

MEMORANDUM

TO: Town Council

FROM: David E. Cox, Town Manager 

DATE: November 17, 2022

SUBJECT: Agenda Information – 11/22/2022

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.

7 Resolutions/Ordinances/Policies/Proclamations

7a Consideration of a Resolution regarding an Additional Appropriation for the Middle School Roof Replacement Project – In follow up to actions taken in October in preparation for replacement of the Middle School roof and applying to the State for construction grants, the Council is asked to consider a resolution appropriating funds for the project and designating undesignated general fund balance to the Town's portion of the project cost. The Resolution, which also calls for the Special Town Meeting required for Additional Appropriations, identifies estimated project costs of \$2.3 million, which would be expended out of the Capital Reserve Fund. The updated pricing is based on an estimated cost of \$25 per square foot to replace the approximately 76,000 square foot roof plus a \$5 per square foot contingency. The cost of the project is offset by a grant expected to be received from the State in the amount of 50% of the project cost and the balance of the costs would be funded by a transfer of \$1.15 million from the General Fund unobligated reserve funds. The transfer would leave these funds at about 10.2% of the Town's operating budget, which is within the policy of maintaining these funds between 10% and 12% notwithstanding any amount that might be returned to the Fund at the end of the current fiscal year. The required Town Meeting on this matter is proposed for Tuesday, December 13 beginning at 6:00 pm in advance of the Town Council meeting.

Recommendation: Approve the Resolution recommending the appropriate and funding and setting the Town Meeting.

8 Continued Business

8b Presentation and Discussion Regarding Ambulance Association Operations – The Council will receive a presentation from the Ambulance Association and its consultant regarding current and future operations. This is part of an ongoing discussion regarding the best way to provide ambulance service in the community. After the presentation, the Council and members of the Association will have the opportunity to discuss the matter and determine an appropriate path forward.

Recommendation: Receive the presentation and discuss ambulance service in the community.

8c Discussion and consideration of an Exploratory Committee related to land for a replacement

Fire Station – The Council is asked to continue its discussion regarding establishing a committee to explore potential locations on which the Town could site a new, replacement fire station that will meet the Town’s current and future needs. It is anticipated that the Fire Chief and chair of the Fire Commission will be present to aid in the discussion.

9 New Business

9a Consideration of actions related to a matter of pending claims or litigation - In follow up to the Executive Session held earlier this evening, the Council may take action regarding resolution of the matter.

9b Consideration of the 2023 meeting schedule – The Council is asked to consider a list of anticipated Regular Meeting dates in 2023, which is a standard and required practice of all public bodies in the state.

Recommendation: Approve the 2023 meeting schedule.

11 Appointments

11a Consideration of the appointment of Sean Flynn to the Middle School Roof Committee – In follow up to the Council’s last meeting and the previous action to create a small committee tasked with overseeing the planned Middle School roof replacement project, the Council is asked to appoint Sean Flynn as the public representative to the Committee. As a reminder, the building committee was established to consist of a Board of Education member, a Town Council member, a member of the public and the Facilities Director who serves as *ex officio* and non-voting.

Recommendation: Appoint the public member.

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, November 8, 2022
Town Hall Council Chambers and Zoom

MINUTES

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

Not Present: Chairman Mark Philhower

Call to Order & Pledge of Allegiance

Vice Chairman Feegel 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 (6-0)

Approval of Minutes

A motion was made by Ms. Walck, seconded by Mr. Goff, to approve the minutes of the Town Council Regular Meeting of October 25, 2022 as written. Voted (6-0)

Public Remarks

Russ Kaplan, 127 Comstock Trail and Chairman of the Clean Energy Task Force, provided a report to the Council outlining the success of the September Electric Vehicle Show sponsored by the Clean Energy Task Force. Mr. Kaplan thanked the Town departments, the school and student volunteers for their work on the show.

Presentations

None

Bids & Contracts

None

Resolution/ Ordinances/ Policies/ Proclamations

Proclamation for Eagle Scout Timothy Thompson

A motion was made by Mr. Peterson, seconded by Ms. Walck, to approve the proclamation for Eagle Scout Timothy Thompson. Voted (6-0)

Review & Consideration of the FY 2023-2024 Budget Policy Statement

The Council reviewed the FY 2023-2024 Budget Policy Statement. Mr. Reich asked for clarification of the first item under Guidelines that reads “Incorporate all contractual needs as the starting point of a zero-based top-down approach with a cap of a 1%-2% increase of wants, if justified”. Mr. Cox noted that this would cover all contractual obligations including employee contracts, fuel and energy costs and information technology contracts to name a few. The 1%-2% would be any modifications to programs.

A motion was made by Mr. Peterson, seconded by Ms. Walck, to adopt the FY 2023-2024 Budget Policy Statement as presented. Voted (6-0)

Resolution Authorizing an EPA Community Wide Assessment Grant Application Related to Brownfield Properties in the Village Center

Ryan Baldassario, Chairman of the Brownfields Redevelopment Agency, provided an overview of the EPA Community Wide Assessment Proposal Narrative. The application focuses on the former Summit Thread location at 13 Summit Street and 1 and 3 Watrous Street and the East Hampton Bell site at 3 Walnut Avenue.

