


MEMORANDUM

TO: Town Council

FROM: David E. Cox, Town Manager 

DATE: March 21, 2024

SUBJECT: Agenda Information – 3/26/2024

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.

6 Bids and Contracts

6a Consideration of a Contract for Wopowog Culvert Replacement – The Council is asked to consider award of a contract to Southern Industries Corporation of Tarrytown, New York for replacement of the culvert and roadway carrying Wopowog Road over Safstrom Brook. This culvert and road failed during rains in early January and is being completely replaced with a box culvert system that will provide benefits and long term stability and service life. As discussed in Public Works Director Walsh’s memo, four proposals were received on March 14 for undertaking the project. The proposals ranged in price from \$400,850 to \$876,000 to undertake the work beginning after April 1. Somewhat lower prices were received if the work were postponed until after July 1. After review of the proposals and a meeting with the low bidder, staff is recommending Southern Industries Corp and its proposal of \$400,850 to undertake the work as soon as they can be on site. Additionally, the Council will be asked to allocate additional funds to the road improvement account in the Capital Reserve Fund to cover the cost of the construction, materials, and related engineering. Currently, the road improvement account has a balance of \$389,989. The Council is asked to allocate up to \$100,000 of the interest earned on ARPA funds to this account for the purpose of funding the additional construction costs, direct purchase materials, and engineering for this project.

Recommendation: Approve the construction contract award and the allocation of ARPA interest funds.

9 New Business

9a Update, discussion and potential action regarding Town-owned environmental and conservation easements – The Council will be given an opportunity to discuss its stance on the various easements that have been conveyed to the Town that protect environmentally sensitive or conservation areas. There are several properties in Town that are encumbered by conservation easements that limit the ability of the private property owner to alter the environment or build structures on these lands. Generally, these areas are either environmentally sensitive themselves or are adjacent to sensitive areas or other major features like the Connecticut River or other features. These easements have been granted to the Town over many years and are generally granted as part of property division and development. These easements are distinct from the instances where the Town is granted outright

ownership of a parcel of environmentally sensitive land or land used for buffering purposes, which also occurs regularly.

Recommendation: Review these easements and determine whether any statement or action is appropriate.

9b Update, discussion and potential action regarding erosion control measures and specific concerns - The Council will be given an update on recent concerns about erosion that is entering Lake Pocotopaug and what the response has been. The update will include information on the existing required measures that are in place at construction sites upstream from the lake and what modifications have been and are being undertaken at the sites to address runoff and erosion.

Recommendation: Review the information and determine whether any statement or action is appropriate.

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, March 12, 2024
Town Hall Council Chambers and Zoom**

MINUTES

Present: Chairman Dean Markham, Vice Chairperson Karen Wanat, Council Members Deborah Cunningham, Tim Feegel, Richard Knotek, Jack Solomon, and Jordan Werme (via Zoom) and Town Manager David Cox.

Call to Order & Pledge of Allegiance

Chairman Markham 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 Mr. Solomon, seconded by Ms. Cunningham, to adopt the agenda as submitted. Voted (7-0).

Approval of Minutes

Regular Meeting of February 27, 2024

A motion was made by Mr. Solomon, seconded by Ms. Wanat, to approve the minutes of the Town Council Regular Meeting of February 27, 2024 as submitted. Voted (7-0).

Public Remarks

Marty Podskoch, 43 O'Neill Lane, commented that the stream is very brown in the poet section of roads near the lake and the inorganic material from the stream is going into the lake. He asked what could be done to stop the inorganic material from going into the lake.

Presentations

None

Bids & Contacts

None

Resolutions/ Ordinances/ Policies/ Proclamations

None

Continued Business

Sub-Committee Reports & Updates

Mr. Knotek noted that the Appointment Sub-Committee met prior to the regular meeting and interviewed residents for various board and commission positions. Some appointments and reappointments will be made later in the meeting.

New Business

Review and Possible Action on Updated Job Descriptions

Mr. Cox provided an overview of the updated job descriptions for the Social Services Director and the Senior Center Coordinator. The job descriptions were redefined and brought up to date and some

duties were shifted between the two positions. The revised job descriptions will be included with the minutes filed in the Town Clerk's Office.

