


## MEMORANDUM

TO: Town Council

FROM: David E. Cox, Town Manager 

DATE: September 8, 2022

SUBJECT: Agenda Information – 9/13/2022

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.

### **6 Bids and Contracts**

**6a Lake Watershed Improvement Projects** – The Council is asked to consider award of a contract for projects 1-6 of the Lake Pocotopaug Watershed Improvement Projects. The project was bid as two separate Requests for Proposals including projects 1-6 and projects 7 and 8. Two bids were received for projects 1-6 and the low bidder, Priority Landscaping, LLC of Brookfield, is recommended for this portion of the work. The engineer's recommendation is attached. As a reminder, projects 1-6 include enhancements of ponds and detention basins at Paul's and Sandy's Too and the Edgewater Pond ("Town Hall" pond), and restoration and enhancement of a drainage area on Bay Road, which are funded with the Watershed grant, as well as enhancement of the walkway and beach area of Sears Park and enhancements of drainage areas on Spellman Point and at the Brookhaven Park Beach, which are funded through the Capital Reserve Fund. The proposed contract award for projects 1-6 is in the amount of \$232,050. Projects 7 and 8 are still under consideration due to some bidding irregularities and pricing concerns. A recommendation on those projects will come in the upcoming weeks.

Recommendation: Approve award of the contract

### **7 Resolutions/Ordinances/Policies/Proclamations**

**7a An Ordinance to extend the moratorium on Adult Use Cannabis activities** – The Council is asked to consider an ordinance to amend and extend the moratorium in place regarding all Adult-Use (recreational) Cannabis activities. The original moratorium was put in place in October 2021 and is set to expire on October 1, 2022. Based on the Council's determination, the Planning and Zoning Commission is considering regulations to allow these uses. At its meeting on September 7, 2022, the Planning and Zoning Commission set a public hearing for its October meeting to accept comments on the draft regulations that have been created. It is anticipated that the regulations would be adopted and in effect before the end of 2022. Accordingly, the Council is asked to extend the moratorium to December 31, 2022 or the effective date of the new regulations, whichever occurs first. In accordance

with the Town's charter, the council is asked to set a public hearing on the proposed change for its next meeting.

Recommendation: Set a public hearing on the proposed amendment for the Council meeting of September 27.

**8 Continued Business**

**8a Update on 3 Walnut Avenue Property** – The Council will receive an update from the Town Manager regarding the plans to evaluate and develop this parcel as described in the memorandum included in this agenda packet.

**9 New Business**

**9a Request to waive bidding requirements for roofing work at Fire Station #1** – The Council is asked to determine whether it will waive bidding requirements for roofing work at Fire Station #1. If so, in accordance with the Town Code, the action to approve award of a contract would be included on the next Council meeting agenda and a notice would be published in the newspaper. Staff has received three quotations for the project to remove existing roofing and damaged insulation but did not follow the sealed bidding process of developing written specifications, publishing the work and holding a bid opening. Staff is recommending the low proposer, Bert Dorr Roofing Company, Inc. of Middlefield, for the project in the amount of \$44,700. If roof structure repairs are needed, some additional work may be required, however, this is not anticipated.

Recommendation: Determine to waive competitive bidding and hold the item for action at the next Council meeting.

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, August 9, 2022  
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 presented. Voted (7-0).

**Approval of Minutes**

A motion was made by Ms. Walck, seconded by Mr. Reich, to approve the minutes of the Town Council Special Meeting and Regular Meeting of July 26, 2022 as written. Voted (7-0)

**Public Remarks**

Bob Yenkner, Spellman Point Road, commented on the large number of boaters not following the laws of the lake and there is no enforcement. He feels boaters should be issued rules when they get their boat stickers. He would like to see funding for patrols of the lake.

Paul Wisniewski, Fernwood Drive, invited the Council members to the upcoming Electric Car Show sponsored by the Clean Energy Task Force on Saturday, September 24<sup>th</sup> at the High School.

Dennis Jenks, Meeks Point Road, agrees with Mr. Yenkner that patrols of the lake are needed, possibly on Saturdays and Sundays from 1pm to 5pm, but doesn't feel it is as bad a situation as described. He feels the lake is not as busy this summer. He also noted the good condition of the lake.

**Presentations**

None

**Bids & Contracts**

None

**Resolution/ Ordinances/ Policies/ Proclamation**

**Consideration of a Resolution Authorizing a 2022 STEAP Grant Application and Project Approval for the Village Center Streetscape Improvement Project**

Mr. Cox provided an overview of the final concept plan for the proposed Village Center Streetscape Improvements project and a resolution to authorize applying for and accepting a Small Town Economic Assistance Program (STEAP) Grant to assist in funding the project. Decisions need to be

made regarding parking on the street. Council members provided their comments on the project which included a concern about maintenance of gardens, there should be no bike lanes, parking should be on the west side of the street and there should be no narrowing of the intersection.

A motion was made by Mr. Goff, seconded by Mr. Feegel, to submit a STEAP Grant Application for the Village Center Streetscape Improvement Plan that includes parking on the west side of the street and excluding the narrowing of the intersection at Barton Hill and Summit Street. Voted (3-4) Mr. Philhower, Mr. Feegel and Mr. Goff in favor; Mr. Brown, Mr. Peterson, Mr. Reich and Ms. Walck against.

### **Continued Business**

#### **Sub-Committee Reports & Updates**

Mr. Cox reported for the Water Sub-Committee that the water will be tested at Pine Brook on Monday, August 15 and Oakum Dock will be re-tested. Senator Needleman was able to obtain \$1.5 million for the water project from the State Bond Commission.

Mr. Reich reported for the Athletic Fields Building Committee that the tennis courts are complete, the irrigation is working well and the sand top dressing has been applied. There was a small section of lawn that required a repair and that has been completed. There will be a walkthrough of the project on August 18 with a possible closeout meeting immediately following.