A motion was made by Mr. Reich, seconded by Mr. Goff, to adopt the resolution authorizing an EPA Community Wide Assessment Grant Application Related to Brownfield Properties in the Village Center. Voted (6-0)

Continued Business

Sub-Committee Reports & Updates:

Mr. Cox reported for the Water Sub-Committee that the well has been flushed and tested at Oakum Dock and reports should be coming soon.

New Business

Discussion and Consideration of an Exploratory Committee Related to Land for a Replacement Fire Station

The Council is asked to discuss a proposed committee to explore potential locations for a new replacement fire station that will meet the Town's current and future needs. It was requested that the item be tabled until there is a formal presentation and request by the Fire Commission. It was suggested that the Town Manager advertise for interested residents to serve on the committee. The older reports and studies that were done will be given to the Council members.

A motion was made by Mr. Peterson, seconded by Mr. Goff, to table the item pending further information and a formal request from the Fire Commission. Voted (6-0)

Review and Consideration of a Proposed Survey by Youth & Family Services

Director of Youth and Family Services Lauren Incognito provided an overview of a survey the department is proposing for parents in the community about the perceived needs for the community's youth and how the department might develop programs and services to help address those needs.

A motion was made by Mr. Reich, seconded by Mr. Goff, to approve the Youth & Family Services survey as presented. Voted (6-0)

Consideration and Action Regarding Police Department Policies/General Orders 6.14 and 6.5

Police Chief Dennis Woessner provided an overview of General Orders 6.14 – Victim/Witness Assistance-Administration and 6.5 Property and Evidence Control.

A motion was made by Ms. Walck, seconded by Mr. Goff, to approve the General Orders listed above as presented. Voted (6-0)

Town Manager's 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.

Appointments

Appointment of Sean Flynn to the Middle School Roof Committee

A motion was made by Mr. Goff, seconded by Ms. Walck, to table the appointment of Mr. Flynn until an application for is received for review. Voted (6-0)

Tax Refunds

A motion was made by Ms. Walck, seconded by Mr. Goff, to approve tax refunds in the amount of \$893.83. Voted (6-0).

Public Remarks

None

Communications, Correspondence & Announcements

October 2022 Board and Commission Summary

Council members received the 2022 October Board and Commission Summary.

Adjournment

A motion was made by Mr. Reich, seconded by Mr. Peterson, to adjourn the meeting at 7:10p.m. Voted (6-0).

Respectfully Submitted,

Cathy Sirois
Recording Clerk

RESOLUTION

East Hampton Town Council

A Resolution Regarding an Additional Appropriation
For Middle School Roof Replacement and
Establishing the Required Resolution
and Special Town Meeting

DRAFT – November 17, 2022

WHEREAS, pursuant to Town Charter Section 4.1 and Town Code Section 45-3, any single or group of additional appropriations in excess of \$25,000 in a given fiscal year shall be acted upon by the Town Meeting, and

WHEREAS, the Town of East Hampton (“Town”) desires to appropriate \$2,300,000 to costs associated with replacement of the roof at the East Hampton Middle School using funds available in the unassigned general fund balance of the Town in addition to grant funds, and

WHEREAS, the request is made by the Board of Education and was considered by the Board of Finance at its meeting on November 21, 2022 at which the Board of Finance recommended to appropriate the funds as described herein.

NOW, THEREFORE, BE IT RESOLVED by the Town of East Hampton Town Council that the Town Meeting of the Town of East Hampton consider and act upon the following Resolution, which the Council hereby recommends be approved and which the Town Council hereby adopts.

**Town of East Hampton
Town Meeting**

**Resolution Of The Town Meeting To Appropriate \$2,300,000 From The
Capital Reserve Fund For The Purpose Of Replacement Of The East
Hampton Middle School Roof**

Resolved, the Town of East Hampton Town Meeting hereby appropriates \$2,300,000 from the Capital Reserve Fund for costs in connection with improvements to the East Hampton Middle School consisting of the replacement of all or portions of the roof; and that the Town anticipates receiving State Department of Education grants in the amount of \$1,150,000 to defray in part the appropriation for the project and that the Town appropriate \$1,150,000 from unassigned general fund balance to finance the balance of the appropriation. The appropriation may be spent for design, construction, materials, equipment, engineering, architect and other consultant fees, legal fees, and other expenses

related to the project and any funds not expended to this purpose shall remain in the Capital Reserve Fund for other purposes.

BE IT FURTHER RESOLVED, that the Town Council hereby authorizes and directs that the Chairperson of the Town Council call for a Special Town Meeting to be held on Tuesday, December 13, 2022 beginning at 6:00 pm at the Town Hall Council Chambers to act upon the foregoing Resolution.

Approved this 22nd day of November, 2022.