A motion was made by Ms. Wanat, seconded by Mr. Solomon, to approve the updated job descriptions for the Social Services Director and the Senior Center Coordinator as presented. Voted (7-0).

Review and Possible Action on Intergovernmental Agreement with Members of the RiverCOG for Household Hazardous Waste Collection

The updated Household Hazardous Waste Collection Agreement with the RiverCOG comes after the RiverCOG member municipalities determined to shut down the permanent disposal facility in Essex and move to an all satellite collection system. The cost is divided between the municipalities by population and the actual attendance by residents.

A motion was made by Mr. Solomon, seconded by Mr. Werme, to approve the Household Hazardous Waste Municipality Agreement with the Lower Connecticut River Valley Council of Governments as presented. Voted (7-0)

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. Mr. Cox highlighted the WPCA and Joint Facilities budgets that have been approved. Rates will be set in the summer. The Library Community Survey is still in process. There will be some drone mapping done the week of March 18th for the water system project. Several property owners have been asked permission to take off and land the drone on their properties.

Appointments

A motion was made by Mr. Knotek, seconded by Mr. Solomon, to reappoint Melissa Jones to the Library Advisory Board with a term through December 31, 2026 and Rowland Rux to the Building Code Board of Appeals with a term through December 31, 2028. Voted (7-0).

A motion was made by Mr. Knotek, seconded by Ms. Wanat, to appoint Alan Lisowski to the Brownfields Redevelopment Agency with a term through June 30, 2026. Voted (7-0).

A motion was made by Mr. Knotek, seconded by Ms. Wanat, to appoint Philip Restivo to the Economic Development Commission with a term through December 31, 2027. Voted (7-0).

A motion was made by Mr. Knotek, seconded by Ms. Wanat, to appoint Christopher Williams to the Parks & Recreation Advisory Board with a term through December 31, 2026. Voted (7-0).

A motion was made by Mr. Knotek, seconded by Ms. Wanat, to appoint Megan Joseph to the Inland Wetland Watercourses Agency with a term through June 1, 2026. Voted (7-0).

A motion was made by Mr. Knotek, seconded by Ms. Wanat, to appoint Evan Giza to the Economic Development Commission with a term through December 31, 2026. Voted (7-0).

A motion was made by Mr. Knotek, seconded by Ms. Wanat, to appoint Robert Perreault as an alternate member of the Planning & Zoning Commission with a term through December 31, 2025. Voted (7-0).

A motion was made by Mr. Knotek, seconded by Ms. Wanat, to appoint Catherine Mojo to the Arts & Culture Commission with a term through December 31, 2025. Voted (7-0).

Mr. Knotek also discussed the possibility of adding alternate members to several boards including the Clean Energy Task Force, Brownfields Redevelopment Agency, Economic Development Commission, Water & Sewer Commission and Library Advisory Board. The appropriate ordinances and resolutions will be drafted to make the changes for a future meeting.

Tax Refunds

A motion was made by Mr. Feegel, seconded by Mr. Solomon, to approve tax refunds in the amount of \$2,906.49. Voted (7-0).

Public Remarks

None

Communications, Correspondence & Announcements

February 2024 Board and Commission Summary

Council members received the February 2024 Board and Commission Summary.

Council member Solomon had two issues brought up by residents that he would like discussed at a future meeting. He would like to discuss the environmental easements the town has and the runoff into the lake. He wants to be sure to involve the appropriate people in the conversations.

Mr. Markham noted that the letters discussed at the Tri Board Workshop for the Governor and other legislative leaders are prepared and the signature pages are being completed.

Ms. Wanat congratulated the Middle School drama club director and participants in the Beauty and the Beast production. The High School drama club will be putting on Wizard of Oz this weekend.

Ms. Cunningham noted the last Listening Session will be Saturday, March 16 at Cranberry Bog from 9am to 11am.

Mr. Werme noted the spectacular condition of the Air Line Trail after all of the rain.

Adjournment

A motion was made by Ms. Wanat, seconded by Mr. Solomon, to adjourn the meeting at 7:16pm. Voted (7-0).

