.
- Firm's approach to assignment including firm's demonstrated understanding of the Scope of Services and of the customer's needs and objectives.
- Fee
- Timeline
- Creative project approach

SELECTION PROCESS

Following the review and evaluation of proposals, the Town of East Hampton reserves the right to request certain additional information. Proposals will be reviewed based upon the criteria herein. Based on the review and rating of proposals, a short list of respondents may be invited to further discuss their proposal with a small committee of Town representatives.

The information in this Request for Proposal will serve as the basis for selection of the successful respondent. Respondents are encouraged to address each of the factors thoroughly and provide additional information concerning background, experience and qualifications.

This request for proposal 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 reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with the selected respondents, to extend the contract for an additional period, or to cancel in part or in its entirety the request for proposals, and to waive any informality or abnormality if it is in the best interests of the Town to do so.

TIMELINE

The following schedule is anticipated. The Town of East Hampton 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 RFP	October 14, 2020
RFP Due Date	November 10, 2020
Interviews with Top Respondents if required	Week of November 16, 2020
Award of contract	November 24, 2020
Contract Effective Date	December 1, 2020

INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

A total of four (4) hard copies and 1 electronic copy (.pdf format) of each firm's Proposal must be received at the following location on or before 10:00 a.m. on Tuesday, November 10, 2020 at the following:

The Town of East Hampton
Office of the Town Manager
1 Community Drive
East Hampton, CT 06424

The Town of East Hampton will accept proposals from all interested firms. After evaluation of all proposals, The Town of East Hampton may develop a short list of firms that will be interviewed and further evaluated as provided herein.

The Town of East Hampton reserves the right to reject any or all proposals submitted. The Town of East Hampton reserves the right to waive any informality or defect in any or all

proposals if such action is in the best interests of The Town of East Hampton. The selection of the successful firm will be based on several factors including, but not limited to, qualifications, track record, experience, and price. To that end, the Town of East Hampton reserves the right to award this contract to a firm other than the lowest bidder if, in its sole discretion, it is in The Town of East Hampton's best interests to do so.

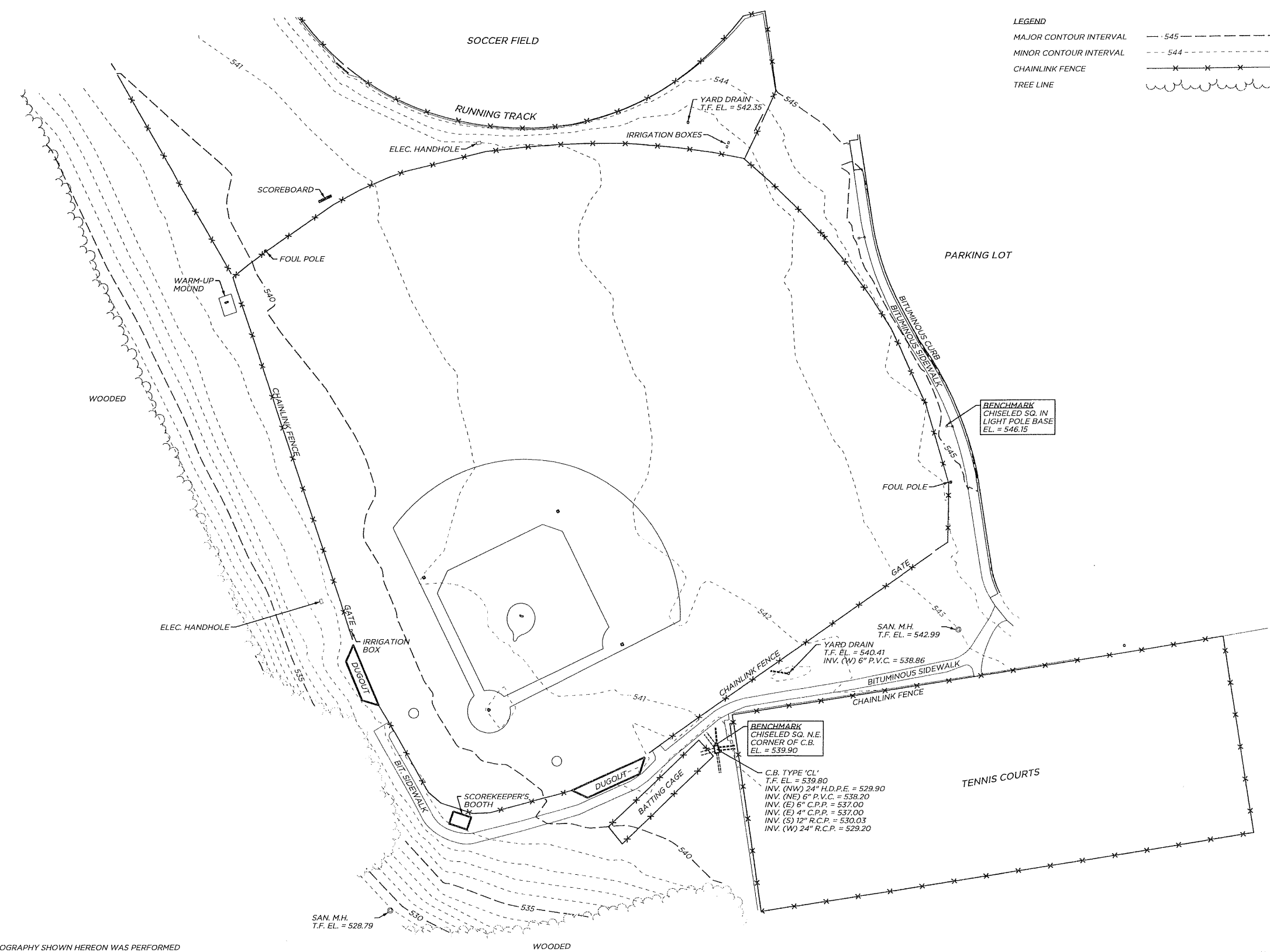
Questions concerning the RFP should be directed to the Parks and Recreation Director via email at jhall@easthamptonct.gov not later than November 3, 2020. As appropriate, responses to questions will be shared with known respondents.