TOWN COUNCIL

ATTEST

Mark Philhower, Chairperson

Kelly Bilodeau, Town Clerk

Company 1 / Headquarters Station - the building is a two plus story building containing three (3) sets of apparatus bays plus an additional garage , a meeting and training space, a kitchen, a day room and a set of small offices. The station is centrally located in East Hampton with quick and easy response to the other parts of the community via Route 196 to Routes 16 or 66. There was some discussion of a new Public Safety Complex to serve both the Police Department and Fire Department’s present day functional needs.

CURRENT FACILITIES / SPACE ALLOCATION

COMPANY 1 FIRE STATION

This is a two / three story building consisting of the following spaces:

<i>Location</i>	<i>Space Assigned</i>	<i>Adequacy</i>
<i>Apparatus Floor</i>	<i>2300 sq/ft</i>	<i>Yes</i>
<i>Training/ Meeting Room</i>	<i>400 sq/ft</i>	<i>Yes</i>
<i>Kitchen</i>	<i>264 sq/ft</i>	<i>Yes</i>
<i>Dispatch Radio Room</i>	<i>120 sq/ft</i>	<i>Yes</i>
<i>Furnace Room</i>	<i>240 sq/ft</i>	<i>Yes</i>
<i>Storage Space</i>	<i>500/ft</i>	<i>Yes</i>
<i>Office</i>	<i>120 sq/ft</i>	<i>No</i>
<i>Men’s & Women’s Bathrooms</i>	<i>205 sq/ft</i>	<i>Yes</i>

SPACE NEEDS ANALYSIS

Personal Safety Concerns

The facilities for the Emergency personnel need to meet the local health regulations or NFPA 1581, Chapter 5.

NFPA 1581

Chapter 5 Fire Department Facilities

5.1* General.

5.1.1 All fire department facilities shall comply with all relevant health and infection control laws and regulations.

5.1.2 Hand washing capacity.

5.1.2.1 Hand washing capacity shall be available in areas of the fire station where contaminated materials are cleaned, stored, disinfected, or laundered.

5.1.2.2 If soap and running water are not available, waterless cleansers, antiseptic wipes, alcohol, or other skin cleaning agents, shall be available.

5.1.3 Hand cleaning shall occur before the member enters the fire station's living, sleeping, and/or eating areas if the member has potentially been contaminated with infectious agents.

5.2 Kitchen Areas.

5.2.1 All food preparation surfaces and all surfaces directly used for holding or hanging food preparation containers and utensils shall be of a nonporous material.

5.2.2 Shelving above Sinks. Dish-washing areas shall be equipped with shelving or racks to drip-dry cleaned food preparation containers.

5.2.2.1 Shelving or racks shall be of nonporous material.

5.2.2.2 All drainage from the shelving or racks shall run into a sink or drainage pan that empties directly into a sanitary sewer system or septic system.

5.2.3 All kitchens shall have either double-basin sinks or two sinks.

5.2.3.1 A sprayer attachment shall be provided.

5.2.3.2 Sinks, adjacent countertops and dish drainage areas, and splash guards around the sink shall be of a nonporous material.

5.2.4* Kitchens in fire department facilities shall include the following appliances:

- Range
- Oven
- At least one refrigerator
- Dishwasher

5.2.5 Food Storage.

5.2.5.1 Perishable food that needs cold storage shall be kept at a temperature of 3°C (38°F) or lower.

5.2.5.2 Perishable food that needs freezer storage shall be kept at a temperature of -18°C (0°F) or lower.

5.2.5.3 All foods removed from their original manufactured packaging shall be kept in tightly sealed food containers or shall be wrapped with plastic food wrap.

5.2.6 Kitchens equipped with a dishwasher shall be capable of supplying water for washing at 60°C (140°F).

5.2.7 Food preparation and storage areas shall meet local health standards.

BUILDING MAINTENANCE

While the station is cleaned regularly by a service, some maintenance issues were identified. During the interview with the Chief the following issues were discussed:

- leaks in the roof
- electrical use by individual air conditioners
- the need for modern air handling systems
- lack of female showers
- lack of bunkrooms for all personnel
- general maintenance of the building and grounds as impacted by the relationship between the fire department and the public works department

Space, Structural, and Managerial Space Inadequacies

During walk through inspections of the Company 1 Station the following deficiencies were noted:

Currently there is limited office space for the Fire Chief, his officers, the District Secretary and the Fire Marshal. The shared office was very small. Within the fire service, the roles of the Chief have changed significantly over the years carrying with it greater responsibility and more administrative requirements. It is recommended that the chief have designated office space that has lockable file storage as well as a lockable door. Legislation such as the Family Rights and Privacy Act require all personnel records be kept private unless the individual gives written permission. The chief of the department typically must keep private personnel records. In addition to having space to meet with staff and members to discuss issues, performance concerns and meet with

other line officers to discuss private department matters. The East Hampton Fire Department Line Officers, Training Officer, Safety Officer, as well as the East Hampton Fire Department Executive Committee/Officers should have additional designated office space for the same reasons as the chief. The record storage space is presently inadequate for office space due to its limited size and is inadequate for records storage as well. It is recommended that additional records storage space be provided for records storage including run reports, membership information and maintenance records. It is extremely important to provide secure and protected storage for these records as they can become legal documents in the future.

