



Office of the COLLECTOR OF REVENUE  
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### Retention of Excess Payments and Waiver of Tax Bills

#### Section 1:

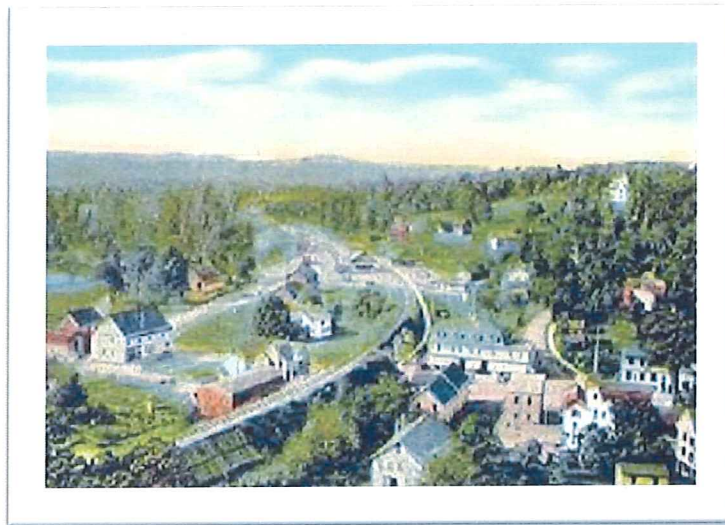
Tax payments made to the Town of East Hampton in excess of the amount due, whether for principle, legal interest, penalty, or fees, shall be retained by the Town where the amount of excess payment is less than Five Dollars (\$5.00) or more, pursuant to the provisions of Connecticut General State Statute, Sec. 12-129.

#### Section 2:

Any property tax due to the Town of East Hampton in the amount less than Five Dollars (\$5.00) shall be waived in pursuant to the provisions of Connecticut General State Statute, Sec. 12-144c.

Town of East Hampton

Village Center Tax Increment Financing District  
and District Master Plan



DRAFT – December 27, 2017

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## Village Center Tax Increment Financing District Master Plan

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## Village Center Tax Increment Financing District Master Plan

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### Introduction

The Town of East Hampton, organized under the laws of the State of Connecticut, plans to revitalize and restore its Village Center District. The residents of East Hampton, Town Council, and various Boards and Committees have identified this as a priority both through the recent update to the Plan of Conservation and Development and prior actions taken to increase vitality and reduce threats to the area.

The progress toward revitalization thus far includes a Village Center Master Planning Study, the adoption of the Village Housing Overlay Zone which is compliant with the provisions of CGS 8-2j, the adoption of the Village Center Zone, which encourages a variety of uses in the Village Center, the acquisition of two blighted properties and subsequent cleanup, and the extension of natural gas service into the area. In addition the Water Development Task Force has engaged a consultant to develop a water system expansion and interconnection plan.

The goals of this District Master Plan are to: provide new employment opportunities; retain existing employment; provide housing opportunities; construct or improve physical facilities and structures through the development of commercial, residential, retail, mixed use, transit oriented development and downtown development; and capitalize on unique assets such as the historic mill buildings, civic uses, Pocotopaug Creek, and the Airline Trail.

The Citizens of East Hampton and its Boards and Commission have supported the Village Center through various efforts previously mentioned, and continue to seek out grant opportunities, other funding streams, and internal investments such as partially funding the natural gas extension project. The Town also has the option for future municipal bonding. The TIF will be an important new additional funding source to implement needed improvements.

One outcome of the Village Center Planning Study is a general consensus that a focus and commitment to Village Center revitalization is urgent and overdue. The commercial corridor along Route 66 has overshadowed the Village Center for several decades. While the Route 66 corridor offers a supermarket and other large and chain establishments, the Village Center continues to support unique, locally owned businesses such as eateries, coffee shops, boutiques, and business offices.

With the implementation of the Downtown TIF District and restoration of the traditional central business district, the Town envisions significant private investments in new business ventures, redevelopment of currently unused and blighted properties, and new public infrastructure. The Town foresees its fragmented, underutilized and somewhat depressed downtown area restored to its historic vibrancy such that it can again successfully attract new business, visitors, and consumer, maximizing its potential as one of the areas great downtowns.

The Village Center TIF District maximizes the utilization of infrastructure already in place such as water, sewer, natural gas and fiber optics. Full implementation of this proposal will result in private investment that will generate new tax revenue to be used for implementation and sustainment of the TIF program. This program exemplifies the community's desire to undertake planned growth and development, and authorizes project costs such as administration, public projects, development incentives, and reimbursement of any bonded indebtedness which may occur to meet the needs of the program.

## Village Center Tax Increment Financing District Master Plan

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Furthermore, the provision of jobs for area residents creates opportunity and stimulates the local economy. Therefore, this program and the goals set forth within contribute toward the advancement of the Town's goals to provide new employment opportunities, broaden the tax base, and improve the local economy and quality of life.