#### **Follow Up on Ambulance Association Discussion**

A letter was received from the Ambulance Association board outlining the progress with their consultant. The letter will be included with the minutes filed in the Town Clerk's office.

### **New Business**

None

### **Town Manager Report**

Mr. Cox provided his written report for the Council members which will be included with the minutes filed in the Town Clerk's Office. He noted that some culvert work on Clark Hill began today so it will be ready for the paving work. Also, the copper sulfate treatment on the lake has been effective in improving the condition of the lake. There will be a Bioblast treatment in late August.

### **Appointments**

None

### **Tax Refunds**

A motion was made by Ms. Walck, seconded by Mr. Goff, to approve tax refunds in the amount of \$201.48. Voted (7-0).

### **Public Remarks**

John Tuttle, 71 Viola Drive, provided a brief history of the deed for the Center School grounds where Old Home Days is held. The deed included a suggestion to name the property Bevin Park. The idea to name the park and put up a sign naming the property Bevin Park was presented with donations of \$2,250. Mr. Philhower asked Mr. Tuttle to provide some name of interested residents to join a sub-

committee with a couple of Council members. 2023 will be the 100<sup>th</sup> anniversary of the property being deeded to the Town and dedicating the name Bevin Park could be done at next year's Old Home Days celebration.

Greg Voelker, Fire Chief, 18 Michael Drive, has reviewed the Main Street plan and is opposed to parking on Main Street.

### **Communications, Correspondence & Announcement**

#### **July 2022 Board & Commission Summary**

Council members received the July 2022 Board & Commission Summary.

Mr. Philhower asked that the Town Manager provide a plan and timetable for the Walnut Avenue parking lot. He also wants the Watrous Street property included in a future STEAP grant.

### **Adjournment**

A motion was made by Mr. Goff, seconded by Mr. Peterson, to adjourn the meeting at 7:39pm. Voted (7-0)

Respectfully Submitted,

Cathy Sirois  
Recording Clerk

Town of East Hampton  
Town Council Special Meeting  
Friday, August 12, 2022  
Town Hall Council Chambers

**MINUTES**

**Present:** Vice Chairman Tim Feegel (as Acting Chairman), Council Members Pete Brown, Brandon Goff, Kevin Reich and Alison Walck and Town Manager David Cox.

**Not Present:** Chairman Mark Philhower, Council Member Eric Peterson

**Call to Order**

Acting Chairman Feegel called the meeting to order at 7:00 p.m. in the Town Hall Council Chambers.

**Consideration of a Motion to Reconsider**

A motion was made by Ms. Walck, seconded by Mr. Goff to reconsider the motion made at the last Regular Council Meeting to approve the proposed Village Center Streetscape Project plan with revisions to include parking on the west side of Main Street and to eliminate any changes to the existing curb locations. Voted (5-0); approved.

**Consideration of a motion to approve the proposed Village Center Streetscape Project**

Motion to approve the proposed Village Center Streetscape Project plan with revisions to include parking on the west side of Main Street and to eliminate any changes to the existing curb locations was returned to the floor for reconsideration. (Originally by Goff/Feegel)

On reconsideration of the motion, members voted unanimously in favor (5-0); approved.

**Consideration of a Resolution Authorizing a 2022 STEAP Grant Application**

A motion was made by Mr. Goff, seconded by Ms. Walck, to Approve a Resolution Authorizing a 2022 STEAP Grant Application for the Village Center Streetscape Improvement Project. Voted (5-0); approved.

**Consideration of a Motion to Identify Remediation of 1 Watrous Street as a Town Council Priority**

A motion was made by Mr. Goff, seconded by Ms. Walck to identify remediation of 1 Watrous Street as a Town Council priority and to direct that the Town will apply in the next round of STEAP grant funding for this project. Voted (5-0); approved.

**Adjournment**

A motion was made by Mr. Reich, seconded by Mr. Brown, to adjourn the meeting at 7:07 p.m. Voted (5-0); adjourned.

Respectfully Submitted,

David Cox  
Town Manager



September 8, 2022

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

Re: Lake Pocotopaug Watershed Improvements, East Hampton, CT  
Project Areas 1-6

Dear Mr. Cox:

Barton and Loguidice, LLC. has completed a review of the bids submitted for the above referenced project. Enclosed please find the project bid tabulation.

As shown in the bid tabulation, Priority Landscaping, LLC submitted the lowest total bid for Project Areas 1-6 of **\$232,050**.

Based upon their submission of the lowest total bid and the positive feedback that we have received from their references, B&L recommends that the Town of East Hampton award the Lake Pocotopaug-Watershed Improvements – Project Areas 1-6 contract to Priority Landscaping, LLC.

If you have any questions regarding the above or the enclosed information, please don't hesitate to contact me at (860) 633-8770.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kevin R. Grindle".

Kevin R. Grindle, ASLA, P.L.A.  
Associate / Project Manager

Enc. Bid Tabulation

Cc: David Cox, East Hampton Town Manager  
Jeremy Hall, Director, East Hampton Parks & Recreation

Lake Pocotopaug - Watershed Improvement Project - Areas 1-6

Bid Opening - 8/19/22

Company Name	Project Area 1	Project Area 2	Project Area 3	Project Area 4	Project Area 5	Project Area 6	Project Area 6	Bid Total
	Paul and Sandy's	Town Hall Pond	Spellman Point Road	Bay Road Culvert	Brookhaven Park Beach Restoration	Sears Park Beach Restoration	Add Alternate	(Add Alt. not included)
Priority Landscaping, LLC.	\$4,400.00	\$6,250.00	\$78,600.00	\$29,000.00	\$52,400.00	\$61,400.00	\$2,950.00	\$232,050.00
McCarthy Concrete, Inc.	\$23,834.00	\$22,992.00	\$37,754.00	\$22,590.00	\$40,253.00	\$108,674.00	\$10,941.00	\$256,097.00