The Town of East Hampton is an Affirmative Action/Equal Opportunity Employer. WBE/SBE/MBE & Section 3 Designated businesses are encouraged to apply.



LEGEND

MAJOR CONTOUR INTERVAL	--- 545 ---
MINOR CONTOUR INTERVAL	--- 544 ---
CHAINLINK FENCE	--- x x x x x ---
TREE LINE	~~~~~

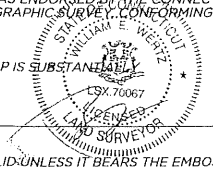


- SURVEY NOTES**
1. FIELD SURVEYED TOPOGRAPHY SHOWN HEREON WAS PERFORMED ON THE GROUND BY ANCHOR ENGINEERING SERVICES, INC. ON JULY 16, 2020.
 2. ELEVATIONS AND CONTOURS DEPICTED HEREON ARE BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAD 88) OBTAINED VIA GPS OBSERVATIONS PROCESSED THROUGH THE SUPERIOR NETWORK VRS NETWORK.
 3. UNDERGROUND UTILITY, STRUCTURE AND FACILITY LOCATIONS DEPICTED AND NOTED HEREON HAVE BEEN COMPILED, IN PART, FROM RECORD MAPPING SUPPLIED BY THE RESPECTIVE UTILITY COMPANIES OR GOVERNMENT AGENCIES, FROM PAROL TESTIMONY AND FROM OTHER SOURCES. THESE LOCATIONS MUST BE CONSIDERED APPROXIMATE IN NATURE. ADDITIONALLY, OTHER SUCH FEATURES MAY EXIST ON THE SITE, THE EXISTENCE OF WHICH ARE UNKNOWN TO ANCHOR ENGINEERING SERVICES, INC., THE SIZE, LOCATION AND EXISTENCE OF ALL SUCH FEATURES MUST BE FIELD DETERMINED AND VERIFIED BY THE APPROPRIATE AUTHORITIES PRIOR TO CONSTRUCTION. CALL BEFORE YOU DIG: 1-(800) 922-4455

THIS SURVEY AND MAP HAS BEEN PREPARED IN ACCORDANCE WITH SECTIONS 20-300b-1 THRU 20-300b-20 OF THE REGULATIONS OF CONNECTICUT STATE AGENCIES MINIMUM STANDARDS FOR SURVEYS AND MAPS IN THE STATE OF CONNECTICUT AS ENDORSED BY THE CONNECTICUT ASSOCIATION OF LAND SURVEYORS INC. IT IS A TOPOGRAPHIC SURVEY CONFORMING TO VERTICAL ACCURACY CLASS 1-2.

TO THE BEST OF MY KNOWLEDGE AND BELIEF THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREON.

WILLIAM E. WERTZ, CT. L.S. #70067
 ANY ORIGINAL OR DUPLICATE OF THIS MAP IS NOT VALID UNLESS IT BEARS THE EMBOSSED SEAL OF THE SURVEYOR WHOSE REGISTRATION APPEARS ABOVE NO OTHER CERTIFICATION OR WARRANTY IS EXPRESSED OR IMPLIED.



\\anchor2\2020\projects\2020\17\TASK 1 High School Baseball Field Reconstruction\Survey\PLOT SURVEY - East Hampton High School Baseball Field.dwg

		41 Sequin Drive Glastonbury, CT 06033 Phone: (860) 633-8770 Fax: (860) 633-5971 www.anchor-engr.com	
PROJ. ENGINEER	KJF	TOPOGRAPHIC SURVEY PREPARED FOR TOWN OF EAST HAMPTON EAST HAMPTON HIGH SCHOOL 15 NORTH MAPLE STREET EAST HAMPTON, CT	
PROJ. MANAGER	KRG		
OFFICE REVIEW	WEW		
REVISIONS		PROJECT	DATE
		129-17	10/6/20
SCALE: 1"=40'		SHEET NO.	1 OF 1

Public Water System (PWS) Name _____ CT _____ DPH Proj. #: _____
 PWSID _____ (DPH to assign)

**State of Connecticut – Department of Public Health
 Drinking Water State Revolving Fund (DWSRF) – Project Eligibility Application**

Please note this is not an application for a loan.

