


MEMORANDUM

TO: Town Council
FROM: David E. Cox, Town Manager 
DATE: March 5, 2021
SUBJECT: Town Manager's Report

The following information includes follow up from general items that were discussed at previous Council meetings as well as updates of a general nature from the departments. The items are organized by department and are intended to provide information on activities currently being undertaken by the Town's departments and those matters that are upcoming. Not all departments will be represented in each Report.

Land Use

- The CT Brownfield Land Bank has provided a preliminary cost estimate for the full remediation of the 1 Watrous Street property. The cost estimate includes the cost for removal of hazardous substances both within the building and in the ground on the site. Fortunately, PCBs were mostly contained to one area and not found to be extensively spread throughout the site and most of the hazards found lie under the slab of the building, which can be sealed and made inaccessible and left as is. In total, their remediation estimate ranges from \$479,000 to \$587,000. Staff is developing the RFP to solicit interest in the redevelopment of this property.
- The Department has received a new application for a zone change in order to facilitate a rebuild and expansion of the Citgo station at the corner of Main St. and Colchester Ave. The plan will encompass three lots on the corner, including two that are currently used as rental residential properties. If approved, the owner will reconstruct and rebrand the store to an Atlantis Fresh Market.
- Staff is also working with the owners on an upcoming project, which will refresh the Citgo on East High Street and convert the store to an Atlantis Fresh Market.
- The Planning and Zoning Commission has approved a new patio in front of The Dublin. The final plan will need to be approved and compliant with the Building and Fire Codes, but this will ultimately give the restaurant some permanent outdoor seating.

Library

- The Town-wide Candy Land game event, which begins on Friday, March 12, has been very popular, and many families have registered. The large activity kits associated with the game have all been reserved and smaller kits are going quickly. More information is on the Library websites and social media. As a reminder, this event is sponsored by a

donation from the Community Foundation of Middlesex County and the Peach Pit Foundation.

- The Library Director's Monthly Report to the Library Advisory Board is attached for information.

Parks and Recreation

- Park Maintenance staff have reported back to Parks and Recreation and are working to service all mowing and field preparation equipment for the spring season. Spring sports start March 22 and work has begun to prepare fields for the season.
- Basketball games have now been running for two weeks and a limited numbers of fans are now being allowed at the games. The sign up system and protocols for safe guidelines have proven successful with some minor adjustments to seating arrangements to ensure the Department is running safe games and practices for those who attend.
- Spring sports and programing registration has been set up and is live on the Department's registration page. All programs will continue to provide opportunity for the residents of East Hampton to recreate while abiding by COVID safety guidelines. Staff will update COVID protocols for each program as the State revises its guidelines for the upcoming spring and summer seasons.
- Memorandums of Understanding (MOU) has been executed with the Wesleyan University Sailing and Glastonbury High School Rowing programs to use Sears Park for storing their boats and practicing on Lake Pocotopaug weekdays for five weeks from March 17 through April 26. As in the past, both programs have been assigned a storage location in the park and have been made aware of the overlapping times and days that both will be in the park.
- The Recreation Department is developing a policy change to the programing fee structure to identify out of town resident rates. These rates would be higher than a resident rate and will be evaluated as to which programs will be allowed to take out of town residents based on availability for each program. The new program fees policy will be presented to the Park and Recreation Advisory Board at its April 5 meeting and will be forwarded to the Town Council as appropriate.
- Staff continues to develop the details of the various watershed improvement projects that are funded through the recent non-point source water pollution 319 Grant received

by the Town. Anticipated projects include work on the main pond in the Edgewater subdivision, the pond at Paul's and Sandy's Too, and the pond on Christopher Brook. Staff is also working on an additional project that may be added to the grant work.

- The Advisory Council for the Lake Commission, which consists of members of the Conservation Lake Commission and several staff members and Town consultants, has resumed its regular meetings. At its recent meeting, the group discussed the Lake Aeration program and the criteria that will be used to determine the startup date. Unless early oxygen testing suggests a need to start earlier, the system will be activated around May 1.

Police

- On March 2, the Department conducted sixteen oral boards for potential police officer candidates. Seven individuals passed and the top five will be moving forward to the background investigation phase. The Department hopes to have a qualified candidate in place for the June 4 start of the police academy.
- The Department completed the selection process to fill the Sergeant position vacancy created by the retirement of Sgt. Paul Battista. The Department is pleased to announce that Officer Hardie Burgin will be promoted to the rank of Sergeant effective April 14. A small swearing in ceremony is being planned for the week of April 15.

Public Works

- With winter weather easing a bit over the last week or so, the Public Works Department is beginning to ramp up for spring roads maintenance and the 2021 construction season. It is anticipated that street sweeping will begin on Monday, March 8 and continue until all roads within the Town are swept.
- Catch Basins in the Lake Pocotopaug watershed are tentatively scheduled to be cleaned beginning the last week of March.
- Gravel Roads will be addressed and regraded as soon as they are dry enough to perform these operations.
- Crews are preparing to begin the Edgerton Street Drainage project the week of March 8 and a letter detailing the schedule and the process has gone out to residents on Edgerton Street. A copy of the letter is attached to this Report. During the rest of March through Mid-April, staff will begin replacing catch basins and failed metal piping

along the road and will be adding some additional basins in areas to eliminate icing problems and to accommodate some discharges from adjacent properties. Once asphalt plants open in mid-April there will be a pause in the project as staff mobilizes for pavement shimming and other work on roads that will be chip sealed in early summer. By May, crews anticipate being back on Edgerton Street throughout the summer and fall to complete the drainage work. Ultimately, the road will be reclaimed and paved in the spring of 2022.