East Hampton Fire Department utilizes the meeting space for classroom training exercises as well as for meetings.

Based on the present and future service delivery requirements of the town, identified hazards, water supply needs, call trends and service needs of the East Hampton Fire Department, it has been determined apparatus location, station configuration and station adequacy should be discussed during any strategic planning. The additional managerial, office space and storage space should be provided within the next two (2) to five (5) years in order for the members and officers to fulfill their duties as well as meet the demands of their positions and legal expectations.

COMPANY 2 / COBALT STATION

The building is two store building containing multiple apparatus bays. The building has had three additions and a significant repair since its original construction. In addition to the original building built in 1952, additions were added in 1978 and 1980 to the station. The station and land are not owned by the Town of East Hampton but are on a long term lease. It is located near the intersection of Route 66 and Route 151. An emergency generator is there to power the station during power outages.

Location	Space Assigned	Adequacy
<i>Apparatus Floor</i>	<i>1596 sq/ft</i>	Yes
<i>Training/Meeting Room</i>	<i>300 sq/ft</i>	Yes
<i>Kitchen</i>	<i>264 sq/ft</i>	Yes
<i>Dispatch Radio Room</i>	<i>120 sq/ft</i>	Yes
<i>Furnace Room</i>	<i>240 sq/ft</i>	Yes
<i>Storage Space</i>	<i>220 sq/ft</i>	No
<i>Office</i>	<i>120 sq/ft</i>	No
<i>Men's & Women's Bathrooms</i>	<i>205 sq/ft</i>	Yes

SPACE NEEDS ANALYSIS

PERSONAL SAFETY CONCERNS:

The Company 2 Station has apparatus, a training and social space and a commercial kitchen. The fitness/social space has a good selection of equipment for the membership's use. Bunkroom(s) are also not available for stand-by situations.

MAINTENANCE

The Cobalt Station is in good shape. Repairs have been made to stabilize the front of the building and keep it from leaning any further towards Route 66. An interest in central air was expressed to capitalize on the second floor training capabilities as a classroom.

STATION 3

The building is a one story building containing two apparatus bays and was built in 1982. The station houses an Engine, Tanker and Forestry unit. The station is centrally located north of Lake Pocotopaug.

<i>Location</i>	<i>Space Assigned</i>	<i>Adequacy</i>
<i>Apparatus Floor</i>	<i>1596 sq/ft</i>	<i>Yes</i>
<i>Training/Meeting Room</i>	<i>0 sq/ft</i>	<i>No</i>
<i>Kitchen</i>	<i>264 sq/ft</i>	<i>Yes</i>
<i>Dispatch Radio Room</i>	<i>120 sq/ft</i>	<i>Yes</i>
<i>Furnace Room</i>	<i>240 sq/ft</i>	<i>Yes</i>
<i>Storage Space</i>	<i>220 sq/ft</i>	<i>Yes</i>
<i>Office</i>	<i>120 sq/ft</i>	<i>No</i>
<i>Men's & Women's Bathrooms</i>	<i>205 sq/ft</i>	<i>Yes</i>

SPACE NEEDS ANALYSIS:

The station is used to store additional apparatus and Emergency Management Supplies. Our understanding is, while it has a kitchen, it is not intended for standing by or for use between calls.

MAINTENANCE

The building appears to be in good shape. It does not, however, have vapor recovery for the apparatus.

TECHNOLOGY/REGULATORY TRENDS

The Fire Service has gone through a huge transition during the past twenty years. Previously, terms such as 'incident command', 'accountability', 'terrorism', 'decontamination', 'safety', 'customer service', 'OSHA compliance', 'integrated response', 'EMS and Fire Service', and a host of others, did not exist. With these technology trends, legal trends and regulatory requirements come more and more responsibility on the officers and membership of fire service organizations such as East Hampton Fire Department. Officers are becoming more and more like managers and fire departments are becoming more and more like businesses. These technology trends also affect the equipment and gear utilized during emergency response as well as forced manufacturers to develop new and improved equipment. The use of thermal imaging cameras has changed the way fires are fought, victims are searched for and overall response on a whole. Rapid Intervention Teams have been developed in response to the loss of firefighters every year in the line of duty. As building construction changes, more hazardous materials are developed and populations grow, the fire service must respond accordingly in order to provide service to the towns they protect and maintain the utmost safety for its personnel.

Both technological and regulatory changes in the fire service put greater responsibility on the officers and members of fire departments. Examples of technological advances include a much greater reliability on computers for dispatching, recordkeeping, National Fire Incident Reporting System (NFIRS), training, networking requirements between computers and electronic systems (such as the dispatch center and educational centers), more advanced equipment, Weapons of Mass Destruction Preparedness, reference material development and storage, vehicle exhaust extraction systems and emergency operations centers, etc. Examples of regulatory changes include a greater awareness and enforcement of NFPA standards, OSHA compliance inspections of volunteer fire departments, Health Insurance Portability and Accountability Act of 1996 (HIPPA) regulating patient health information privacy, privacy acts and legislature, etc. With these advances in technology and changes in our regulatory environment comes a need for funding, resources, and space to remain current with technology for firefighter safety and survival, as well as space to maintain documents so the members can effectively perform their duties.