Name/title of the project:	
Full Legal Name of Public Water System Applicant	PWSID Number (CTxxxxxxx)
Authorized PWS Representative	
Name:	Title:
Mailing Address:	
Telephone:	Fax:
Email:	
Project Contact Person (If different than the Authorized Representative)	
Name:	Title:
Mailing Address:	
Telephone:	Fax:
Email:	

WATER SYSTEM TYPE AND SERVICING

System Type: <input type="checkbox"/> Community PWS <input type="checkbox"/> Non-Profit Non-Community PWS <input type="checkbox"/> Other (explain)
Is this PWS a Not-for-Profit water company? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is this a municipality-owned PWS? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, is the Municipal Plan of Conservation and Development current? <input type="checkbox"/> Yes <input type="checkbox"/> No
Total population served by water system: _____.
Population to be served by the proposed project (see instructions): _____.
Current number of service connections supplied by the water system: _____.
Number of service connections supplied by the proposed project (see instructions): _____.
Will this project provide water service to additional service connections not already being supplied by this PWS? <input type="checkbox"/> Yes (answer questions below) <input type="checkbox"/> No (move on to next question)
a) Will this project consolidate or interconnect an existing PWS? <input type="checkbox"/> Yes (complete Public Water System Consolidation Form) <input type="checkbox"/> No
b) Will this project serve homes with private wells that have water quality (approach/exceed MCL or Action Level) or quantity issues? <input type="checkbox"/> Yes (complete Private Well Consolidation Form) <input type="checkbox"/> No
c) Other situation not covered by a) or b): <input type="checkbox"/> Yes (please provide explanation) <input type="checkbox"/> No
Is the PWS regulated by the DEEP Public Utilities Regulatory Authority (PURA)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please note that you may be required to submit the appropriate financial and Construction Work in Progress (CWIP) documentation prior to a funding award.

Public Water System (PWS) Name

DPH Project # (DPH to assign)

**State of Connecticut – Department of Public Health
Drinking Water State Revolving Fund – Project Eligibility Application**

PROJECT COSTS - AMOUNT OF DWSRF REQUEST

Estimated Total project cost:	\$		
Estimated Total amount requested from DWSRF:	\$		
Estimated amount from other sources:	\$		
Identify other funding sources:			
Basis of Estimate:			
Breakdown of DWSRF request: (check all that apply)	Anticipated Procurement Date (month & year)	Anticipated Contract Execution Date (month & year)	Estimated Amount from DWSRF
<input type="checkbox"/> Feasibility Study/Preliminary Engineering or Other Planning			\$
<input type="checkbox"/> Final Design			\$
<input type="checkbox"/> Construction			\$
Does this amount include: (check all that apply)	<input type="checkbox"/> Construction Oversight	<input type="checkbox"/> Easement	<input type="checkbox"/> Contingencies
	<input type="checkbox"/> Closing Costs		
Have you retained an engineer or consultant for any work associated with this project? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list services:			
Any contract executed without prior DPH approval is not eligible for funding.			

PROJECT DESCRIPTION

Provide a brief description (summary) of your project. Include other options that were considered and why this project was preferred. Also explain the impact this project will have on the water system. If possible, please include an approximate age of the current infrastructure in your description. (Attach a separate sheet if necessary):

Public Water System (PWS) Name

DPH Project # (DPH to assign)

**State of Connecticut – Department of Public Health
Drinking Water State Revolving Fund – Project Eligibility Application**

PROJECT LOCATION & ENVIRONMENTAL CONSIDERATIONS

Please identify the physical location (address) of the project. **Attach a scaled map showing the project location, the delineated Conservation and Development areas, and other pertinent environmental information.**

If available, please provide the nearest GPS coordinates of the project location. For a water main, provide the start and end points.

Identify any potential obstacles that could prevent or delay this project from moving forward, including environmental considerations.

PROJECT BENEFITS

Describe the public health and environmental benefits that would be achieved with this project. (attach a separate sheet if necessary):

ASSET AND FISCAL MANAGEMENT PLANS

Public Act No. 18-168 §61 requires Asset and Fiscal Management Plans for small community water systems. These plans must be in place by January 1, 2021. Refer to [Circular Letter 2019-01](#) and the [Capacity Development](#) webpage for more information. These plans are recommended for all community water systems.

In order for a small water system to be eligible for federal subsidy with a DWSRF loan, the system must have an Asset Management Plan currently in place, or agree to prepare one.

Does this public water system have an Asset Management Plan?	Yes	No
Does this public water system have a Fiscal Management Plan?	Yes	No

**State of Connecticut – Department of Public Health
Drinking Water State Revolving Fund – Project Eligibility Application**

PROJECT READINESS INFORMATION

Only those elements (planning, design, construction) of eligible projects that can result in executed contracts and DWSRF loan agreements within a state fiscal year funding cycle may receive funding. Elements of eligible projects that cannot result in executed contracts and DWSRF loan agreements will be eligible to receive funding in future funding cycles. **This section must be completed in order for the DPH to determine those elements of a project that can be funded during this funding cycle.**

PROJECT READINESS

Indicate type(s) of local funding authorization(s) (i.e. town council, referendum, local board, etc.) necessary for this project:

Provide a list showing any that have been obtained with the date, and those that still need to be obtained and the date those are expected to be obtained.

What phase(s) of the project do these local funding authorization(s) cover? (check all that apply)

Planning Design Construction

Has a Preliminary Engineering Report, or similar project planning report, been prepared for this project?