Senior Center

- The Senior Center continues to coordinate with Chatham Health District regarding vaccinations for our older residents and will hold two previously-scheduled clinics in March. No new clinics are being scheduled as the Chatham Health District is charged with vaccinating the education-related employees in the District. Senior Center staff will continue to provide support to residents who need assistance scheduling appointments.
- Virtual programming continues. Additionally, staff is looking toward spring and summer and has begun preparing travel and programming options for outdoor or indoor activities as restrictions ease and with COVID safety protocols in place.

WPCA

- The East Hampton Water Pollution Control Authority (WPCA) approved its budget for sanitary sewer at its meeting on March 2 with an increase of just over 3%. The WPCA will consider rates in August or September for the October 1 bills.
- Staff and the WPCA are developing the water related budgets and will be recommending a FY21/22 budget to the Town Council in the upcoming months.

Youth and Family Services

- The Department is preparing to close a relocation case it has been working on wherein the displaced family has been in temporary housing for several weeks. Staff continues to provide resources to this family who was displaced as a result of storm damage to the rental home they lived in.
- Department staff were able to provide resources and some direct assistance to an elderly couple in town who were facing financial issues because both experienced income loss due to being sick with COVID. Using combined resources from the American Legion, Town Direct Assistance funds and donated funds in the Department, support was provided to the couple to move them past the short trouble period.

Town Manager/Other

- East Hampton remains at the “Red Alert” under the State’s COVID Response Framework although the situation was better last week. According to the most recent information from the Connecticut Department of Public Health (DPH), East Hampton had 44 new confirmed cases of COVID-19 in the last two weeks, which leads to a two-week average daily positivity rate of 24.5 per 100,000 population. That equates to just over 3 new cases each day in East Hampton. The most recent reporting from the DPH indicates the total number of diagnosed COVID-19 cases in East Hampton is now 681 since tracking began in March. Also, according to the most recent data from the State, over 2,400 (18.76%) Town residents have received at least their first dose of the vaccine.

- The Town has received notice that it was awarded the Open Space and Watershed Land Acquisition Grant it sought to support the purchase of the Christopher Pond property. The award was given in the amount of \$46,500, which is about half of what was sought. Staff is working through the grant contract phase and is developing a revised financing plan to present to the Town Council and the Town Meeting for approval of the land purchase.

- Staff is finalizing the FY 21/22 Budget draft and it is anticipated that the Town Manager proposal will be distributed by end of next week. The Board of Finance has scheduled its workshop meetings for the week of March 22. Staff is also watching the Governor’s Office and the legislature to determine whether the budget approval process will be modified at all this year. It is anticipated that the Town Meeting/Referendum process will remain, but it is not clear whether any other accommodations will need to be made.

DC

cc: Management Staff

February 2021 Monthly Report

At a glance:

This section contains a brief summary of the most important information.

- Borrowing in February 2021 has increased 11.2% over February of 2020.
- The Library will launch a life-size version of Candy Land on March 12. This project was funded by a grant from the Community Foundation of Middlesex County to bring joy to our community during COVID. Pre-registration for Candy Land Kits opened on Thursday, February 25 at noon. Within 24 hours, all 350 kits had been claimed. The Library will create a smaller version of the kit to give to families who are interested but did not register in time to receive a full kit. Please see <https://easthamptonpubliclibrary.org/candyland/> for more information.
- Librarians April Hannon and Stephanie Smith were interviewed on iCRV radio to talk about upcoming events at the Library including our upcoming life-size Candy Land Game. A copy of the interview can be heard here: <https://icvradio.com/programs/program/56>.
- The Rivereast News Bulletin published a piece in their February 26th edition about Candy Land and the elimination of late fines. A copy of the piece is attached to this report.

Strategic Plan Actions Update

This section contains information about new programs, services, collections or initiatives directly relating to the Strategic Plan.

- The Library launched an email newsletter on Thursday, February 18th. The newsletter, a copy of which is attached here, was sent to approximately 3,400 library cardholders. The newsletter was opened by 971 individuals (31.2%). The Library sent an additional email blast on Thursday, February 25th advertising Candy Land. That email was opened by 29.2% of recipients.
(Welcoming and Vibrant)
- 1000 Books Before Kindergarten is now more accessible for remote and working parents. In addition to in person check-ins for bubble sheets and stickers, families now have the option to complete the entire program online and, most recently, via mail – stickers get mailed directly to the patron's house. To make patrons aware of this service change, the Library mailed postcards to all participants. Since moving to a more flexible format in January, 25 additional children have signed up online, 7 signed up in person, and 27 children have read at least 100 more books. *(Accessible and Inclusive)*
- The picture book section refresh is complete. Books that had not circulated in three years or that were in poor quality were assessed for removal or replacement. With the refresh complete, there is more display space on all top shelving. Patrons have commented that the picture book

section looks “clean and inviting.” Another person commented that we “must have purchased a lot of new books,” and was surprised to hear that the change was due to the refresh rather than new acquisitions. *(Informative and Collaborative)*

Department Reports

Administration:

This section contains general updates and news about library administration.