Priority Landscaping, LLC. is the apparent low bidder with a bid of \$232,050



**BID PROPOSAL**

**PROJECT IDENTIFICATION:**

Lake Pocotopaug - Watershed Improvements Areas #1 - #6

**THIS BID IS SUBMITTED TO:**

Office of the Town Manager  
East Hampton Town Hall  
1 Community Drive  
East Hampton, Connecticut 06424  
Attention: David Cox, Town Manager

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

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

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

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

Addendum NO. 1      7-19-22  
Addendum NO. 2      8-15-22

2. Bidder has visited the site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress, performance and furnishing of the Work.
3. Bidder is familiar with and is satisfied as to all federal, state and local Laws and regulations that may affect cost, progress, performance and furnishing of the Work.
4. Bidder has carefully studied all reports and explorations and tests of subsurface conditions at or contiguous to the site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the site (except

Underground Facilities) which have been identified in the Supplementary Conditions. Bidder acknowledges that Owner and Engineer do not assume responsibility for the accuracy or completeness of information and data shown or indicated in the Bidding Documents with respect to Underground Utilities at or contiguous to the site. Bidder has obtained and carefully studied (or assumes responsibility for having done so) all such additional or supplementary examinations, investigations, explorations, tests, studies and data concerning conditions (surface, subsurface, Underground Facilities) at or contiguous to the site or otherwise which may affect cost, progress, performance or furnishing of the Work or which relate to any aspect of the means, methods, techniques, sequences and procedures of construction to be employed by Bidder and safety precautions and programs related thereto. Bidder does not consider that any additional examinations, investigations, explorations, tests, studies or data are necessary for the determination of the Bid for performance and furnishing of the Work in accordance with the times, price and other terms and conditions of the Contract Documents.

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

**PROJECT AREA #1 – PAUL AND SANDY’S**

**BASE BID**

Project No. 1 consists of installation of waddles, clearing of wooded areas, and seeding of cleared areas as depicted on plans prepared by Trinkaus Engineering, LLC. Bidder will complete the Work in accordance with the Contract Documents for the following lump sum price.

Four thousand Four Hundred Dollars  
(in words)

\$ 4,400.00  
(in numbers)

**PROJECT AREA #2 – TOWN HALL POND**

**BASE BID**

Project No. 4 consists of removal of existing debris within 5' of existing outlet pipe, removal of existing flared end section and installation of new pipe section as depicted on plans prepared by Trinkaus Engineering, LLC. Bidder will complete the Work in accordance with the Contract Documents for the following lump sum price.

Six thousand two hundred fifty Dollars  
(in words)

\$ 6,250.00  
(in numbers)

**PROJECT AREA #3 – SPELLMAN POINT ROAD**

**BASE BID**

Project No. 5 Removal of trees and brush within project limits, removal of catch basin and RCP pipe, installing temporary bypass pipe, installing new HDPE pipe, seal end of existing RCP pipe after portion is removed, installing field stone check dams, construct wet swale, seed swale area and remove bypass pipe as depicted on plans prepared by Trinkaus Engineering, LLC. Bidder will complete the Work in accordance with the Contract Documents for the following lump sum price.

Seventy eight thousand Six hundred Dollars  
(in words)

\$ 78,600.00  
(in numbers)

**PROJECT AREA #4 – BAY ROAD CULVERT**

**BASE BID**

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

Twenty nine thousand Dollars  
(in words)

\$ 29,000.00  
(in numbers)

**PROJECT AREA #5 – BROOKHAVEN PARK BEACH RESTORATION**

**BASE BID**

Project No. 7 consists of installation of a Riprap Swale, plantings and chain link fence as depicted on plans prepared by Barton and Loguidice, LLC. Bidder will complete the Work in accordance with the Contract Documents for the following lump sum price.

Fifty two thousand four hundred Dollars  
(in words)

\$ 52,400.00  
(in numbers)

**PROJECT AREA #6 – SEARS PARK BEACH RESTORATION**

**BASE BID**

Project No. 8 consists of installation of trench drains, stone swale, berm and bituminous walk as depicted on plans prepared by Barton and Loguidice, LLC. Bidder will complete the Work in accordance with the Contract Documents for the following lump sum price.

Sixty one thousand four hundred Dollars  
(in words)

\$ ~~27~~ 61,400.00  
(in numbers)

**ADD ALTERNATE**

Add Alternate for Project No. 8 consists of installation of pervious pavement for the 10' wide section of walkway as depicted on plans prepared by Barton and Loguidice, LLC. Bidder will complete the Work in accordance with the Contract Documents for the following lump sum price.

Two thousand nine hundred fifty Dollars  
(in words)

\$ 2,950.00  
(in numbers)

- 11. Bidder agrees that the Work will be substantially completed and completed and ready for final payment in accordance with Article 14 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.
- 12. Bidder accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work within the times specified in the Agreement.
- 13. The following documents are attached to and made a part of this Bid:  
Required Bid Security in the form of Bond
- 14. Communications concerning this Bid shall be addressed to the address of Bidder below.
- 15. Terms used in this Bid which are defined in the General Conditions or Instructions to Bidders will have the same meanings indicated in the General Conditions or Instructions to Bidders.

SUBMITTED on: 8/19/22, 2022.