Yes Date report was completed: _____ . (you may submit report with this EA)
 No Anticipated date the report will be completed: _____ .

Is the final design of the project complete?

Yes Date final design was completed: _____ .
 No Anticipated date the design will be completed: _____ .

Have bid specifications been prepared for this project?

Yes Is the project ready for competitive bidding?
 Yes
 No Anticipated date it will be ready for competitive bidding: _____ .
 No Anticipated date bid specifications will be available: _____ .

Have all sites, easements or rights-of-way necessary to assure undisturbed construction and operation and maintenance of the proposed project been acquired?

Yes Submit a list of those sites, easements and rights-of-way
 No Submit a list of those sites, easements, or rights-of-way that are necessary, their status, and when they are anticipated to be acquired.
 Not determined yet

Has the project obtained **all** required local approvals to proceed (e.g. planning & zoning, inland wetlands, etc.)?

Yes Submit a list of all necessary local approvals and/or permits for this project, the local issuing entity, and date at which the approval or permit was obtained.
 No Submit a list of all necessary local permits or approvals for this project, the local issuing entity and the current status of each
 Not determined yet

Has the project obtained **all** State permits or approvals needed for this project (i.e. DEEP diversion permits, DOT permits, DPH change of use permits, etc.)? **** See note below ****

Yes Submit a list of all necessary state agency approvals and/or permits for this project, the state issuing entity, and date at which the approval or permit was obtained.
 No Submit a list of all necessary state agency approvals and/or permits for this project, the state issuing entity and a status for each
 Not determined yet

What is the anticipated start date for construction of this project? _____ .

Please ensure that time to obtain all authorization and approvals noted above, along with necessary DWSRF Program approvals, has been taken into consideration in determining this anticipated date.

NOTE: For purposes of answering the question regarding permits, state permits include permits issued by the DPH (i.e. Sale of Excess Water, Water Company Land, etc.); however, state approvals DO NOT include any approvals that are associated with the DPH DWSRF review process (technical project review & approval, pre-bid document review & approval, authorization to award contract).

**State of Connecticut – Department of Public Health
Drinking Water State Revolving Fund – Project Eligibility Application**

SIGNATORY SHEET

PLEASE SIGN AND DATE THE FOLLOWING STATEMENT:

As the duly authorized representative of the applicant, I understand that in evaluating this application, the State of Connecticut has relied upon the information provided to evaluate the enclosed project proposal. If such information subsequently proves to be incomplete, inaccurate, false and/or deceptive, this application may be modified, suspended or revoked.

Further, I understand that this application may also be suspended or revoked if it is found that any conditions(s) set forth by the State of Connecticut have been violated or if such an action is necessary to maintain the purity or adequacy of the water supply or public health.

I hereby agree to comply with all applicable requirements of other State and Federal laws, Executive Orders, regulations and policies governing this program and am fully aware that any modifications to the proposed project plan once it has been approved and priority ranked may significantly affect our eligibility ranking and/or opportunity to secure DWSRF financing.

I understand that this application (including any attachments thereto) and any other documents, records or information that I submit to the State of Connecticut in connection with the DWSRF program shall be public records, except as otherwise provided by any federal law or state statute. I further understand that third parties may have access to such public records as required under the Connecticut Freedom of Information Act, Connecticut General Statutes, Section 1-7 through Section 1-211, as amended.

I understand that entering into any contracts or agreements for this project without receiving prior written approval from the Department may prevent a particular service from being funded by the DWSRF.

I understand that this is not an application for a loan, but only to provide information to enable the Department of Public Health to evaluate the project for funding eligibility under the DWSRF program. Submittal of this application is necessary in order to be eligible for a loan.

Signature of Authorized Representative
of Public Water System (PWS)

Date

Print Name of Person Signing

Print Title of Person Signing

State of Connecticut – Department of Public Health
Drinking Water State Revolving Fund – Project Eligibility Application

PROJECT RANKING POINT SELECTION

Please check all that apply. Adequate documentation or justification must be included with the application in order to qualify for points. Refer to the [Instructions](#) for additional information of each item.

Check below **Category 1: Water Quality**

Activity #	a. Immediate Action	Points	Exclusions¹
1	Surface Water Treatment Rule Violation	50	None
2	Microbiological MCL Violation (E. Coli)	50	1
3	Nitrate MCL Violation	50	None
4	Nitrite MCL Violation	50	None
5	Lead Action Level Exceedance ²	50	None
6	DPH Determination of Acute Health Risk for Other Contaminants	50	None
7	Arsenic	40	None
Activity #	b. Non-Acute MCL Violations	Points	Exclusions¹
8	Radioactivity MCL Violations	30	None
9	Inorganic Chemical MCL Violations	30	3-7
10	Organic Chemical MCL Violations (excluding total trihalomethanes)	30	None
11	Pesticides, Herbicides and PCBs MCL Violations	30	None
12	Disinfection By-Product MCL Violations	30	None
Activity #	c. Other Contaminants of Health Concern	Points	Exclusions¹
13	DPH Action Level Exceedance (excluding lead and copper)	25	5
14	Contaminant Exceeds 50% of MCL	20	1-12
15	Copper Action Level Exceedance	20	5,13
16	Sodium Notification Level Exceedance	5	9
Activity #	d. Physical/EPA Secondary MCL Exceedances	Points	Exclusions¹
17	Turbidity Limit Exceedance	10	1
18	Odor Limit Exceedance	10	None
19	Color Limit Exceedance	10	None
20	pH Outside Range of 6.4 - 10	10	None
21	EPA Secondary MCL Exceedance	10	9,13,14,18-20
Activity #	e. Private Wells (complete Private/Non-Public Well Consolidation Form)	Points	Exclusions¹
22	Water Main Extension to Serve Private Wells with MCL Violations or Action Level Exceedances	30	1-21, 23
23	Creation of New PWS to Serve Private Wells with MCL Violations	30	1-22