EMERGENCY RESPONSE TOTALS

REPORT TO THE TOWN OF EAST HAMPTON



Facilities Assessment Report
Town Facilities Evaluation Committee
October 2014

Report Content & Process

Contents:

- Criteria & Objectives
- Facility review priority list
- Site Options & first impressions
- Recommendations

Process:



Criteria & Objectives

Criteria:

- All Town facilities
- Review 2008 facilities report
- Develop funding request for formal plans
- Review options for facility challenges
- Develop plan for solving issues of space, quality & efficiency
- Evaluate costs and design

Facilities:

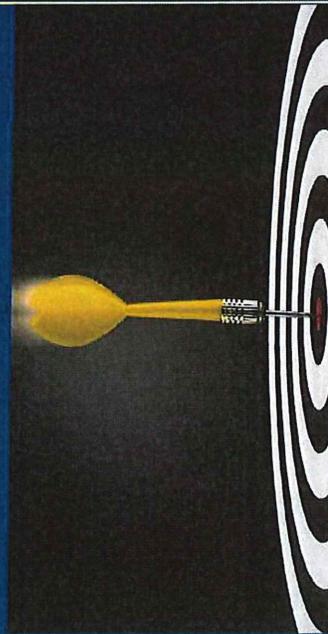
- Town Hall / Police Station
- Public Schools
- Fire Department
- Department Of Public Works
- Board of Education
- Library & Community Center



Facility Priority List

• PRIORITY PROJECTS:

1. Police Station
2. Town Hall
3. Fire Station Company #2
4. Center School
5. Fire Station Company #1



Facility Priority List

• **PRIORITY PROJECTS:**

1. Police Station
2. Town Hall
3. Fire Station Company #2
4. Center School
5. Fire Station Company #1

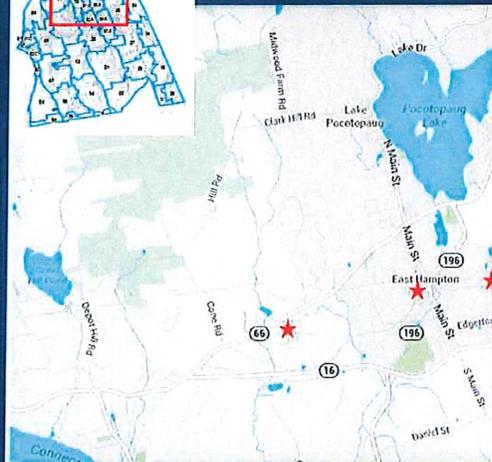
• **CAPITAL MAINTENANCE - (addressing current issues & preventing future problems):**

1. Center School Boiler
2. DPW Storage Facility
3. Public Library Painting
4. Natural Gas infrastructure replacements
5. Middle School roof replacement
6. DPW existing storage building



East Hampton Site Overview

Site Options: First Impressions



- 195 West High Street
- 1 Public Works Drive
- 88, 90, 94 Main Street
- 3 Barton Hill
- 195, 201 West High Street
- 26 Smith Street
- 7 Summit Street
- 205 East High Street
- 20 East High Street
- 3 Niles Street
- 144 Main & 3 Niles
- 130 East High Street
- 01C Middle Haddam Road
- 366 West High Street

Priority #1 - Police Facility

Planning Criteria:

- Approx. 11,000 sq. ft. area
- Central to population
- Access to roads
- Visible to public
- Emergency Command Center
- Adequate parking for employees and public
 - Covered space for cruisers
- Impound lot
 - Secured and possibly remote from police facility



Police Facility Option - 195 West High Street

Site Options: First Impressions



Observations:

- Not owned (available w/ known pricing)
- + Visibility to community
- + Good street access
- + Build to suit (purchase options)
- + Utilities available
- Potential site wetlands
- + Potential as police facility &/or fire station
- Area at ~ 7,000 sq. ft.
- + Potential resale value of existing facility



Basic Stats: Police Station

Land Area	1.2 acres
Assessed Value	\$
Available	Yes
Acquisition Cost	\$1,050,000 shell
Zoning	C

Campus

Land Area	9.94 acres
Assessed Value	\$ 228,000
Acquisition Cost	\$1,750,000 shell

Priority #2 - Town Hall Facility

Planning Criteria:

- Include all Town agencies
- Central town location
- Parking
- 25,000 - 30,000 sq. ft. area
- Include Chatham Health (rented space / revenue) & Board of Education
- Parking for ~ 90 vehicles
- Opportunity for sale of existing Town Hall &/or Board of Education facilities