Respectfully Submitted,

Cathy Sirois
Recording Clerk



Office of Public Works

MEMO

TO: David Cox Town Manager

FROM: Matthew Walsh, Director of Public Works

DATE: March 20, 2024

SUBJECT: Wopowog Culvert Replacement Recommendation to Award

On March 14, 2024, Bids were opened in the Town Manager’s office for the replacement of the washed-out culvert on Wopowog Road at Safstrom Brook. The bid was broken out into four base bids. Two base bids were for an April 1st construction start, and two base bids were for a July 1st start. Further, the dewatering for the project was separated from the base bids to see if there would be significant savings by waiting for a July start for the project. Four proposals were received, and the totals for the April 1st start and July 1st starts are listed below. A summary of the bid prices and alternates are also included as an attachment to this memo.

	April 1st Start	July 1st Start
Southern Industries Corp	\$400,850.00	\$334,000.00
Bove Brothers LLC	\$718,375.00	\$703,125.00
Richards Corp.	\$716,573.00	\$696,573.00
Earth Dynamics	\$876,000.00	\$825,240.00

History: On January 8-10, 2024, the town experienced a significant rain event coupled with existing snowpack, which melted due to the rain causing major flooding in areas around town. The most significant impact to the Town’s infrastructure was the wash out of the culvert at Wopowog Road and Safstrom Brook. The existing culvert consisted of twin 72” corrugated metal pipes, with cast in place concrete head walls and end walls. Previously this culvert had been identified by Public Works as needing replacement due to the corrugated metal pipes being significantly compromised, and preliminary design work was being undertaken for its replacement.

The replacement project proposed under this contract calls for replacement of the twin pipes with a precast box culvert solution, which will provide many benefits over the old metal pipe design. The box culvert is more environmentally friendly to stream and wetlands creatures, providing better hydraulic flow characteristics, a smaller area of wetlands disturbance and a long-term service life.

As a cost saving measure, the paving of the road after completion has not been included in the project and will be performed by the Department of Public Works sometime after completion of the project.

Recommendation: Based on the proposals submitted by the contractors in this request, and after consultation with the Town's design engineer B&L, I recommend that the bid be awarded to Southern Industries Corporation in the amount of \$400,850.00 with an April 1st construction start. Accepting this proposal is in the best interest of the Town. In reviewing the proposal from Southern Industries, there is a potential contract cost savings of \$66,850 if the project were postponed until July 1st. However, if the project were delayed, staff believes that the road should not remain closed through the delay and that steps would be taken to install a temporary road. Much, if not most, of that savings would be lost due to the work and materials needed to temporarily reopen the road and the changed condition of a temporary road in position instead of the damaged culvert may also represent additional costs on the construction project due to the increased materials and increased demolition at the time of construction in July. Based on this, the April 1st start is preferable.

With respect to funding of this project, currently, there is \$389,989 in the Public Works Roads Maintenance Account in the Capital Reserve Fund. Additionally, \$103,535 of ARPA interest funds are available and \$54,069.00 of Non-APRA interest funds are available in the Capital Reserve Fund for use in funding this project.

Thank you.

**Bid Results Replacement of Wopowog Road Bridge and Culvert at Safstrom Brook March 14, 2024
Town of East Hampton CT 06424**

	Base Bid #1 Bridge replacement	Base Bid #2 Project Dewatering	Total Project Bid A+B	Base Bid #3 Bridge replacement 7/1 Start	Base Bid #4 Project dewatering 7/1 start	Total Project bid D+E
Southern Industries Corp	\$372,850.00	\$28,000.00	\$400,850.00	\$292,000.00	\$42,000.00	\$334,000.00
Bove Brothers LLC	\$410,250.00	\$308,125.00	\$718,375.00	\$395,000.00	\$308,125.00	\$703,125.00
Richards Corp.	\$438,573.00	\$278,000.00	\$716,573.00	\$418,573.00	\$278,000.00	\$696,573.00
Earth Dynamics LLC	\$647,760.00	\$228,240.00	\$876,000.00	\$647,000.00	\$178,240.00	\$825,240.00



Office of the COLLECTOR OF REVENUE

KRISTY MERRIFIELD, CCMC

kmerrifield@easthamptonct.gov

March 26, 2024

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 four (4) refunds totaling \$2,966.54.