- On February 12, staff met with Interior Designer and Architect team Deanna and Steve Dewey to review challenges with the library facility and building. In the fiscal year 2019/20 the Capital Budget, the Town allocated \$7,500 towards investigating and estimating costs to alleviate some long-standing pain points in the library building.
- The Library’s fiscal year 2021/2022 operating budget and budget narrative were submitted to the Town Manager. A copy of the budget narrative is included in this report. The Library’s budget presentation to the Board of Finance is scheduled for Wednesday, March 24, 2021 at 6:30pm.
- Department Heads are working on a new process to streamline program proposals, planning and execution. Given that the Library has more staff members than ever before planning and presenting programs and a new Adult / Young Adult Librarian Department Head, the Library needs a more structured mechanism to monitor program planning progress.
- The Connecticut Library Association (CLA) has accepted a program proposal from staff members Ellen Paul and April Hannon entitled: Rising Circulation in the time of COVID-19 for their annual conference in May.

Children’s Department:

This section contains general updates and news about the Children’s Department.

- 57 children (preK – 5th grade) participated in a Valentine Exchange. Schools were unable to host their traditional Valentine Exchange this year due to COVID restrictions and families expressed their gratitude for this library event. Children dropped off valentines to share which staff then quarantined, divvied up into cute packaging, and distributed Valentine’s weekend.
- A new program for school-age children launched February 17, Cozy Crafts. Children in grades 2-5 pick up a kit ahead of time to complete together on Zoom. So far, every program has “sold out” with full registration, with patrons commenting on how nice it is to have something their kids can do with their hands that isn’t focused on technology. Another parent mentioned that their child used the finger knitting kit (yarn, instructions) for an entire weekend. With this feedback in mind, the department will be focusing on interactive crafting activities during Summer Reading, with virtual and in-person offerings.
- Two new limited edition Exploration Kits were launched in the month of February, Fairy Tales Around the World and Read Across America. In the Fairy Tales around the World kit, families received folktales from at least 3 different continents and some fairy-tale-themed activities to

keep the family exploring. In Read Across America, families received 8-10 well-loved children's books like the Cat in the Hat and Corduroy, as well as Cat in the Hat paper bag puppets and other activities to strengthen a love of reading.

Adult / Young Adult Department:

This section contains general updates and news about the Adult / Young Adult Department.

- The Adult Fiction collection refresh is nearly complete. Books that had not circulated in three years or that were in poor quality were assessed for removal or replacement. Staff will shift the collection in March so that books are spaced evenly on the shelf. Staff has begun similar work in the Young Adult Fiction collection.
- The Teen Take and Make this month had full registration for the first time. Teens were given all the materials to make a dragon egg and flying dragon (paper airplane). Several teens asked staff if there are more kits. This increase may be due to promotion on both social media platforms.
- The Teen Advisory Board meeting was very productive. Teens had several suggestions for material collections, summer reading (both prizes and programs) and how to make the library more inviting for teens. Members are also volunteering to assemble the Candy Land Kits.
- An 8th grader is completing her capstone project by having a donation box for an animal shelter in the Library. After posting the donation box on both social media platforms, the community has been very generous with their responses. The donation box will be at the library until the end of March.
- The new Nintendo Switch game collection and the board game and puzzle swap have been very popular. Staff will be expanding the Switch collection to meet the growing demand. Several people a day use the swap.
- The Library Instagram account has 233 followers currently and continues to increase steadily. Engagement on posts has been positive and is growing more consistent.

Circulation and Technical Services Department:

This section contains general updates and news about the Circulation and Technical Services Department.

- Staff member Sam Bolton is enrolled in a Technical Services course through Three Rivers Community College, for current technical services information into both new processes and new resources.
- Just over 400 new library cards were created in the last year. With the recent additions, all library cards are being analyzed for mistakes and typos, and the library card creation process is being reviewed so that each staff member is up to date with current processes.
- In line with library cards, the Library Procedure Manual is also undergoing an update to account for our new Adult / Young Adult librarian, Stephanie.
- Staff has begun a large-scale re-cataloging project in Adult Nonfiction. Specifically, the 300s (social sciences) are being examined carefully. Many books in the 300s would be better suited in the 100s (Psychology), 610s (Medicine) and 900s (History). Our goal is to ensure that patrons do not have to look in multiple parts of the collection to find similar materials. For example:

alcohol addiction was previously cataloged in the 360s and the 610s. All items relating to alcohol addiction have now been moved to the 610s.

Strategic Plan Indicators of Success

Circulation

Borrowers (*Accessible and Inclusive*)

	+/- Last Month	February Borrowers	January Borrowers	December Borrowers
Adults (borrowing physical items)	-20	810	830	939
Children (borrowing physical items)	-45	90	135	132
Corporate (borrowing physical items)	+14	22	8	18
Staff (borrowing physical items)	+3	13	10	18
TOTAL	-48	935	983	1,107
Digital Borrowers	+7	389	382	388

Borrowing (*Welcoming and Vibrant, Informative and Collaborative*)

	2021/2020			2020	2019	2018
	February	January	December	February	February	February
Adult Collection	4,189	4,127	4,368	3,824	3,742	
Children's Collection	2,789	2,560	2,814	2,578	1,435	
Young Adult	155	207	199	171	141	
SUBTOTAL	7,133	6,894	7,381	6,573	5,318	4780
eBooks – RB Digital	0*	0*	19	176	144	220
eBooks – Overdrive	834	773	658	571	416	302
eBooks - Hoopla	562	556	546	347	200	n/a
SUBTOTAL	1,396	1,329	1,223	1,094	760	522
TOTAL	8,529	8,223	8,604	7,667	6,078	5,302

*RB Digital has been discontinued.