^[1] Exclusion column indicates activity #'s that would be ineligible for additional points if the activities associated with those points are the same. Where 2 or more activities conflict the higher point activity shall be assigned to the project. These potential exclusions are typically displayed with the lower point value activity.

^[2] Eligible schools and child care facilities with lead levels at or above 75% of the lead action level would qualify for this activity.

State of Connecticut – Department of Public Health
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Check below **Category 2: Advanced Surface Water Treatment (Maximum 15 pts from this category)**

Activity #	Elements	Points	Exclusions ¹
24	Treatment Plant Upgrades to Address Future Known SDWA Rule or Requirement	15	None
25	Treatment Plant Upgrades to Address Emerging Contaminants	10	None

Category 3: Water Supply /Conservation

Activity #	a. Source Water Deficits (Maximum 40 pts from this subcategory)	Points	Exclusions ¹
26	New Groundwater Well Development	40	None
27	Rehabilitation of Existing Groundwater Wells	40	None
28	Interconnection to Purchase Water from Another Community PWS	40	None
Activity #	b. System Capacity Deficits	Points	Exclusions ¹
29	System Capacity Deficit	20	None
Activity #	c. Source Development (Maximum 10 pts from this subcategory)	Points	Exclusions ¹
30	New Groundwater Well Development	10	26
31	Rehabilitation of Existing Groundwater Wells	10	27
Activity #	d. Conservation/Water Loss Reduction	Points	Exclusions ¹
32	Installation of Source Water Meters (previously unmetered) ³	25	26-28, 30,31
33	Installation of Distribution Meters (previously unmetered) ³	25	None
34	Replacement of Source or Distribution Meters ³	15	None
35	Incorporation of Advance Metering Infrastructure (AMI) technology (real-time metering)	10	None
36	Water Transmission Main Rehabilitation or Replacement	15	None
37	Water Distribution Main Rehabilitation or Replacement	10	None
38	Project Will Significantly Reduce Water Loss (i.e. Unaccounted-for or Non-Revenue Losses)	10	32-35
Activity #	e. Water Main Extension to Replace Private Wells with Inadequate Supply	Points	Exclusions ¹
39	Water Main Extension (complete Private/Non-Public Well Consolidtion Form)	30	1-21, 23

^[3] The primary purpose of the project must be for the installation or replacement of meters to qualify for these points.

State of Connecticut – Department of Public Health
Drinking Water State Revolving Fund – Project Eligibility Application

Check below **Category 4: Infrastructure Violations/Deficiencies/Safety Hazards/Failures**

Activity #	Elements	Points	Exclusions ¹
40	Infrastructure Violation/Deficiency/Safety Hazard/Failure (Source to Curb Stop)	10	32
41	Hydropneumatic Storage Tank Replacement/Elimination	50	None

Category 5: Consolidation (Maximum 20 pts from Activities 43 and 44 combined)

Activity #	Elements (complete a separate Public Water System Consolidation Form for each PWS proposed)	Points	Exclusions ¹
42	Consolidation of a Community PWS	15 each	None
43	Consolidation of a Non-Transient Non-Community PWS	10 each	None
44	Consolidation of a Transient Non-Community PWS	5 each	None

Category 6: Resiliency/Security

Activity #	a. Resiliency	Points	Exclusions ¹
45	Regional Interconnection with Another Community PWS	15	28
46	Relocation of Critical Facilities ⁴	10	None
47	Redundancy of Critical Facilities ⁴	10	None
Activity #	b. Planning (Maximum 50 pts from this subcategory) ⁵	Points	Exclusions ¹
48	Climate Change/Drought Planning	50	1-47, 49-64
49	Asset Management Planning	50	1-48, 50-64
Activity #	c. Security ⁶	Points	Exclusions ¹
50	Security Fencing, Alarms, Surveillance Systems or Other Security Measures	5	None
Activity #	d. Emergency Power Provisions for Existing Critical Facilities	Points	Exclusions ¹
51	New (does not currently exist) ⁷	50	1-50, 52-64
52	Replacement or Upgrades ⁷	20	1-51, 53-64
53	Included as Part of a Larger Project	5	None

^[4] Project must be supported by a formal resiliency or climate change plan to qualify for these points.

^[5] Points are only awarded for the creation of an initial plan.

^[6] Security points may awarded to projects with existing security provisions or for the installation of new security provisions.

^[7] Project must be only an emergency power project to qualify for these points.