By: Ryan Ackell Title: managing member  
 Bidder: Priority Landscaping LLC  
 Address: 258 Whisconter Rd  
BROOKFIELD, CT 06804

SEAL – if Bid is by a Corporation

Town of East Hampton  
Middlesex County, Connecticut

DRAFT – September 8, 2022

**Ordinance No. 2022.03**

**An Ordinance Regarding Extending a Moratorium on Certain Activities  
Related to Adult-Use Cannabis**

**WHEREAS**, the Connecticut General Assembly passed legislation that legalizes adult use of cannabis in the State of Connecticut, which legislation was approved as Senate Bill No. 1201, June Special Session, Public Act No. 21-1, An Act Concerning Responsible and Equitable Regulation of Adult-Use Cannabis (hereinafter “the Act”), and;

**WHEREAS**, the Act contains provisions allowing municipalities to prohibit or place reasonable restrictions on cannabis establishments and activities, and;

**WHEREAS**, the Town Council, in consultation with the East Hampton Planning and Zoning Commission, determined that careful and planful consideration of appropriate prohibitions or regulations related to Adult-Use Cannabis required more time than is available under the Act before State of Connecticut licenses or permits could be issued for the various retail, growing, processing and consumption activities addressed in the Act, and;

**WHEREAS**, the Planning and Zoning Commission is in the process of developing and finalizing appropriate regulations related to Adult Use Cannabis and said regulations will not be effective prior to the planned expiration of the moratorium, and;

**WHEREAS**, the Town Council established a moratorium on certain adult-use cannabis activities on October 12, 2021, which moratorium was set to expire on October 1, 2022, and which the Town Council has determined shall be extended.

**NOW, THEREFORE**, pursuant to Section 2.4 of the Town of East Hampton Charter, the Town Council of the Town of East Hampton does hereby ordain as follows:

Section 1: Section 155-1 of the Code of the Town of East Hampton regarding Moratorium Established is hereby amended to indicate that the moratorium shall expire on December 31, 2022 or upon the effective date of regulations established by the Planning and Zoning Commission, whichever occurs earliest, as follows.

Chapter 155

Adult-Use Cannabis

§ 155-1 Moratorium Established.

For the purpose of providing sufficient time for review and consideration of appropriate prohibitions or regulations related to Cannabis Establishments as that term is used and defined in Connecticut Public Act No. 21-1, An Act Concerning Responsible and Equitable Regulation of Adult-Use Cannabis, a moratorium is hereby established and all

said Cannabis Establishments shall be prohibited. During said moratorium, the Town will not accept or consider applications or requests related to establishing a Cannabis Establishment. Said moratorium shall expire on December 31, 2022, or upon the effective date of regulations established by the Planning and Zoning Commission, whichever occurs earliest.

Section 2: This ordinance is effective immediately upon its adoption and publication in accordance with Section 2.5 of the Town of East Hampton Charter.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2022.

TOWN COUNCIL

ATTEST

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Mark Philhower, Chairperson

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Kelly Bilodeau, Town Clerk



## MEMORANDUM

## TOWN COUNCIL

Mark Philhower  
Chairperson

Tim Feegel  
Vice Chairperson

James Brown

Brandon Goff

Eric Peterson

Kevin Reich

Alison Walck

TO: Town Council

FROM: David E. Cox, Town Manager

DATE: September 8, 2022

SUBJECT: 3 Walnut Property

At the last Council meeting, I was requested to provide an update on the current planning for the Town-owned 3 Walnut Property and a potential timeline for development of the property. As the Council may recall, historically, use of this parcel has been discussed in terms of additional parking for the Village Center, and more recently, the discussion has involved development of a multi-use/multi-purpose space that includes parking and other potential uses.

To further enhance the concepts discussed in last year's Village Center Plan, staff including Public Works Director Matt Walsh, Planning and Zoning Official Jeremy DeCarli, Parks and Recreation Director Jeremy Hall and I met to brainstorm a conceptual layout for a developed parcel. The attached "map" shows the results of that activity. In general, the plan conceives paved, permanent parking adjacent to Walnut Avenue with "grass pave" in the main open area of the parcel surrounded by some walking paths and seating areas as well as other flexible spaces that can serve as amphitheaters or performance/activity areas. At this point, the project cost has not been estimated, however, some of the work, including clearing of the wooded areas, would likely be done by in-house staff over time.

Prior to significant excavation work and expanded use of the site, its environmental status needs to be understood. This site is a brownfield site, and the former structures were removed some time ago. However, the soils on the site may be contaminated based on information in the Town's files from the initial work around the structure demolition and the status of similar properties in the area. The Town's Brownfield Redevelopment Agency is currently working on a grant application for federal EPA funds to cover the cost of the necessary soil evaluation at the site so that appropriate remediation can be planned as part of development. The Brownfields Agency estimates the cost of the necessary environmental evaluations at approximately \$110,000. The studies would include an evaluation and remedial action plan development for the dam in Pocotopaug Creek, Phase III environmental evaluation, and Hazardous Building Materials evaluation (pump house).





As noted, the Brownfields Agency is planning to seek EPA funds through the Community-wide Brownfields Assessment Grant program to cover the cost of the evaluations at 3 Walnut. The application would also cover 13 Summit Street as well. That application will likely be due in late 2022 and, based on previous EPA timelines, would be awarded in the spring of 2023 (if we are selected) with funds available in October of 2023.

Based on the foregoing, the FY 2023/2024 and FY 2024/2025 Capital Improvements Plan are anticipated to show projects for remediation of environmental issues and development of the area. Staff is still working to estimate the cost of this work and will also be looking for outside resources to assist in funding. Assuming funding is worked out and a final plan is developed, remediation could begin as early as spring 2024 with development to follow thereafter. A basic timeline could be as follows.