As the goals of the TIF District seek to make a contribution to the economic growth and betterment of the general health, welfare, and safety of the residents of East Hampton, the Town's designation of the District and creation of the Village Center Development Program Fund constitute a good and valid public process. Without the program, the Village Center area will continue to suffer from inadequate investment and a low level of business activity.

This TIF shall provide capital reinvestment revenue for the downtown district. Each project represents an important piece in the core development of the Village Center district and will play a significant part in maintaining the unique physical qualities of East Hampton with access to retail and service activities. The investments are also meant to spur and assist with other economic development activities. Improvements to the historic mill buildings, continued investment in community facilities such as the Airline Trail, and improvements to the streetscape and facades will positively impact property values.

The development fund from the TIF proceeds may be used to support economic development (project cost annually), assist in the retirement of debt related to projects (sinking fund account), or may be used annually toward projects identified in this Plan (project cost account).

Over time, the development fund use will become more refined, but will always be visited annually by the Town Council, Board of Finance, and Town Meeting as part of the annual budget process. Said annual review will include formal and informal input from key committees; such as, the Economic Development Commission, Brownfields Redevelopment Agency, Design Review Board, Planning and Zoning Commission, and citizens.

Tax increment financing is a proven method of strengthening ties between businesses, the community, and the broader regional economy. To facilitate the rebirth of the downtown, it is imperative that we acquire the ability to leverage initial investments occurring within the downtown area as a catalyst for further downtown investments. The Town of East Hampton, in adopting this development program, will create a contiguous municipal Tax Increment Financing District within the Village Center. Tax increment revenues will be made available for several projects; some that are general in nature, and others that are site specific. The Town desires to capture 100% of the new incremental assessed valuations within the district (after netting out any tax increment revenues paid back to a developer pursuant to the terms of any Credit Enhancement Agreement) for use within the district. The TIF District will remain in place for a period of 20 years from adoption and will include tax increment revenues solely on real property.

The TIF District becomes effective upon adoption by the Town.

**I. The Village Center District**

The Town supports the elements of the Development Program through the designation of the Town of East Hampton Village Center Tax Increment Financing District (the “District”). The District encompasses the geography identified in Exhibit A and encompasses all of the Village Center Zone and the Village Center Overlay Zone, as well as portions of the Industrial Zone, Commercial Zone, R-1 Lakeside and Village Residential Zone and the R-2 Single Family Residential Zone. The properties within the district are those included on the tax map reference list with Original Assessed Values (OAV) included as Exhibit B.

The TIF District will establish a dedicated funding mechanism to assist in furthering the purpose for which the Village Center and Village Center Overlay Zones were established. The purpose of the Village Center Zone is to encourage and support a vibrant and successful village center area by providing for a mixture of compatible public and private uses subject to specific standards and controls appropriate to the intensity, scale, and overall character of the area while stressing pedestrian circulation and amenities.

Specific objectives of the Village Center Zone include:

1. Creation of additional housing opportunities within East Hampton.
2. Promote the revitalization of East Hampton’s historic village center area.
3. Promote appropriate building and site design in order to enhance the village center and surrounding neighborhoods.
4. To adopt the use of recognized principles of urban design, adherence to historic building placements, the preservation of historic structures and open space, and by allowing developers and land owners flexibility in land use and site design.
5. To promote mixed uses within single or multiple buildings including a mix of retail, office, institutional and residential uses in predominantly multi-story building appropriate to a downtown setting.
6. To include design elements supporting pedestrian and vehicular accessibility.
7. To require a high level of attention to site and building design to promote attractive and functional development that is compatible to a historic downtown setting.
8. Simplify parking regulations to ease the downtown development process.
9. To provide incentives and flexible regulations to promote development of parcels within these zones.
10. To promote the economic vitality of the Town of East Hampton.
11. To create a unique and identifiable place, landmark and destination for residents readily understood as “the heart of East Hampton.”
12. To connect the Village Center with surrounding neighborhoods and commercial areas along Routes 66, 196 and 16.
13. To encourage bicycle and pedestrian access.
14. To encourage mostly ground floor commercial space facing Main Street with suitable residential densities located above these facilities to provide a critical mass to support the Village Center.

15. To maximize advantage of the existing Route F of the Middletown Area Transit District and the location along the Airline Trail.

**II. List of tax identification numbers for all lots or parcels within the TIF District**

The Assessor, in the Assessor's Certificate (Exhibit B), has certified the OAV for each of the properties within the District, and these values will effectively be "frozen" throughout the term of the District. Captured assessed value (CAV) within the District shall be calculated based upon that property's assessed value as of October 1, 2016, included as Exhibit C.

**III. Description of the Present Condition and Uses of Land and Buildings**

The Village Center TIF District can be described as the area along Main Street between East High Street (Route 66) and Edgerton Street, Summit Street (Route 196) between Flanders Road and Main Street, and Skinner Street (Route 196) between Main Street and Middletown Avenue (Route 16). The area encompasses properties along Barton Hill Rd., Bevin Blvd, Bevin Rd, Bevin Ct, Crescent St, Forest St, Railroad Ave., Starr Pl, Watrous St, and Walnut Ave.