State of Connecticut – Department of Public Health
Drinking Water State Revolving Fund – Project Eligibility Application

Check below **Category 7: Other Capital Improvements**

Activity #	Elements	Points	Exclusions ¹
54	Treatment Facilities	10	None
55	Pumping Facilities	5	None
56	Storage Facilities	5	41
57	Transmission or Distribution System	5	36-37
58	Facility Automation (SCADA)	5	None
59	Complete Lead Service Line Replacement	10	None
60	Internal Building Piping Replacement (as part of Lead or Copper remediation)	10	None

Category 8: Sustainability/Statewide Planning Recognition

Activity #	Elements	Points	Exclusions ¹
61	Acquisition/Transfer of a Community PWS (complete the Public Water System Consolidation Form)	10	None
62	Project is supported by an on-going Asset Management Program	10	63
63	Project is supported in a PWS's Water Supply Plan pursuant to RCSA Section 25-32d-3	5	62
64	Project Identified in a Statewide or Regional Water Planning Document under DPH oversight	10	None

Category 9: Affordability

Activity #	Elements	Points	Exclusions ¹
65	Distressed Community	10	None

Clicking on "Reset form" will clear all fields in this form related to a specific project. Those fields related to the PWS will remain (e.g. PWS name, PWSID, and PWS Representative, etc.).

**State of Connecticut – Department of Public Health
 Drinking Water State Revolving Fund (DWSRF) – Project Eligibility Application**

PUBLIC WATER SYSTEM CONSOLIDATION PROJECT FORM

This form is necessary to be completed only if a project is a consolidation, acquisition, transfer of ownership, interconnection, or water main extension associated with providing water service to another public water system. This form must be submitted with your eligibility application to earn points within Category 5 (activities 42, 43, or 44) or Category 8 (activity 61) of the Priority Ranking System. A copy of this form must be completed for **EACH** public water system to be consolidated, whether publicly or privately owned, in order to be eligible for ranking points.

Name/title of the project:

NOTE: A written letter of intent/agreement with the water system you propose to serve indicating the water system’s intent/agreement to connect must be provided with this worksheet.

System to be Served (all questions below relate to this system)	PWSID	Population Served (number and type – C or NC)	Number of Connections

1. Do you currently own this water system? Yes No
2. Do you propose to take over ownership of this water system? Yes No
3. Do you currently operate this water system? Yes No
4. Are you providing water or will you provide water service to this system through an interconnection with your system? Yes No
5. Has the system experienced documented instances of water distribution outages?
Yes No (if yes, provide documentation)
6. Does the system lack adequate disinfection? Yes No (if yes, provide documentation)
7. Is the system’s documented water production capability less than the minimum required by the DPH?
Yes No (if yes, provide documentation)
8. Is the system’s water storage capacity less than the minimum required by the DPH?
Yes No (if yes, provide documentation)
9. Has the system experienced documented instances of water distribution pressures below 25 pounds of pressure per square inch? Yes No (if yes, provide documentation)
10. Has the system experienced documented instances of water contaminants approaching or exceeding the primary or secondary Maximum Contaminant Level (MCL)? Yes No (if yes, provide documentation)
11. Is the system experiencing water distribution losses of greater than 15%?
Yes No (if yes, provide documentation)

For each “Yes” answer above, please indicate the solution proposed by this project:

Identified Problem from list above (Item #)	Proposed Solution

Village Center Water System

Public Water System (PWS) Name

CT 0429031

PWSID

DPH Proj. #: _____

(DPH to assign)

**State of Connecticut – Department of Public Health
Drinking Water State Revolving Fund (DWSRF) – Project Eligibility Application**

PUBLIC WATER SYSTEM CONSOLIDATION PROJECT FORM

This form is necessary to be completed only if a project is a consolidation, acquisition, transfer of ownership, interconnection, or water main extension associated with providing water service to another public water system. This form must be submitted with your eligibility application to earn points within Category 5 (activities 42, 43, or 44) or Category 8 (activity 61) of the Priority Ranking System. A copy of this form must be completed for **EACH** public water system to be consolidated, whether publicly or privately owned, in order to be eligible for ranking points.

Name/title of the project:
Town of East Hampton, Village Center/Royal Oaks/Rt.66 Corridor Interconnection

NOTE: A written letter of intent/agreement with the water system you propose to serve indicating the water system’s intent/agreement to connect must be provided with this worksheet.

System to be Served (all questions below relate to this system)	PWSID	Population Served (number and type – C or NC)	Number of Connections
Village Center	0429031	C-116	29

1. Do you currently own this water system? Yes No
2. Do you propose to take over ownership of this water system? Yes No
3. Do you currently operate this water system? Yes No
4. Are you providing water or will you provide water service to this system through an interconnection with your system? Yes No
5. Has the system experienced documented instances of water distribution outages?
Yes No (if yes, provide documentation)
6. Does the system lack adequate disinfection? Yes No (if yes, provide documentation)
7. Is the system’s documented water production capability less than the minimum required by the DPH?
Yes No (if yes, provide documentation)
8. Is the system’s water storage capacity less than the minimum required by the DPH?
Yes No (if yes, provide documentation)
9. Has the system experienced documented instances of water distribution pressures below 25 pounds of pressure per square inch? Yes No (if yes, provide documentation)
10. Has the system experienced documented instances of water contaminants approaching or exceeding the primary or secondary Maximum Contaminant Level (MCL)? Yes No (if yes, provide documentation)
11. Is the system experiencing water distribution losses of greater than 15%?
Yes No (if yes, provide documentation)

For each “Yes” answer above, please indicate the solution proposed by this project:

Identified Problem from list above (Item #)	Proposed Solution
	Inter connection between systems and supplying the Rt 66 corridor



October 8, 2020

To: The East Hampton Town Council,

The documentation for the tax refunds listed below is available in the Office of the Collector of Revenue for your review. There are sixteen (16) refunds totaling \$2,488.33.