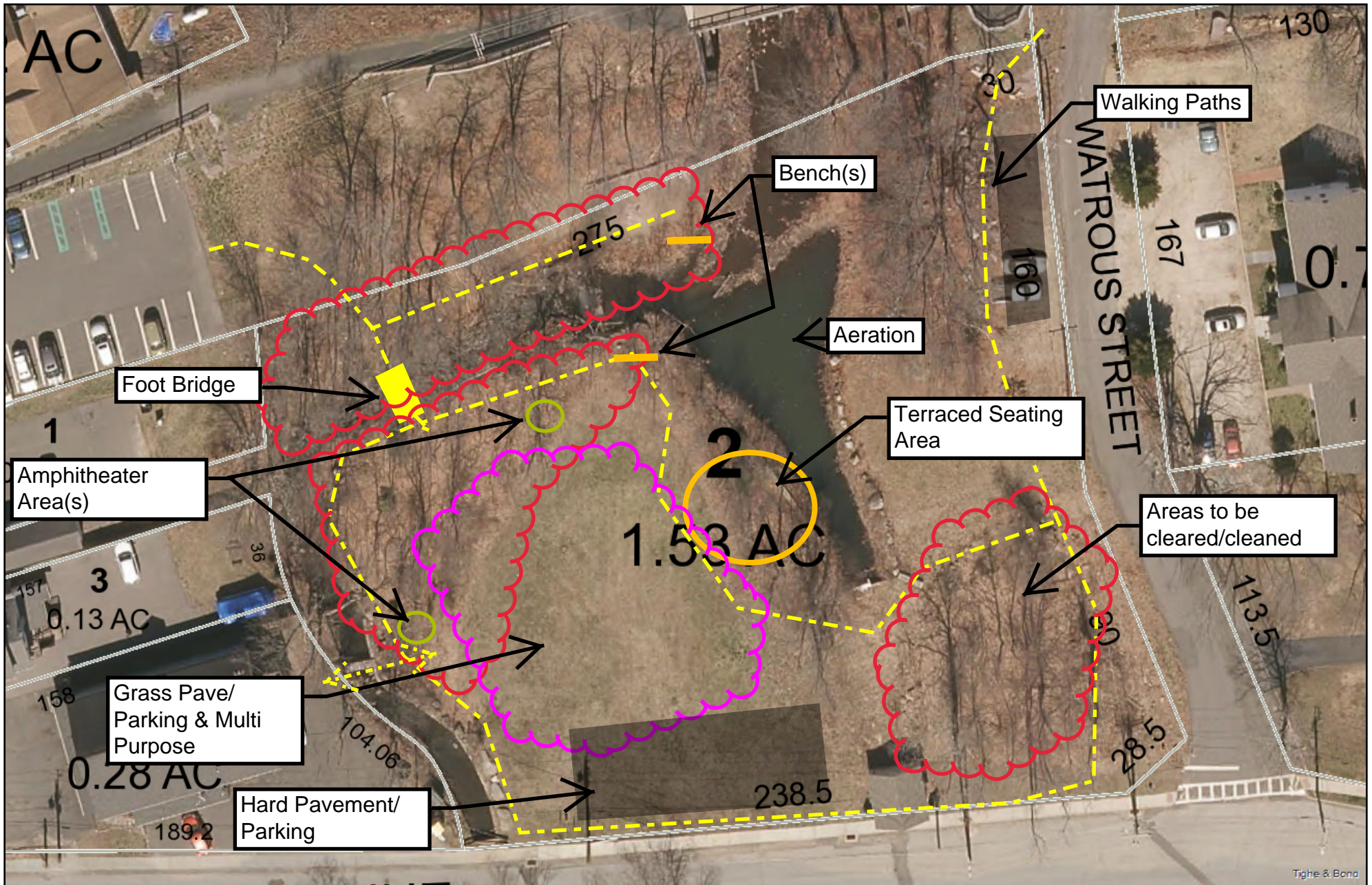
- Fall 2022 – application for EPA Assessment grant
- Spring 2023 – award of EPA Assessment grant
- Summer 2023
  - EPA Grant contract preparation
  - Environmental Engineer Selection
- Fall/Winter 2023/2024
  - EPA Grant Contract
  - Environmental Engineer evaluation of site and development of remediation plan
- Spring/Summer 2024
  - Remediation of site
  - Development of site

If soil remediation is not necessary based on the evaluation or work can be identified that does not require remediation, those aspects could be accelerated in the timeline.

DC

Attachment

cc: Brownfields Redevelopment Agency  
 Jeremy DeCarli, Planning and Zoning Official  
 Jeremy Hall, Parks and Recreation Director  
 Matt Walsh, Public Works Director



### 3 Walnut Property

The information depicted on this map is for planning purposes only. It is not adequate for legal boundary definition, regulatory interpretation, or parcel-level analyses.

9/8/2022 7:01:31 AM  
 Scale: 1"=47'  
 Scale is approximate



MEMORANDUM

TO: David E. Cox, Town Manager  
FROM: Steve Fontanella, Director of Facilities  
DATE: September 8, 2022  
SUBJECT: Fire Station #1 Roofing Project

Attached are three quotes to replace the center section of the roof of Fire CO1. I am requesting to waive competitive bidding in favor of the 3 quotes received.

The quotes are to remove the existing roofing and insulation, Install new insulation and 60 Mil EPDM roof membrane and appropriate flashing on the roof perimeter. Existing drains will remain, and all roof penetrations will be new. All materials will be provided to insure proper pitch to the drains. All quotes provide a 20 year warranty.

The low bid is from Bert Dorr Roofing. I would also allow for any damaged decking to be replaced if needed at a cost of approximately \$6.80 per sq ft. If we budget \$50,000 for this project, I feel we will be covered in case of unforeseen issues. We just cannot tell the condition of the roof deck until we remove the insulation. Prices have dramatically increased across the board over the last year.

If you have any questions, please feel free to call me.

SF

# Bert Dorr Roofing Company, Inc.

General Roofing Contractor

860.349.3709

PO Box 241

Middlefield, CT 06455

[www.bertdorroofing.com](http://www.bertdorroofing.com)

Dated: August 24, 2022

**Proposal Submitted to:**

Steve Fontanella  
C/o East Hampton Fire Department  
860-894-9819

**Job Location:**

3 Barton Hill Rd.  
East Hampton, CT 06424  
Middle roof

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We hereby submit specifications and estimates for:

**A new, fully adhered .060 EPDM roof system over middle roof**

Work to be performed:

1. First, we will remove existing EPDM, fiberboard insulation, and aluminum edge-metal.
2. Existing BUR will remain, gravel to be removed.
3. Install 2-inch Polyiso insulation board over existing BUR.
4. Insulation to be adhered using two-part epoxy.
5. Fasten a 2x4 nail-board along perimeter of roof.
6. Fasten plywood along east and south side wall where middle roof meets upper roof.
7. Install a new, fully adhered .060 EPDM roof system.
8. Seams in EPDM to be bonded using six-inch seam-splice tape.
9. All inside corners and penetrations to be flashed according to manufacturer spec.
10. New EPDM to extend up knee-walls, terminating at upper roof.
11. Install new .040 aluminum edge-metal along perimeter.
12. Edge-metal to be flashed using cured EPDM cover strip.
13. New EPDM roof to be flashed into existing drains.
14. Grounds to be kept clean and all debris removed.