Visits

COVID Re-Opening Statistics (*Welcoming and Vibrant*)

	Average Number of People entering Library per day	Number of People entering without masks	Number of conflicts over mask policy	Number of Curbside Pickups
Week of 2/1	61	1	1	23
Week of 2/8	81	0	0	31
Week of 2/15	62	0	0	21
Week of 2/22	65	1	0	32

Door Counter *(Welcoming and Vibrant)*

July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
1,579	2,535	2,768	2,984	2,568	3,013	2,786	2,733				

Programs and Partners
Events, Workshops, Programs and Outreach *(Accessible and Inclusive)*

	Programs			Attendance		
	February	January	December	February	January	December
Adult Events	5	3	4	33	18	761
Children's Events	25	22	22	512	398	524
Young Adult Events	3	4	4	18	30	41
Intergenerational	0	0	1	0	0	333
TOTAL	33	29	31	563	446	1,659

Promotion
Website *(Welcoming and Vibrant)*

	+/- last month	February	January	December
Users	+416	1,939	1,523	2,160
Sessions	+600	3,370	2,770	3,935
Page Views	+1,775	10,942	9,167	12,666

Popular Pages: Candy Land, Hours and Contact, Events Calendar, Library Staff, Children's Programs and Events

Facebook *(Welcoming and Vibrant)*

	+/- last month	February	January	December
Likes	+29	1,897	1,868	1,869
Post Reach	+2,707	7,381	4,674	6,202
Post Engagement	+1,719	3,360	1,641	2,713

Donations and Fundraising

Donations

Organization	Donation	Restrictions
Various Patrons	\$240	In memory of Marie Strong
East Hampton Rotary	10 raffle tickets	Prizes for Candy Land

Grants/Fundraising

Organization	Amount	Restrictions



Office of Public Works

Matthew Walsh, P.E., Director

March 4, 2021

Re: Drainage Project – Edgerton Street

Dear Sir or Madam:

The above drainage project is scheduled to begin the week of 3-8-21 and continue through mid-April, when there will be a pause for work in other areas of Town. We anticipate the project will pick back up sometime in May and continue through the summer. We will be tying in roof drains, yard drains, sump pumps, etc., to avoid icing issues in the future. We ask any resident who has these drains to contact the Public Works Department.

While we do not anticipate any complete road closures, there may be closures of short distance and/or duration during the work day. Delays are possible when traveling through the work zone. Signage will be placed and traffic control personnel will be onsite to assist drivers. If there are questions or concerns regarding this project, please contact me via phone at 860-267-4747 or email mwalsh@easthamptonct.gov.

Thank you for your patience during this important project.

Sincerely,

Matthew Walsh, P.E.

Director

MW/jjsc

Town of East Hampton
Water Pollution Control Authority
P.O. Box 218, 20 Gildersleeve Drive
East Hampton, Connecticut 06424-0218
Telephone (860) 267-2536, FAX (860) 267-9913

To: Members of the WPCA

XC: David Cox, Town Manager
Jeff Jylkka, Finance Director

Date: February 2, 2021

From: Scott Clayton

Re: Proposed WPCA Expense Budget – F/Y 2021-2022

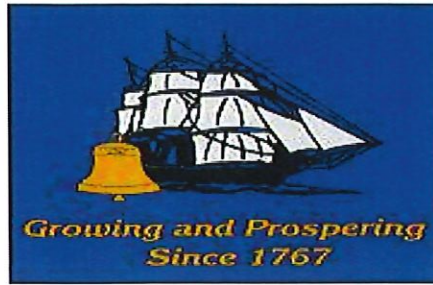
Enclosed is management's recommended operating expense budget for the forthcoming fiscal year. At this time no action will be required however, we will spend as much time as necessary reviewing the information at the February 2, 2021 meeting. Adoption of the operating expense budget is proposed for the March 2, 2021 meeting. The Public Hearing for revenues will be conducted on September 7, 2021 with revenue adoption scheduled at the regular meeting to follow. As you review the material the following items are brought to your attention:

- We have provided for all expenses at the same expenditure rate as the previous year except for changes that are known and quantifiable. All increases/decreases have been substantiated in the "Budget Detail".

This year's budget of \$1,833,882.79 reflects a proposed increase in expenses of \$557,398.60 or 3.13% over last year. The primary reason for this increase, is the Interfund service charge line item increase of \$17,721.00 account (#5899), Capital budget funding expense line item increased \$21,420.00 account (#5980).

The Capital budget has the inclusion of the North Maple L.S. force main replacement \$145,000.00 and the Pine Trail L.S. force Main Replacement \$168,000.00.

As in the past, this year's budget is derived by the flow received at the wastewater treatment plant from each Town. This year Colchester contributed 44.46% and East Hampton 55.54%. East Hampton's 2020/21 annual contribution to the Joint Facilities has been determined to be \$1,159,779.00 (account #5899) which is a 1.55% increase.



Town of East Hampton

Water Pollution Control Authority

***2021 - 2022
OPERATIONS BUDGET***

61-58-0581-XXXX

Proposed: February 2, 2021

Proposed Expense Adoption: March 2, 2021

Proposed Public Hearing: September 7, 2021

Proposed Revenue Adoption: September 7, 2021

**WATER POLLUTION CONTROL AUTHORITY BUDGET
FISCAL YEAR 2021-22 DETAIL**

page 1 of 4

5110 Full Time P/R

50%	PUA				\$57,222	
50%	Adm. Asst.	\$ 29.25	per contract			
	reg. Pay		60,847		\$30,424	
	\$ 28.68					
					Total	\$87,646

5120 P/T P/R (19.5 hrs/wk)

<i>Note: (1) 50/25/25 minute taking</i>	P/T CI	current \$15.00	new rate \$ 15.45	3,917		
				1,500		
					Total	\$5,417

5130 Overtime Salaries

no inc. WPCA minutes					Total	\$2,200
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5140 Longevity