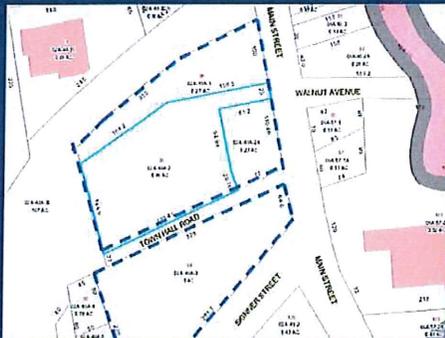
Town Hall Option - 88, 90, 94 Main Street

Site Options: First Impressions



Observations:

- + Central location
- + Available for purchase
- Possible parking limitation (DOT)
- + Utilities available
- Site access (Town Hall Rd.)
- + Sale / reuse of existing facility
- + Adjacent to Airline Trail



Basic Stats:

Land Area	2.36 acres
Assessed Value	\$ 576,700
Available	Yes
Acquisition Cost	\$ TBD
Zoning	VC

Priority #3 - Fire Co. #2 Facility

Planning Criteria:

- Maintain ISO rating
- Provide Town coverage
- 5,000 square feet
- Equipment storage
- Services (training, kitchen, etc.)



Fire Co #2 Option – 195, 201 West High Street Site Options: First Impressions



Observations:

- Not owned (available w/ known pricing)
- + Good street access
- + Build to suit (purchase options)
- + Utilities available
- Potential site wetlands
- + Potential as police facility &/or fire station



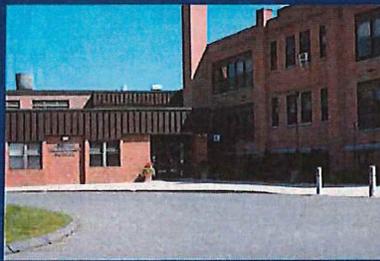
Basic Stats:

Land Area	6.9 acres
Assessed Value	\$ TBD
Available	yes
Acquisition Cost	\$ 500,000
Zoning	C

Priority #4 - Center School

Planning Criteria:

- 21st Century learning environment
- ~43,000 net gross sq. ft.
- 4 & 5 grades
- 303 students (NESDEC max. 8 yr. enrollment)
- Safe / healthy school environment
- State reimbursement (New vs. Renovation)



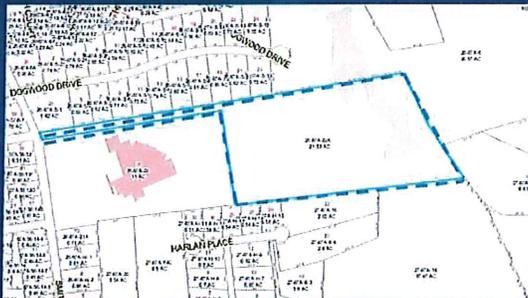
Center School Option – 26 Smith Street

Site Options: First Impressions



Observations:

- + Possible shared services with Memorial
- Schedule (4 – 5 year process)



Basic Stats:

Land Area	21.53 acres
Assessed Value	\$ 114,000
Available	TBD
Acquisition Cost	\$ TBD
Zoning	R-2S

Priority #5 - Fire Company #1 – 3 Barton Hill

Site Options: First Impressions



Observations:

- + Town owned property
 - + Central location
 - Renovation / Expansion
 - Limited site
 - Topography
- + Potential for parking expansion to 88 & 90 Main Street



Basic Stats:

Land Area	0.69 acres
Assessed Value	\$ 759,000
Available	
Acquisition Cost	\$ 0
Zoning	VC

Estimate of probable Costs (current value)

Priority 1 - Police Station

Acquire 195, 201 West High Street,
 50% attributed to PD = \$875,000
 Develop 1 acre = \$250,000
 11,000 sf x \$400 = \$4,400,000
 Sum x 15% for soft costs = \$830,000
 Sum x 10% for contingency = \$630,000
Total = \$6.9M



Priority 2 - Town Hall

Acquire 80 & 90 Main Street = \$550,000
 Develop 2 acres = \$500,000
 25,000 - 30,000 sf x \$300 = \$9,000,000
 Sum x 15% for soft costs = \$1,500,000
 Sum x 10% for contingency =
 \$1,150,000
 Total = \$10.7M - \$12.7M
 50% of EH reimbursement rate for BoE
 space = (\$340,000)
Cost to Town \$10.7M - \$12.4M



Estimate of probable Costs (current value)

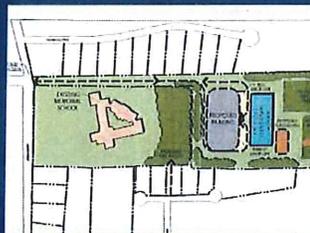
Priority 3 - Fire Company #2

Acquire 195, 201 West High Street,
 50% attributed to FD = \$875,000
 Develop 1 acre = \$250,000
 5000 sf x \$300 = \$1,500,000 (re-use
 existing shell structure)
 Sum x 15% for soft costs = \$400,000
 Sum x 10% for contingency = \$300,000
Total = \$3,300,000