Notes:           LTTR of new insulation = 11.4  
                    Weight of new roof approximately 0.83LBS/SQFT

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We propose to furnish material and labor – complete in accordance with above specifications for the sum of:

**Total:**  
**Forty-four thousand seven hundred dollars** **(\$44,700.00)**

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30YD roll-off dumpster on-site for duration of roof removal

**Guarantee:** Any leaks occurring within a period of **ten (10)** years from job completion will be repaired without charge. Guarantee applies to defective material and workmanship furnished by Bert Dorr Roofing only. There is no guarantee for leaks arising from foot-traffic, weather, acts of God, or the installation of any rooftop equipment (e.g., units, signs, posts, wires, satellites, poles, hatches, etc.). No liability is assumed for damage to building or its contents. Guarantee only valid if full payment has been made within 30 days of job completion.

A one-third deposit of:  
**Fourteen thousand nine hundred dollars** **(\$14,900.00)**  
is required prior to the start of work.  
Final payment due within 30 days of job completion.

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner is to carry fire, tornado and other necessary insurance. Our workers are fully covered by workmen's compensation insurance. Sheet metal work not included in guarantee. We reserve the right to withdraw this proposal if it is not accepted within thirty (30) days.

Authorized By:  
Michael Salvatore

**Acceptance of proposal:** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# HERITAGE SYSTEMS, INC.

348 Huntingdon Avenue, Waterbury, CT 06708 (203)-755-2101~Fax (203) 755-2774  
Website: [www.heritage-systems.com](http://www.heritage-systems.com)

## Roof Proposal

Proposal #081321-07

SUBMITTED TO: <a href="mailto:sfontanella@easthamptonct.org">sfontanella@easthamptonct.org</a>	PHONE	FAX	DATE
<b>Steve Fontanella     Director of Facilities</b>	<b>860-365-4000</b>		<b>8/13/21</b>
COMPANY	JOB NAME		
<b>East Hampton Public Schools</b>	<b>Fire House</b>		
STREET	JOB LOCATION		
<b>1 Community Drive</b>	<b>3 Barton Hill Rd., East Hampton CT</b>		
CITY, STATE AND ZIP CODE	TOTAL PAGES:		
<b>East Hampton CT    06424</b>	<b>2 Pages</b>		

*We propose to furnish all materials, labor, tools, equipment, taxes and insurance to perform the work outlined below for the price of:*

**Lump Sum Price Excluding Taxes:**

**\$46,680.00**

### Scope of Work

#### (Roof B)

**Please see attached roof image**

1. Provide roof top safety to meet OSHA standards and Heritage System's Safety Program.
2. Remove existing roofing and insulation as non-hazardous materials to the metal deck and dispose properly.
3. Inspect the steel deck and replace any deteriorated deck on a unit price basis; \$6.80/square foot if required.
4. Provide wood blocking fastened to the existing wood blocking to match the new roof insulation thickness.
5. Provide R-30 polyisocyanurate roof insulation mechanically fastened to the steel deck.
6. Provide adhered 60 mil EPDM membrane per manufacturer's standard specification.
7. Provide EPDM membrane flashings at all roof penetrations including at roof drains, scuppers, curbs and sleepers.
8. Provide .040' thick aluminum sheet metal flashings at the roof perimeter.
9. Provide roofing manufacturer's 20 Year Warranty.

**Terms of Payment:** Upon Completion

***\*Re-Roof Disclaimer:***

As neither Heritage Systems itself nor its representatives practice architecture, Heritage Systems offers no opinion on and expressly disclaims responsibility for the soundness of any structure on which the above scope of work is to be applied. If questions arise as to the soundness of a structure or its ability to support the planned installation properly, the owner should obtain opinions of competent structural Engineers before proceeding. Heritage Systems accepts no liability for any structural failure or resultant damages and no Heritage Systems representative is authorized to vary this disclaimer. Heritage Systems, Inc. is to be indemnified from claims related to mold, mildew, or indoor air quality.

Please note that deck vibration due to roof tear off and installation of the new roof may cause excessive dust and/or improperly secured fixtures to fall from the underside of the roof structure during installation. Heritage Systems, Inc. cannot be held responsible for these occurrences. It is the owner's responsibility to safeguard and protect the areas and machinery beneath the roof. In addition, Heritage Systems, Inc. cannot be held responsible for damage to conduits or other devises if they are attached to the underside of the deck or structure.

Thank you for giving us the opportunity to price the roofing at this facility to you. Please do not hesitate to contact me to discuss this proposal further.

**By:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** 8/13/21  
**Bill Bernhardt**

All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration or deviation from the specifications above involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our company is fully insured for Workmen's Compensation, General Liability, and Automobile Coverage.

**Agreement:**

If you are in agreement with the proposed pricing and scope of work as clarified in this proposal, please sign and date below. By signing this proposal, you agree to contract/subcontract Heritage Systems to furnish and install the roofing and sheet metal work as clarified in this proposal. This signed proposal shall serve as the "Letter of Intent" for Heritage Systems to proceed with the scope of work at your direction. Customer is to be responsible for any and all legal fees and court costs incurred in any collection processing necessary.