<i>Linda Connors</i>	350	175			Total	\$175
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5210 Medical Insurance

Projected increase TH 8%

# of Employees	Coverage	PER MO.	P/Y+10%	Empl. Cost		Emplr. Cost	LC	SC
				15%				
1	HSAF	2,817	35,494	5,324		15,085		
1	HSAS	1,078	13,583			13,583		
						Total		\$28,668

5213 Life Insurance

0.35 per \$1000 of compensation

	P/R	cost/mo	cost/mo
#5110	87,646	0.62	54
			Total
			\$652

5220 S.S. & 5221 Medicare

0.062						
0.0145						
	P/R	SS	Medicare			
#5110	87,646	5,434	1,271			
#5120	5,417	336	79			
#5130	2,200	136	32			
		5220	Social Security	Total		\$5,906
		5221	Medicare	Total		\$1,381

5230 Pension

	0.15	P/R				
5110 Secr.+PUA + 5130 O/T P/R		\$89,845.74			Total	13,477

5235 DC Plan Cont

Total 0

5260 Workers Comp.

Proj. inc. 50%/TH

	<u>P/R</u>	<u>code</u>	cost per			
			\$	\$100 of P/R		
Mgmt.	57,222	9410	\$	3.30	2,832	
clerical +P/T P/R	34,515	8810	\$	0.59	306	
					Total	\$3,139

5310 Refunds

No projected increase

Total \$500

5316 Computer HW Maint

Town HW maint (Tom)

Total \$ 1,000

5319 Meetings/Conf.

<i>Certification Training</i>	600
<i>Educ & OSHA materials</i>	500
<i>Seminars/Training</i>	750

Total \$1,850

5330 Prof/Tech Services

<i>Annual Auditing Repts.</i>	4,000	
<i>Attorney fees</i>	3,500	
<i>Dev. Rev & Insp.</i>	5,000	
<i>Prof. Services Engr.</i>	2,500	GIS maintenance & I n I
CMOM	100,000	

Total \$115,000

5425 G.P. Repairs

Repairs to Grinder Pumps

Total \$30,000

5430 Bldg. & Equip. M&R

Pump station repairs

5 new gensets

60,000 note: work performed by others
 20,000 Emerg. Gen. Maint. Cont.
 10,000 I n I repairs

Total \$90,000

5438 Vehicle Repr./Maint

50% of 1 vehicle

Total \$750

5440 Rental/Contract

Special services which are contracted out.

Comcast internet/50%	390
Copier maintenance lease (50%@XXX/mo)	1,150
Post Office Box rental (50%)	70
Telephone (50% of 4 yr. Maint. Cont. 7/1/17-6/30/21)	3,300

Total \$4,910

5480 Computer SW Maint

Town (Tom) & T&B, GIS maint & support (Quality Data & Munis support)
 GIS Hosting T&B

\$7,000
 \$2,000

Total

\$9,000

5520 Prop/Liab Insurance

	<u>current</u>	<u>current</u>	<u>split (81/19)</u>		
	Premium	Jt. Fac.	WPCA		
Property (B&M)	\$17,720	14,353	3,367	\$3,367	
Pub. Officials	\$1,506	1,220	286	\$286	
Gen. Liab.	\$11,465	9,287	2,178	\$2,178	
Auto	\$6,125	4,961	1,164	\$1,164	
Umb.	\$3,992	3,234	759	\$759	
Total	40,808	33,054	7,753	\$7,753	\$7,753

5530 Communications

	per month	annual		
Mission Scada		1000 Subscriber # 288512-1		
Telephone (SNET)	1,500	18,000 Note: 17 circuits/2 phones lines		
			Total	\$16,000

5540 Newspaper Adv.

no increase

Total \$1,200

5580 Staff Travel

Total \$1,000

5590 Other Purch. Serv.

Note: Quality Data Sewer billings	2800	accounts	@	\$	1.60		
Bill hosting/Printing	\$ 1,000.00					Total	\$5,480

5595 Interfund Serv. Chge

Billing, collecting & bookeeping services provided by Town.

Total \$13,663

5611 Office Supplies

Office/Misc Supplies	2200					Total	\$2,200
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5622 Electricity

current monthly average	\$	4,750					
for 19 PS located in EH	inc 3%					Total	\$58,710

5627 Motor Fuel					
(50% WPCA/50% Jt. Fac)		200 gals/month		Total	\$2,838
	\$	2.37 per gal/per TH			
5680 Chemicals					
bioxide Hampton woods		1000 gal/tnk		Total	\$5,300
	\$	2.65 / gal			
5690 Other Supp./Materials					
	\$	60,000 note: work performed by the Jt. Fac.		Total	\$ 60,000
		Parts for pumps			
5741 Machinery				Total	\$0
5742 Vehicles				Total	\$0
5743 Furniture & Fixtures					
No projected increase				Total	\$500
5744 Computer Equip.					
No projected increase				Total	\$1,000
5810 Dues & Fees					
	AWWA (50%)	\$	150.00		
	CWWA (50%)	\$	125.00		
	CAWPCA & CWPAA (100%)	\$	115.00		
	WEF (50%)	\$	75.00		
	Webster Bank	\$	500.00	Total	\$965
5890 Other					
petty cash no projected inc.				Total	\$0
5893 Claims and Settlements				Total	\$0
5899 Interfund Serv. Chrg					
E.H. share to oper/maint the East Hampton WW system		\$	131,696	J/F budget app. 2/11/21	
E.H. share to oper/maint the Joint Facilities WWTP		\$	1,028,084	J/F budget app. 2/11/21	
				Total	\$1,159,779
5980 Res. For Cap & NR					
(Fund #81)		92,823		Total	\$92,823
5990 Contingency					
Unforeseen expenses		3000		Total	\$3,000
Total Prop.expenses 21/22					\$ 1,833,882.79
Total Prop.expenses 20/21					\$ 1,776,484.19
Projected Total expenses 20/21					\$ 1,760,339.62
20/21 Inc +/-					\$ 57,398.60
Percent Increase Over Prev Year					3.13%