Priority 4 - Center School

Acquire 26 Smith Street = \$200,000
 Develop 5 acres = \$1,250,000
 44,300 sf x \$350 = \$15,500,000
 Sum x 15% for soft costs = \$2,500,000
 Sum x 10% for contingency =
 \$1,925,000
 50% State Reimbursement =
 (\$10,700,000)
Cost to Town = \$10.7M

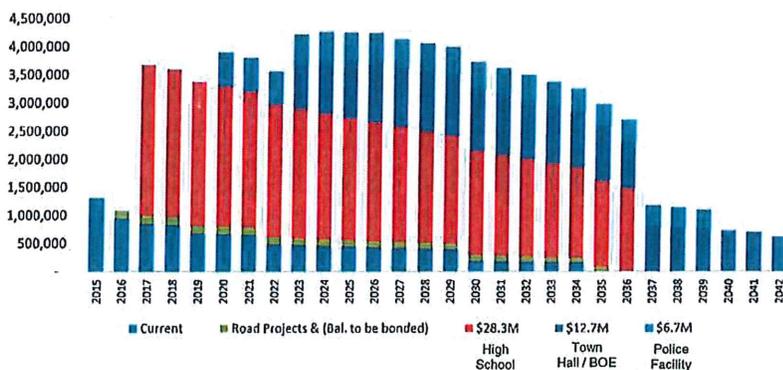


Estimate of Cost impact for initial projects

Town of East Hampton
 Debt Service Forecast

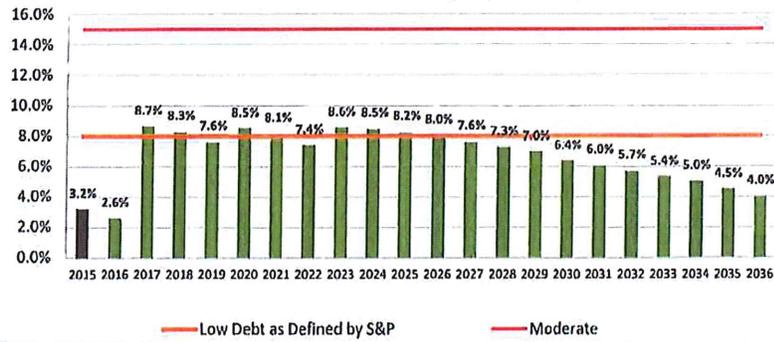
October 16, 2014
 For Discussion Purposes Only

Estimated Annual Debt Service



Estimate of Cost impact for initial projects

Debt Service to Total Budget (Estimate)

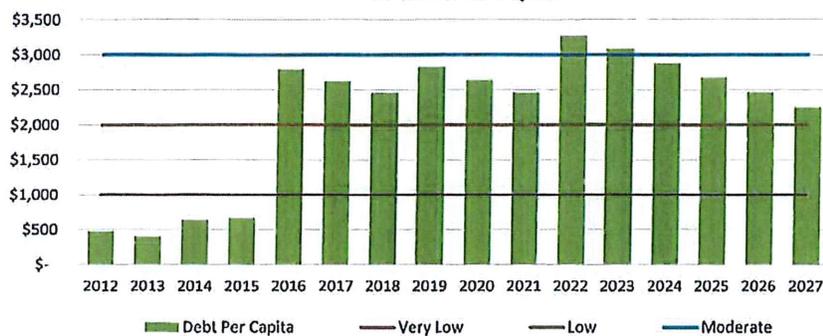


Estimate of Cost impact for initial projects

Town of East Hampton
Debt Service Forecast

October 16, 2014
For Discussion Purposes Only

Net Debt Per Capita



Recommendations

Recommendations

- Approve priority list submitted by the East Hampton Facility Commission
- Initiate methodology for property procurement
- Town facility management position

Next Steps

- Establish land bank for projects
- Form Building Committee for Police Facility Town Hall projects
- Issue RFP for conceptual design of Police Facility

Other Considerations

- Design Bid Build vs. lease or lease purchase options
- Regionalization of schools
- Sale of existing properties

Town Facilities Evaluation Committee

Site Options: First Impressions

Members:

- Suzanne Bull
- Adam Dawidowicz
- Glenn Gollenberg, Chair
- Joe Guest, Vice Chair
- Alan Hurst
- Jim Morris
- George Pfaffenbach
- Josh Piteo
- Ray Zatorski

Town of East Hampton

Town Council

2023 Meeting Dates

Location: Town Hall Council Chambers

2nd and 4th Tuesday of Each Month

6:30pm

January 10

January 24

February 14

February 28

March 14

March 28

April 11

April 25

May 9

May 23

June 13

June 27

July 11

July 25

August 8

Summer Recess (no meeting August 22)

September 12

September 26

October 10

October 24

November 14

November 28

December 12

Winter Recess (no meeting December 26)

**APPLICATION FOR APPOINTMENT OR RE-APPOINTMENT TO BOARDS,
COMMISSIONS OR COMMITTEES**

Volunteer involvement on boards, commissions and agencies is important to the vitality and success of local government. All citizens should consider at some time in their lives, contributing to their community with their service and talent. It takes more than living in a community to be part of it. Your Town needs volunteers to carry out local decision-making and to promote a quality of life that is important to our Town's future. Please take time to submit your name as a possible volunteer on a local board, commission or agency.