**Signature:** \_\_\_\_\_

**Print Name and Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***Please visit our website at [www.heritage-systems.com](http://www.heritage-systems.com)***



Offshore Construction, Inc.  
280 Hartford Road  
Manchester, CT 06040

August 9, 2022

Steve Fontanella  
Director of Facilities  
(860) 894-9819  
sfontanella@easthampton.org

Offshore Construction, Inc. is please to provide the following quote for roof work at the East Hampton Fire Department, 3 Barton Hill Rd. East Hampton, CT.

**Scope:**

Remove existing roofs (2) BUR plys and gravel in hot asphalt, overlaid and fastened to that system is ½" hard board and EPDM fully adhered.  
The Decking is a Tectum deck.

**New roof:**

Install new base sheet over Tectum deck and mechanically fasten to deck with twin loc fasteners (used for Tectum Deck)

Install new 2" Polyiso insulation adhered to the base sheet.

Install new polyiso 1/8" per foot tapered insulation adhered to 2" Polyiso.

Install new 060 EPDM Fully Adhered to insulation.

Existing drains to remain

All new penetration and wall flashings

New Metal edge using 040 Aluminum Kynar, color to be chosen by owner from manufactures standard color selection.

This new system carries a manufacturer's 20-year warranty.

Pricing includes Bond

Pricing Excludes Tax and permit

**Total : \$96,175.80**

Thank you,

Ashley Greenbacker  
President



## **APPOINTMENT SUB-COMMITTEE**

The following are recommendations from the Appointment Sub-Committee from their September 6, 2022 meeting:

### Appointments

- Nico Guerrero – Clean Energy Task Force
- Margaret Wilcox – Conservation-Lake Commission alternate
- Jason Hartling – Conservation-Lake Commission alternate
- Kim Crabbe – Park & Recreation Advisory Board
- Amie Meacham – Library Advisory Board

### Reappointments

- Victoria Minor Man – Brownfields Redevelopment Agency
- Cheryl Lobo, Marty Podskoch and Alternate Nico Guerrero – Conservation-Lake Commission
- Zachary Nelson – Design Review Board
- Dean Kavalkovich, Scott Hill and Peter Wall – Inland Wetlands
- David Terry – Water & Sewer Commission



Office of the COLLECTOR OF REVENUE

**KRISTY MERRIFIELD, CCMC**

kmerrifield@easthamptonct.gov

September 13, 2022

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 thirty-three (33) refunds totaling \$5,186.84.

Respectfully Submitted,

Kristy L. Merrifield, CCMC  
Collector of Revenue

0.	CL	
707.02	+	
797.47	+	
343.30	+	
501.18	+	
44.64	+	
15.02	+	
37.49	+	
308.70	+	
101.14	+	
18.56	+	
118.78	+	
528.77	+	
6.00	+	
28.24	+	
5.68	+	
58.66	+	
174.53	+	
32.95	+	
44.31	+	
307.88	+	
94.98	+	
468.60	+	
22.23	+	
68.65	+	
5.84	+	
40.00	+	
11.58	+	
149.51	+	
30.35	+	
33.11	+	
35.70	+	
16.23	+	
29.74	+	
5,186.84	TL	

**BOARD AND COMMISSION SUMMARY  
AUGUST 2022**

**Arts & Culture Commission**

The Arts & Culture Commission Meeting was held on August 18<sup>th</sup> at the Joseph N. Goff House. The members provided a recap of the Garden Tour/Plein Air Event. Stan Lindh recited some poetry at a gazebo concert. They will ask him to read more poetry at the library, a village business event or the tree lighting. Members reviewed the budget for the current year and roughly put out ideas on how it will be utilized. They also discussed possible future events.

**Board of Finance**

The Board of Finance met for their regularly scheduled meeting on August 15<sup>th</sup>. No actions were taken at the meeting. Discussion around the feasibility of consolidating/restructuring Town and BOE IT services was moved to the September 19<sup>th</sup> meeting due to scheduling conflicts for key participants.

**Brownfields Redevelopment Agency**

No meeting

**Clean Energy Task Force**

The Clean Energy Task Force Meeting was held on August 2<sup>nd</sup>. The members discussed clean energy town initiatives, the Heat Pump webinar, Task Force webpage messages, and the updates for the 2022 Electric Car Show event.

**Commission on Aging**

The Commission on Aging met on August 11<sup>th</sup>. The Senior Center Director reported the participation numbers are increasing due to the increase in meals served from 2 days to 5 days a week. She also reviewed the upcoming programs scheduled for National Senior Center month in September. The Commission will provide a presentation to the Town Council on September 27<sup>th</sup> from the sub-committees related to the survey results. The recycle grocery bags will be purchased this month. The ice cream social will take place at the senior picnic on August 24<sup>th</sup>. Member Mariann Mankowski has resigned as of September 1<sup>st</sup>.

**Conservation-Lake Commission**

No meeting

**Design Review Board**

No meeting

**Economic Development Commission**

The Economic Development Commission Meeting was held on August 16<sup>th</sup>. The members discussed the bells on the bridge project. There was discussion of promotional and marketing materials for the local businesses to use to gain more traffic and sales while also promoting the event. The members were given an update on the Village Center Streetscape Project. The members discussed bringing the New Business sign to the newly opened brewery Rule of 3. The members were given an update on the Business Incentive program and discussed options and suggestions for improving the program. There

was a suggestion to put out a survey of what businesses the residents would want to see come to town. The members will think of proper questions to put a survey together.

### **Fire Commission**

The Fire Commission met on August 8<sup>th</sup>. The members nominated and voted for Mr. Salafia to be chair and Mr. Germain to be secretary. The Fire Chief requested approval for the purchase of 6 sets of gear and coats for new members. The Fire Chief and Fire Marshal gave their monthly reports for the members. There were updates for the dry hydrants, the letter to the Town Manager, and the new fire boat. The members briefly talked about the educational trailer in the Fire Department's parking lot. The fire department membership wants to part ways with the trailer as it gets harder to gain interest and help with the educational trailer. The members went into executive session.