WPCA CAPITAL BUDGET	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29
Budget Line Item 5980 (Res for Capital)	\$ 54,925	\$ 71,403	\$ 92,823	\$ 120,670	\$ 156,871	\$ 203,933	\$ 265,112	\$ 344,646	\$ 448,040	\$ 582,452
Transfer from undesignated fund	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative Reserve for Capital	\$ 724,070	\$ 1,307,269	\$ 1,120,092	\$ 1,102,762	\$ 959,633	\$ 1,163,566	\$ 1,276,678	\$ 1,419,325	\$ 1,665,365	\$ 2,247,817
Anticipated Capital Fund Expenditures	\$ (350,000)	\$ (280,000)	\$ (138,000)	\$ (300,000)	\$ -	\$ (152,000)	\$ (202,000)	\$ (202,000)	\$ -	\$ -
Cumulative Capital Expenditures	\$ -	\$ (280,000)	\$ (418,000)	\$ (718,000)	\$ (718,000)	\$ (870,000)	\$ (1,072,000)	\$ (1,274,000)	\$ (1,274,000)	\$ (1,274,000)
Anticipated Capital Fund Balance	\$ 435,866	\$ 1,027,269	\$ 982,092	\$ 802,762	\$ 959,633	\$ 1,011,566	\$ 1,074,678	\$ 1,217,325	\$ 1,665,365	\$ 2,247,817
Budget Line Item 5980 Percent Increase over previous year	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%

Capital Balance 6/30/18	\$ 994,076
audited Capital Balance 6/30/19	\$ 669,145
audited undesignated fund Balance 6/30/19	\$ 1,032,255
audited WPCA Development fund Balance 6/30/19	\$ 402,346
audited Capital Balance 6/30/20	\$ 435,866
audited undesignated fund Balance 6/30/20	\$ 1,141,307
audited WPCA Development fund Balance 6/30/20	\$ 444,456

APPENDIX G
WPCA

Fiscal Year 2020/21

Capital Budget 2019-2025

Fund 81

<u>Actual Cost</u>	<u>Est. Cost</u>	<u>Purchase Year</u>	<u>Projects</u>
\$236,600	\$350,000	2019/20	North Main LS controls, generator dialer
	\$138,000	2020/21	Pine trail LS controls, generator, dialer
	\$153,000	2020/21	Barbara ave LS controls, generator, dialer
	\$166,000	2021/22	Pine trail Force Main
	\$145,000	2021/22	North Maple Force Main
	\$152,000	2023/24	Old Marlborough LS controls, generator, dialer
	\$96,000	2024/25	Bay Road LS controls, dialer
	\$96,000	2024/25	North Maple LS controls, dialer
	\$101,000	2025/26	Chestnut Hill LS controls, dialer
	\$101,000	2025/26	Day Point LS controls, dialer
	\$1,498,000		Current Projected Total Capital Budget
	\$ 1,498,000.00		Current Fiscal Year 100% Funding Level

Basic business practice as defined by Moody's & DEP requires a contingency of 5-10% of the annual operating budget be kept within the Capital Budget. \$ 115,103