Respectfully Submitted,

Kristy L. Merrifield, CCMC
Collector of Revenue

231.49 ⊕
490.63 ⊕
94.45 ⊕
70.92 ⊕
44.61 ⊕
24.03 ⊕
22.23 ⊕
527.46 ⊕
72.58 ⊕
387.41 ⊕
14.06 ⊕
114.70 ⊕
258.39 ⊕
28.36 ⊕
6.07 ⊕
100.94 ⊕

016

2,488.33 ⊕

BOARD AND COMMISSION SUMMARY SEPTEMBER 2020

Arts & Culture Commission

No meeting

Board of Finance

The Board of Finance met on September 21, 2020. Mr. Jylkka provided an update on revenues and expenses. He also shared the reports for the recent sale and closure of bonds that took advantage of current rates on ten-year bonds. There was also a discussion of COVID expenses.

Brownfields Redevelopment Agency

No meeting

Clean Energy Task Force

The Clean Energy Task Force met on September 1, 2020. There was a presentation by Nicholas Zuba and Emily Basham of CT Green Bank. The members learned about the different programs and financial solutions the organization provides to towns and homeowners. The few questions the members had were answered by Mr. Zuba and Ms. Basham. The members briefly discussed having Sustainable CT join a meeting via Zoom to have a presentation like CT Green Bank. The presentations that were planned for the year had to be canceled due to Covid. The members also want to form an informational campaign to educate about the programs from the CT Green Bank.

Commission on Aging

The Commission on Aging met on September 10, 2020. Members received an update from Senior Center Director Jo Ann Ewing on the re-opening options for the Senior Center and the online activities that are being presented. Emergency Management Director Rich Klotzbier and CERT team member Karen Olson were in attendance to discuss the Town's Emergency Alert System. The Senior Center will host a drive through picnic on September 30th at the Town Hall.

Conservation-Lake Commission

The Conservation-Lake Commission met on September 10, 2020. The members reviewed and approved a plan review for 43 East High Street for Residential Improvements. The members discussed the new budget, the aeration system, the watershed projects, and the lake test monitoring. For new business, the members discussed buying new watershed signs to be installed around the lake. There are a few existing signs for the watershed in town. Sign companies and quotes will be investigated.

Design Review Board

No meeting

Economic Development Commission

The Economic Development Commission met on September 15, 2020. The members discussed the last remaining details and deadlines for the East Hampton Eats campaign. There are four restaurants remaining to talk to about participating in the campaign. The deadline for the proper information on the flyer is Wednesday the 23rd; and the date for the launch of the campaign would be October 2nd to November 30th. The members reviewed the minutes and approvals from Planning and Zoning. The members also briefly discussed the town pamphlet, new business banner location, the Belltown Spotlight on Business, and the town beautification topics. The members briefly discussed the new business sandwich board sign and an idea for a campaign to shop local during the holiday season. The Town Manager gave a brief update on a few topics developing in the town. Barbara Moore made a few comments about enjoying the meeting and the town beautification ideas brought up by the members.

Ethics Commission

No meeting

Fire Commission

The Fire Commission met on September 14, 2020. The Fire Marshal and Fire Chief both gave their reports to the commission members. The members discussed the topics of the dry hydrant repairs, the upgrade for the AC system, and the possibility of switching to a different software. The members will be waiting for an official report by Underwater Construction about the dry hydrant pipes in the lake. The members approved of four quotes for upgrading the AC system at Company 1 and Company 2. And the members also approved of switching from the current ESO software to Alpine's software RedNMX software. The members briefly discussed the temporary signs for the Airline Trail while it is being rerouted. The permanent signs will be installed by Parks & Rec and will be a guide for where the trail goes for the pedestrians.

Inland Wetland Watercourses Agency

The Inland Wetland Watercourses Agency met on September 30, 2020.

Continued Applications:

- A. IW-20-023: Christopher and Laura Nash, 43 East High Street, to install a boat dock, a paver walkway and add landscaping within the Upland Review Area. Map 05A/Block 83/Lot 21. Approved
- B. IW-20-024: Rocco Nozzolini, 59-61 Waterhole Rd., to construct a 17.1' x 25' 1 story addition within the Upland Review Area. Map 35/Block 95/Lot L-3. Approved

New Applications:

- A. IW-20-025: Joseph Perko, 501 Moodus Road, to construct a 20' x 45' 2 story outbuilding within the Upland Review Area. Map 15/Block 28A/Lot 1. Continued

Joint Facilities

The Colchester –East Hampton Joint Facilities Board held a virtual Regular meeting on September 15, 2020. There have been odor complaints reported coming from the Colchester and Marlborough sewer mains. A Bio Safe chemical treatment was used to help control odor. Mr. Paggioli, Public Works Director for the Town of Colchester reported that

the contract for design work is in the process of being finalizing for the Colchester Main repair. The Facility was awarded the 2019/20 NAWA Platinum Peak Performance award for 5 years of 100% compliance. Facility will be recognized at the NAWA virtual awards ceremony on Wednesday October 28th.