Respectfully Submitted,

Joshua Gambeski
Assistant Collector of Revenue
ON BEHALF OF:
Kristy L. Merrifield, CCMC
Collector of Revenue

	100.30+
	1,318.72
	1,267.52+
	280.00+
004	
	2,966.54*



March 20, 2024

To: Residents in the area of the Wopowog crossing over Safstrom Brook

TOWN COUNCIL

Dean Markham

Chairperson

Karen Wanat

Vice Chairperson

Deborah Cunningham

Tim Feegel

Richard Knotek

Jack Solomon

Jordan Werme

Dear Resident,

This letter is intended to provide you with an update on the replacement of the crossing on Wopowog Road over Safstrom Brook just south of Tartia Road. As you are well aware, this culvert system washed out during the rain events on January 8 and 9 causing complete failure of the roadway. We appreciate your patience as staff worked through the process of getting permission and permits to repair the culvert and designed a permanent replacement.

Bids were received last week for removal of the existing culvert system and full replacement of the crossing using a larger box culvert. Staff and the engineers anticipate that this will be a more permanent repair to this crossing, which has had challenges in the past. The proposed contract for construction of the replacement crossing is being presented to the Town Council on Tuesday, March 26 and, assuming approval, construction will begin in the first part of April. The contractor will have up to 60 days to complete the work.

Work at the site will include removal of the existing, failed culvert pipes and roadway structure, installation of dewatering and brook water bypass facilities, installation of the box culvert and related walls and erosion controls, installation of the road base and temporary surface and installation of new guard rails. As noted, the contractor is allowed up to 60 days for the installation assuming reasonable weather. The Town has already purchased the box culvert system, so that will be delivered to the site as soon as it is needed. The Town crews will install the asphalt surface in the summer.

Once again, I appreciate your patience as this process has moved along. I know it is not easy to detour around this particular location. Nevertheless, an end is in sight, and we believe it will be a long term solution with excellent value for the Town.

Please contact Matt Walsh, Public Works Director, if you have questions regarding the construction project. Matt can be reached via email at mwalsh@easthamptonct.gov or via phone at (860) 267-4747.

Sincerely,

David E. Cox
Town Manager

Cc: Town Council
Matt Walsh, Public Works Director



STATE OF CONNECTICUT
CONNECTICUT SITING COUNCIL

Ten Franklin Square, New Britain, CT 06051

Phone: (860) 827-2935 Fax: (860) 827-2950

E-Mail: siting.council@ct.gov

Web Site: portal.ct.gov/csc

VIA ELECTRONIC MAIL

March 20, 2024

The Honorable Dean Markham
Chairperson
Town of East Hampton
Town Hall
1 Community Drive
East Hampton, CT 06424
towncouncil@easthamptonct.gov

RE: **EM-VER-042-240320** - Cellco Partnership d/b/a Verizon Wireless notice of intent to modify an existing telecommunications facility located at 94 East High Street, East Hampton, Connecticut.

Dear Chairperson Markham:

Pursuant to the Regulations of Connecticut State Agencies Section 16-50j-72, the Connecticut Siting Council (Council) is in receipt of a request to modify an existing telecommunications facility located in the Town of East Hampton.

In accordance with Section 16-50j-73 of the Regulations of Connecticut State Agencies, on March 18, 2024, written notice of the intent to modify the existing telecommunications facility was provided to the Council, the property owner of record and the chief elected official of the municipality in which the existing telecommunications facility is located.

The above-referenced request for exempt modification may be accessed on the Council's website at the following link: https://portal.ct.gov/-/media/CSC/2_EMS-medialibrary/East_Hampton/EastHighSt/Verizon/EM-VER-042-240320_FILING_EastHighSt_EastHampton_a.pdf.

Should you have any questions or comments regarding the above-referenced request, please feel free to call me at 860-827-2951 or submit written comments to the Council by April 3, 2024.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Melanie A. Bachman".

Melanie A. Bachman
Executive Director

MAB/ANM/dll

c: David Cox, Town Manager, Town of East Hampton (dcox@easthamptonct.gov)