### **Inland Wetlands Watercourses Agency**

No meeting

### **Joint Facilities**

The Colchester–East Hampton Joint Facilities Board met on July 19<sup>th</sup>. Mr. Gilmore reported that work has started on the draining and cleaning of the aeration tanks and that septage haulers are being limited with the tanks down. Colchester and East Hampton have not received any odor complaints. The old compressor was removed, and the new tank will be installed.

There were no meetings in June or August.

### **Library Advisory Board**

The Library Advisory Board met on August 1<sup>st</sup>. The Library Director updated the Board on the search process for the new Adult/Young Adult Librarian. The Summer Reading Closing Events were discussed as well as upcoming Fall programming. The members discussed future space planning and capital improvements for fall planning.

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

No meeting

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

No meeting

### **Planning & Zoning Commission**

The Planning & Zoning Commission met on August 3<sup>rd</sup>.

New Business

- A. PZC-22-009: Bryan Joy, 12 Summit St., for a site plan review for a shop for custom work in the Village Center Zone, Section 5.1.B.13. Map 06A/ Block 61/ Lot 1. Rowland Rux made a motion to approve the application with the conditions that approval be obtained from all required departments including but not limited to Health, Building, Police, and Fire Marshal, there is to be no amplified outdoor music, a permanent restroom must be completed by November 1, 2022, the hours of operation are to be between the hours of 8am and 12am. Angelus Tammaro Seconded the motion. Vote: 7-0
- B. PZC-22-008: CLW Real Estate Developments LLC., Re-subdivision of Salmon Run Estates 26 lots on Salmon Run / Deer Meadow. Map 35/ Block 95/ Lot 7. Rowland Rux made a motion

to Schedule a Public Hearing for the next regularly scheduled meeting on September 7, 2022. Jim Sennett seconded the motion. Vote: 7-0

#### Old Business:

- A. Discussion: Updates to Zoning Regulations to comply with PA 21-29 Ray Zatorski made a motion to schedule a Public Hearing for the next regularly scheduled meeting on September 7, 2022. Rowland Rux seconded the motion. Vote: 7-0

#### **Water Pollution Control Authority**

The East Hampton WPCA Board met on June 7<sup>th</sup> via Zoom. Mr. Clayton reported that there may be a possible buyer for Hampton Woods Development and has been contacted by DPH regarding the responsibility for that water system. Currently the East Hampton WPCA does not maintain the water system at Hampton Woods. Water System flushing is scheduled for June 7<sup>th</sup> through June 9<sup>th</sup> for the Town Center and June 14<sup>th</sup> through June 16<sup>th</sup> at Royal Oaks.

The WPCA board held a public hearing on June 7<sup>th</sup> via zoom for the proposed 2022-23 Water Budget and recommended water rates for the customers of the Village Center and Royal Oaks systems. The 2022-23 Water Budget was approved by the Town Council at the June 14<sup>th</sup> Town Council meeting. The Colchester- East Hampton Middletown Avenue Pump Station (MAP) Sub-Committee met on June 14<sup>th</sup> and June 28. Seven (7) engineering proposal packets were received and reviewed by the Committee. Three (3) top candidates were established and will be interviewed in July.

There was no regular meeting in July.

The Colchester- East Hampton MAP Sub-Committee met on July 12<sup>th</sup>. The Committee interviewed the three (3) engineering firms. Reference checks and site visits of projects will be done in July and August.

The East Hampton Water Pollution Control Authority met on August 6<sup>th</sup> in person and via Zoom. Mr. Clayton reported on the closing end of the 2021/22 fiscal year budget status for WPCA and the water systems. There was a brief update on the Municipal Water System project. It was recommended that the Water Sub-Committee speak with Dave Terry (WPCA board member) who's expertise as a Hydrogeologist could be very beneficial to this project. The Public Hearing date for Sewer Rates was set for September 6<sup>th</sup> at 6:30pm.

The Colchester- East Hampton MAP Sub-Committee met on August 16<sup>th</sup>. The Committee continued narrowing down the three (3) engineering firms. A preliminary recommendation of AECOM was reached by the Sub-Committee and a meeting will be schedule for AECOM to meet with the Joint Facilities Board.

#### **Zoning Board of Appeals**

The Zoning Board of Appeals met on August 8<sup>th</sup>.

##### Public Hearings

- A. Application ZBA-22-004: Christopher Burt, 21 & 23 Day Point Road., Lot line revision to add for reconstruction of existing home, includes setback variance and size variance. Map 10A/ Block 83/ Lot 30. John Tuttle made a motion to approve the location of the new home with the condition that it be no more than 29' wide in order to retain a setback of no less than 7.5 feet

from the south side property line. Kevin Reed seconded the motion. Vote: 5-0. George Pfaffenbach made a motion to approve the lot line revision as presented. John Tuttle seconded the motion. Vote: 5-0

- B. Application ZBA-22-005: Benjamin Leitch, 12 Lakewood Road, Increase lot coverage from 23.24% to 25.03% for covered deck. Map 03A/ Block 44/ Lot C-73. John Tuttle made a motion to continue the hearing to the September 12 regular meeting. Bob Hines seconded the motion. Vote: 5-0
- C. Application ZBA-22-006: Tyler Thompson, 127 Tartia Road, Reduce the side setback from 25' to 22' for barn addition. Map 27/ Block 53/ Lot 18B. John Tuttle made a motion to continue the application to continue the hearing to the September 12 regular meeting. George Pfaffenbach seconded the motion. Vote: 5-0
- D. Application ZBA-007: Appeal of Zoning Enforcement Officer, Rand Construction, 368 West Hight Street, Install 4 x 6 internally lit sign. Map 01C/ Block 7/ Lot 6C. George Pfaffenbach made a motion to overturn the decision of the ZEO based on evidence presented and discussed. The determination was made that the sign that had been on the site was larger than the newly proposed 4' x 4'. John Tuttle seconded the motion. Vote: 5-0.