Recommended F/Y 20/21 funding level for Capital Budget

\$ 92,823

see line item 5980 Oper. Transfer to Cap. Budget

WPCA F/Y 2020-21 Operating Budget - Expenditures only

Adopted: 3/02/21

	Actual	APPROVED	Spent	%	PROPOSED	\$	%
	2019-20	2020-21			2021-22		
	EXPENSES	BUDGET	01/29/21	Available	BUDGET	+/-	+/-
5110 Full Time P/R	80,695	85,463	46,129	46.02%	87,646	2,183	2.6%
5120 P/T P/R (19.5 hrs/wk)	0	5,417	0	100.00%	5,417	(0)	0.0%
5130 Overtime Salaries	265	2,200	182	91.73%	2,200	0	0.0%
5140 Longevity	0	175	0	100.00%	175	0	0.0%
5210 Medical Insurance	18,302	54,514	12,839	76.45%	28,668	(25,846)	-47.4%
5213 Life Insurance	90	636	55	91.35%	652	16	2.5%
5220 Social Security	4,888	5,771	2,772	51.97%	5,906	135	2.3%
5221 Medicare	1,143	1,350	648	52.00%	1,381	31	2.3%
5230 Pension	8,265	13,149	9,266	29.53%	13,477	328	2.5%
5235 DC Plan Cont	0	0	0	0.00%	0	0	0.0%
5260 Workers Comp.	1,599	3,074	1,199	61.00%	3,139	65	2.1%
5310 Refunds	0	500	0	100.00%	500	0	0.0%
5316 Computer HW Maint	0	1,000	0	100.00%	1,000	0	0.0%
5319 Meetings/Conf.	713	1,850	0	100.00%	1,850	0	0.0%
5330 Prof/Tech Services	11,977	115,000	66,245	42.40%	115,000	0	0.0%
5425 G.P. Repairs		0	4,160	0.00%	30,000		
5430 Bldg. & Equip. M&R	78,074	80,000	76,232	4.71%	90,000	10,000	12.5%
5438 Vehicle Repr./Maint	0	750	0	100.00%	750	0	0.0%
5440 Rental/Contract	1,034	4,910	1,962	60.04%	4,910	0	0.0%
5480 Computer SW Maint	4,316	7,000	4,132	40.97%	0	(7,000)	-100.0%
5520 Prop/Liab Insurance	4,890	7,548	3,833	49.22%	7,753	206	2.7%
5530 Communications	12,808	16,000	11,439	28.51%	16,000	0	0.0%
5540 Newspaper Adv.	300	1,200	300	75.00%	1,200	0	0.0%
5580 Staff Travel	457	1,000	450	55.00%	1,000	0	0.0%
5590 Other Purch. Serv.	2,373	5,480	3,089	43.63%	5,480	0	0.0%
5595 Interfund Serv. Chge	0	13,523	0	100.00%	13,663	140	1.0%
5611 Office Supplies	4,013	3,200	500	84.38%	2,200	(1,000)	-31.3%
5622 Electricity	47,695	58,710	49,559	15.59%	58,710	0	0.0%
5627 Motor Fuel	2,267	2,838	1,630	42.57%	2,838	0	0.0%
5680 Chemicals	0	5,300	0	100.00%	5,300	0	0.0%
5690 Other Supp./Materials	54,152	60,000	55,218	7.97%	60,000	0	0.0%
5741 Machinery	0	0	0	0.00%	0	0	0.0%
5742 Vehicles	0	0	0	0.00%	0	0	0.0%
5743 Furniture & Fixtures	0	500	361	27.80%	500	0	0.0%
5744 Computer Equip.	2,166	1,000	1,000	0.00%	1,000	0	0.0%
5810 Dues & Fees	20	965	0	100.00%	965	0	0.0%
5890 Other	42,361	0	0	0.00%	0	0	0.0%
5893 Claims and Settlements	0	0	0	0.00%	0	0	0.0%
5899 Interfund Serv. Chrg	1,067,893	1,142,059	856,544	25.00%	1,159,779	17,720	1.6%
5980 Res. For Cap & NR	54,925	71,403	0	100.00%	92,823	21,420	30.0%
5990 Contingency	0	3,000	0	100.00%	3,000	0	0.0%
	\$1,507,681	\$1,776,485	\$1,209,744	31.90%	\$ 1,824,883	\$ 48,398	
					+/-	2.72%	

	Approved 20-21 Budget	Estimated EOY Budget	+/-	
PROJECTED REVENUES:				
Permit Fees -	300	1,500	1,200	
Developer Review & Inspection - Trans. from Equip. Sinking Fund #66	2,500	0	(2,500)	
	<u>0</u>	<u>0</u>	<u>0</u>	
Use Charges Billed:				
10/1/20 (3370 est. EDU's)				1,583,463
10/1/20 (3365 act. EDU's)	1,596,552	1,596,552	0	
Interim Billing	0	0	0	
Charges for Services (Prior Years)	7,000	1,836	(5,164)	
Delinquent Interest	5,000	1,000	(4,000)	
Lien Fees	500	1,600	1,100	
Use Charges (CL&P,Food Bag)	4,500	0	(4,500)	
Marlborough Discharge Fees	55,000	90,000	35,000	
Other	0	1,156	1,156	
Interest to be Earned	2,500	1,000	(1,500)	
Subtotal of Revenues -	1,673,852	1,694,644		
Transfer from Und.Fund Balance	79,661	44,652		
Total Revenue Budget	<u>\$1,753,513</u>	<u>\$1,739,296</u>	<u>\$20,792</u>	\$14,217

		EOY Exp.	+/-
PROJECTED EXPENSES :			
5110 Full Time P/R	85,463	80,000	5,463
5120 P/T P/R (19.5 hrs/wk)	5,417	0	5,417
5130 Overtime Salaries	2,200	500	1,700
5140 Longevity	175	100	75
5210 Medical Insurance	54,514	24,000	30,514
5213 Life Insurance	636	200	436
5220 Social Security	5,771	5,000	771
5221 Medicare	1,350	1,277	73
5230 Pension	13,149	16,000	(2,851)
5235 DC Plan Cont	0	0	0
5260 Workers Comp.	3,074	4,200	(1,126)
5310 Refunds	500	0	500
5316 Computer HW Maint	1,000	500	500
5319 Meetings/Conf.	1,850	0	1,850
5330 Prof/Tech Services	115,000	85,000	30,000
5425 G.P. Repairs	0	45,000	(45,000)
5430 Bldg. & Equip. M&R	80,000	110,000	(30,000)
5438 Vehicle Repr./Maint	750	750	0
5440 Rental/Contract	4,910	2,000	2,910
5480 Computer SW Maint	7,000	7,000	0
5520 Prop/Liab Insurance	7,548	7,548	0
5530 Communications	16,000	16,000	0
5540 Newspaper Adv.	1,200	600	600
5580 Staff Travel	1,000	500	500
5590 Other Purch. Serv.	5,480	5,480	0
5595 Interfund Serv. Chge	13,523	13,523	0
5611 Office Supplies	3,200	3,100	100
5622 Electricity	58,710	54,000	4,710
5627 Motor Fuel	2,838	2,800	38
5680 Chemicals	5,300	0	5,300
5690 Other Supp./Materials	60,000	60,000	0
5741 Machinery	0	0	0
5742 Vehicles	0	0	0
5743 Furniture & Fixtures	500	500	0
5744 Computer Equip.	1,000	1,000	0
5810 Dues & Fees	965	300	665
5890 Other	0	0	0
5893 Claims and Settlements	0	0	0
5899 Interfund Serv. Chrg	1,142,059	1,142,059	0
5980 Res. For Cap & NR	71,403	71,403	0
5990 Contingency	3,000	0	3,000
Total Expenditures EOY	<u>1,776,484</u>	<u>1,760,340</u>	<u>16,145</u>