Sincerely,

EAST HAMPTON TOWN COUNCIL

Mark Philhower, Chairman
Tim Feegel, Vice Chairman Pete Brown
Brandon Goff Eric Peterson
Kevin Reich Alison Walck

RETURN TO: OFFICE OF THE TOWN MANAGER
1 Community Drive
East Hampton, CT 06424

Name: Sean Flynn
Address: 15 Peach Farm Road
1st Choice: Middle School Roof Replacement Committee
2nd Choice: _____
3rd Choice: _____

📞 Home: _____ 📞 Work: _____ 📞 Cell: _____

Email Address: _____

- | | |
|-------------------------------------|---|
| 1. Arts & Culture Commission | 12. Housing Code Board of Appeals |
| 2. Board of Fire Commissioners | 13. Inland Wetlands Watercourses Agency |
| 3. Brownfields Redevelopment Agency | 14. Library Advisory Board |
| 4. Building Code Board of Appeals | 15. Middle Haddam Historic District Commission |
| 5. Clean Energy Task Force | 16. Northern Middlesex County Cable TV Advisory Council |
| 6. Commission on Aging | 17. Parks & Recreation Advisory Board |
| 7. Conservation-Lake Commission | 18. Planning & Zoning Commission |
| 8. Design Review Board | 19. Town Cemetery Board |
| 9. Economic Development Commission | 20. Water Pollution Control Authority |
| 10. Ethics Commission | 21. Other (please specify) |
| 11. Housing Authority | |

If you have any questions or require additional information, please contact the Town Manager's Office at 267-4468. Please read and complete all three pages of this application, sign and return to the Town Hall at the above listed address.

Background Information

To be considered for appointment or re-appointment, you must complete the following:

- 1. Registered Voter?¹ Yes No
- 2. Party Affiliation: Libertarian
- 3. New Appointment: Yes No
- 4. If Reappointment, Years Served: _____
- 5. How many years as a local resident? 7

6. Why do you wish to serve on the indicated Board, Commission or Committee?

It is my understanding this committee was in need of a citizen representative. I'm happy to serve as such.

7. Skills & abilities you would bring to local government:

Parent of middle school- and elementary school-aged children within the EHPS system
Serve in a leadership role for a large, publicly-traded corporation (business experience)

8. Other local appointments held or presently serving:

Former President of Royal Oaks HOA

9. Occupation / Background:

Senior Director, Market Development for TransUnion, LLC

10. Have you ever been convicted of a crime? Yes No If yes, please explain below:

11. Education	Name of School	Date Graduated
High School:	<u>Merrimack High School, Merrimack, NH.</u>	<u>June 2002 (diploma)</u>
College:	<u>University of New Hampshire, Durham, NH.</u>	<u>May 2006 (BS)</u>
Other:	<u>Norwich University, Northfield, VT.</u>	<u>May 2012 (MBA)</u>

Acknowledgement and Signature Section

I **ACKNOWLEDGE** that as part of my application I shall disclose all communications of any kind or nature with any Town Official or Town Employee relating to Town's regulatory or statutory activities involving any financial or business interest of the applicant and/or his immediate family that has a monetary value of not less than \$250 (or is intended to generate a financial gain of not less than \$250) in any calendar year and is not common to the citizens of the Town;

I **ACKNOWLEDGE** that I have not been found in violation of any state, municipal or professional code of ethics or conduct;

I **ACKNOWLEDGE** that I have not been convicted of a Class A misdemeanor, a felony, pled guilty or *nolo contendere*² to a felony, or accepted a deferred judgment or deferred prosecution to a felony charge;

I **FURTHER ACKNOWLEDGE** that I will notify the Town Council and the Ethics Commission in a detailed written letter identifying any changes in the above stated or acknowledged facts;

CERTIFICATION OF ACCURACY: I state, under penalty of dismissal from and cause for removal from applied for Commission, Board or Committee, that the information contained in this form filed with the Town of East Hampton Town Manager's Office, is, to the best of my knowledge and belief, true, accurate and correct.

Sean P. Flynn

Print Name



Signature

11/16/2022

Date³

Upon completion of form and signature, please return to the East Hampton Town Manager's Office listed on page one.

1. Must be a registered voter and bona fide resident of East Hampton to serve on Boards, Commissions or Committees
2. *Nolo contendere*: Latin for "no contest". In a criminal proceeding, a defendant may enter a plea of *nolo contendere*, in which he does not accept or deny responsibility for the charges but agrees to accept punishment. The plea differs from a guilty plea because it cannot be used against the defendant in another cause of action.
3. Application expires one (1) year from the date of file stamp by the Town Manager's or Town Clerk's Office.
4. The Town Council reserves the right to appoint a non-resident registered voter who owns real property in East Hampton.



November 22, 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 is one (1) refund totaling \$366.12.

Respectfully Submitted,

Kristy L. Merrifield, CCMC
Collector of Revenue

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	366.12	00
001	366.12	00