Library Advisory Board

The Library Advisory Board met on September 14, 2020. The Strategic Plan will be presented to the Town Council on September 22. The Library re-opening continues to go well, and the Library resumed normal operating hours on September 8. The Library Internet Policy will be reviewed and revised in the next few months. The Fines and Fees Policy will also be reviewed for possible revisions.

Middle Haddam Historic District Commission

No meeting

Parks & Recreation Advisory Board

The Parks & Recreation Advisory Board met on September 1, 2020. The members received an update on the Air Line Trail. The golf tournament sponsors and raffle items were reviewed. An update was provided on fall and winter programs and the summer programs were reviewed. The Afternoon Adventures program was discussed.

Planning & Zoning Commission

The Planning & Zoning Commission met on September 2, 2020.

Public Hearings:

- A. Application PZC-20-004: Lisa Sherman, 50 Main St., for a Zone Change: R-1 to PO/R. Map 02A/Block 47/Lot 25. Denied
- B. Application PZC-20-016: James Marino, 106 Main St., for a zone change: VC to VHO (4.5) Map 02A/Block 48/Lot 3-1. Approved
- C. Application PZC-20-015: James Marino, 106 Main St., for a Special Permit and Site Plan Review for a duplex in the VHO. Map 02A/Block 48/Lot 3-1. Approved
- D. Application PZC-20-017: Atlantis Marketing, for an Amendment to the Zoning Regulations: to amend Section 5.2 and add Sec. 5.2.C.6. Gasoline or motor fuel filling stations in conjunction with a retail store in the Commercial Zone. Continued
- E. Application PZC-20-018: Atlantis Marketing, 157 Main St. for a zone change from R-2 to Commercial for future merge with 1 Colchester Avenue. Map 07A/Block 56/Lot 24. Continued
- F. Application PZC20-020: Jacqueline Montanez-Colon, 46 Skinner St. for a Special Permit to operate a car repair and used car sales business in the Industrial Zone (Sec 5.3.C), Map 20/Block 48C/ Lot 17A. Approved
- G. Updates to Sec. 3.1 Lake Pocotopaug Protection Zone - Continued

Old Business:

- A. 8-24 Review: Acceptance of Salmon Run Phase III Road – Deer Meadow
- B. Application PZC-20-003: Lisa Sherman, for an Amendment to Zoning Regulation 5.4.A PO/R Zone. Continued
- C. Discussion: Update Sign Regulation to Include PO/R Zone Sign Standards. Continued

- D. Discussion: Home Based Occupations. Continued
- E. Updates to the Official East Hampton Zoning Map. Continued

Town Facility Building Committee

The Town Facility Building Committee met on September 3, 2020. The members received an architect update, a construction manager's update on the remaining items on the punch list, and the OPM update. The members approved of two remaining change orders and approved of one invoice to add a few switches and parts to the existing switch for the AV in the Council Chambers.

The Town Facility Building Committee met again on September 24, 2020. The members briefly discussed a letter pertaining to the placement of the clock tower. The members received an Architect/ Construction Manager/ OPM update on the project. There were no change orders and the members approved of three invoices to be paid. The members received an update on the plans for the Grand Opening Ceremony for the building on Sunday, October 18th.

Water Pollution Control Authority

The Water Pollution Control Authority Board held a virtual Public Hearing meeting on September 1st to allow property owners to be heard regarding the proposed annual sewer use rates effective on October 1, 2020. The proposed sewer rate increase would be \$495.00/EDU and for those properties served by grinder pumps maintained by the WPCA the WPCA fee will increase to \$175.00/EDU totaling \$670.00. Vote: 6-0. Motion Passed.

The Water Pollution Control Authority Board held a virtual Regular meeting on September 1st. Mr. Clayton reported on the following items: The control panel need to be replaced at the Laurel Ridge pump station #1, at a cost of approx. \$30,000. The concrete work is done and the conduits are in place at Barbara Ave and Pine Trail. Generators and control panel delivery is expected for the end of October and a finished project by mid-December. Mr. Clayton and Mr. Cox met with a representative from the State to discuss the approved grant money (\$250,000) which would be used for finding a new water supply and the design to bring that water to the Route 66 corridor.

Zoning Board of Appeals

The Zoning Board of Appeals met on September 14, 2020.

Public Hearings:

- A. Application ZBA-20-008, Enrique & Brenda Diaz, 5 Poe Road, to reduce the front setback from 25' to 16' to remove unsafe patio and construct a 16' x 20' deck. Map 10A/Block 81/Lot 233. Approved
- B. Application ZBA-20-009, Rocco Nozzolini, 59 Waterhole Road, to reduce the side setback from 25' to 23' to construct a 17.1' x 25' addition with garage. Map 35/Block 95/Lot L-3. Approved
- C. Application ZBA-20-010, Spencer Killian, 15 Mark Twain Dr., to reduce the rear setback from 25' to 3.79' to place a 12' x 24' prebuilt shed. Map 10A/Block 81/Lot 103. Approved