**PROPOSED OPERATING BUDGET - WPCA
FISCAL YEAR 2020-21 REVENUE**
(estimated)

page 1 of 1

	APPROVED 20-21 BUDGET	EXPECTED 20-21 BUDGET	PROPOSED 21-22 BUDGET	Est. Revenue Analysis UNITS	GP fee	# of GP	Revenue	Increase
Permit Fees -	300	1,355	300	3020	\$ 230.00	94		
Developer Review & Inspection -	2,500	0	2,500	3128	\$ 250.00	94		
Trans. from Capital Fund #66	0	0	0	3149	\$ 260.00	94	\$825,790	
Use Charges:				3191	\$ 270.00	94	\$869,090	
10/1/20 (3365 act. EDU's)	1,596,552	1,596,552	1,583,463	3264	\$ 280.00	94	\$922,380	
Interim Billing	500	500	500	3337	\$ 290.00	94	\$976,190	
Charges for Services (Prior Years)	0	1,500	1,500	3467	\$ 300.00	94	\$1,051,380	
Delinquent Interest	0	1,000	5,000	3312	\$ 310.00	94	\$1,038,000	
Lien Fees	500	1,605	500	3315	\$ 310.00	94	\$1,039,400	
Special Use Charges (CL&P, Food Bag)	0	0	0	3320	\$ 330.00	94	\$1,107,350	
Mariborough Discharge Fees	100,425	88,276	98,475	3330	\$ 345.00	94	\$1,160,600	
Other	0	1,156	0	3365	\$ 345.00	94	\$1,172,675	\$33,650
Interest to be Earned	2,500	1,000	2,500	3365	\$ 355.00	94	\$1,206,325	\$35,475
Subtotal of Revenues -	1,703,277	1,692,944	1,694,738	3370	\$ 365.00	94	\$1,241,800	\$34,770
Trans. From Und. F. B. (Fund 61)	(195,596)	0	130,145	3434	\$ 455.00	94	\$1,576,570	\$121,890
TOTAL REVENUES -	1,507,681	1,739,296	1,824,883	3398	\$ 495.00	94	\$1,698,460	\$121,890
TOTAL EXPENDITURES -	1,507,681	1,760,340	1,824,883	3371	\$ 505.00	94	\$1,721,155	\$22,695

	06/30/20	06/30/19	06/30/18	06/30/17
Audited Balances				64,543
Undesignated Fund Balance - Fund 61	\$1,141,307	\$879,862	\$617,834	
proj. int. a/o 6/30/20	600			
Proj. Rev. 20/21	\$1,650,654			
Proj. Exp. 20/21	-\$1,578,160			
Transfer to Capital 20/21	-\$800,000			
unaudited Balances a/o 6/30/21	\$414,401	\$1,141,307	\$879,862	\$617,834
Capital Fund Balance - Fund 81	\$435,866	\$994,076	\$1,058,613	
proj. int. a/o 6/30/20	600			
20/21 FY contribution	\$71,403			
20/21 FY withdrawal	-\$300,000			
20/21FY transfer from undesignated Fund	\$800,000	\$435,866	\$994,076	\$1,058,613
unaudited Balances a/o 6/30/21	\$1,007,869	\$994,076	\$994,076	
Sewer Dev. Fund Balance - (Fund 52)	\$444,456	\$334,596	\$296,641	
proj. int. a/o 6/30/20	400			
Proj. Sewer connection fees	35000			
Hope Church Revenue	\$7,890			
Sports on 66 Revenue	0			
unaudited Balances a/o 6/30/21	\$487,746	\$444,456	\$334,596	\$296,641

Note: Audited balances are BOLD



Ned Lamont
GOVERNOR
STATE OF CONNECTICUT

February 22, 2021

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

RE: Christopher Property, East Hampton OSWA 613

Dear Mr. Cox:

Congratulations - we are pleased to inform you that your proposed acquisition of the Christopher Property, in the Town of East Hampton, was approved for funding under the State of Connecticut Open Space and Watershed Land Acquisition Grant Program (OSWA).

The Open Space and Watershed Land Acquisition Program is administered by the Department of Energy and Environmental Protection (DEEP). Your application has been reviewed and approved for an amount, not to exceed \$46,500. This amount is based upon verification of all material facts contained in the grant application and execution of an Open Space and Watershed Land Acquisition Grant Agreement, containing such terms as are acceptable to the Commissioner and which conform to the requirements of Section 7-131d of the Connecticut General Statutes.

Each grant application was evaluated by a number of criteria including natural resource and recreational value; climate change mitigation and adaptation; funding availability; public access; and past OSWA grant compliance. In the coming weeks, you will receive written instructions and background materials from DEEP on the next steps in the grant award process.

We look forward to partnering with you to preserve this important and valuable open space parcel. The Open Space and Watershed Land Acquisition Program and sponsors like you, ensure that that the quality of life and natural resources we all enjoy will be protected now and for future generations.

If have any questions, please contact Allyson Clarke at the DEEP Office of Land Acquisition and Management at (860) 424-3774 or Ajillyson.Clarke@ct.gov.

Sincerely,

Handwritten signature of Ned Lamont in blue ink.

Ned Lamont, Governor
State of Connecticut

Handwritten signature of Katherine S. Dykes in blue ink.

Katherine S. Dykes, Commissioner
Department of Energy and Environmental Protection