The Village Center, with its nucleus at the intersection of Main Street, Barton Hill Road and Summit Street, is surrounded by a dense residential area. There are a mix of uses including commercial, residential, industrial, and civic uses. Picturesque, stately single family homes line Main Street to the north interspersed with several multi-family houses. To the south lie mostly moderate single family homes. Civic uses include the East Hampton Library/Senior Center, Center School, and Board of Education. The Post Office and American Legion, Congregational Church and other non-profit organizations also have facilities in the Village Center.

The Village Center Area of East Hampton has experienced a steady decline in economic activity over the past 30 years due to changes in the manufacturing economy, groundwater contamination, brownfields, lack of sufficient clean water, and the ever growing commercial corridor on the heavily travelled Route 66.

The Village Center is a focal point in the community. Great care has been taken to allow more density and varied uses in the center with provisions in place to ensure that the look and feel residents enjoy is not compromised. Unfortunately, redevelopment has not taken place as desired.

All proposals for the Village Center are reviewed by the Design Review Board, which makes recommendations to the Planning and Zoning Commission. The Design Review board ensures that the architectural design for signs and structures, site layout, landscaping, and pedestrian access enhances the character of the Village Center.

The tax increment financing (TIF) policy that follows provides incentive for private sector capital investment by establishing a dedicated municipal fund to maintain critical infrastructure and enhance public facilities within the district. The approved tax increment financing district with the herein proposed Development Program will support the public improvements necessary to optimize the district's business potential and attract private investment.

**IV. Description of the Public Facilities, Improvements and Programs to be Added or Financed**

Creating a strong public/private partnership or collaboration is essential to the enhancement of the Village Center. A key objective for the TIF policy is to incentivize private capital investment through certain improvements in the Town Center Village District accomplished by dedicating “captured revenues” for municipal maintenance and improvements. The Town’s expenditures act to support and enhance the investor’s capital commitment by ensuring well-maintained infrastructure and aesthetics for the public.

The Town approves the following list of activities as eligible and authorized project costs:

Capital Costs, including but not limited to:

- The acquisition or construction of land, improvements, infrastructure, public ways, parks, buildings, structures, railings, street furniture, signs, landscaping, plantings, benches, trash receptacles, curbs, sidewalks, turnouts, recreational facilities, structured parking, transportation improvements, pedestrian improvements and other related improvements, fixtures and equipment for public use;
- The acquisition or construction of land, improvements, infrastructure, buildings, structures, including facades and signage, fixtures and equipment for commercial, residential, mixed-use or retail use;
- The demolition, alteration, remodeling, repair or reconstruction of existing buildings, structures and fixtures;
- Environmental remediation;
- Site preparation and finishing work; and
- All fees and expenses associated with the capital cost of such improvements, including, but not limited to, licensing and permitting expenses and planning, engineering, architectural, testing, legal and accounting expenses.

Financing costs

- Debt service payments, including closing costs, issuance costs, and bond retirement premiums, for indebtedness incurred for authorized project costs. (Sinking Fund)
- Professional service costs
- Procurement of engineers, architects, planners, consultants, or attorneys, as needed, to facilitate implementation of the Development Program
- Administrative costs
- Reasonable charges for the time spent by municipal employees, other agencies or third-party entities in connection with the implementation of a district master plan.
- Maintenance and Operation Costs
- Costs of increased public services within the District that result from successful implementation of the Town Center Development Program, including but not limited to, increased public safety/security (police, fire, emergency), increased public maintenance (plowing, mowing, trash/litter removal, installation/replacement of marketing/promotion hardware, beautification), and increased utility costs
- Creation of a revolving fund to promote reinvestment in private properties including, but not limited to façade enhancements, structural upgrades, mechanical upgrades, etc.



## Village Center Tax Increment Financing District Master Plan

### Technical, Marketing, and Promotions Costs

- Marketing and promotion of events or programs organized by the municipality, or funding the marketing of the municipality as a business location

#### A. Municipal Costs, Public Facilities and Infrastructure Activities within the District

Table I includes projects within the district that currently are anticipated to move forward.

TABLE I – Municipal TIF Investment Plan Within the District	
Interconnection and Expansion of Existing Water System	Need Estimate
Remediation of site and buildings and demolition – Several Locations	\$1,000,000
Streetscape improvements Summit, Skinner, and Main Streets	\$500,000
Pedestrian improvements Village Wide	\$100,000
Façade Improvement Program Including Signage	\$300,000
Crosswalk installations/improvements	\$10,000
Airline Trailhead Improvements	\$25,000

#### B. Municipal Costs, Public Facilities and Infrastructure Activities outside of, but related to, the District

Table II includes eligible activities within the TIF policy related to municipal costs outside of, but related to, the district that are directly associated with infrastructure improvement and public safety. The following are specific activities eligible to receive TIF funds:

TABLE II – Municipal TIF Investment Plan Outside the District	
Pedestrian and Cyclist Improvements from Airline Trail to Route 66	\$100,000
Interconnection and Expansion of Water System	\$6M

#### V. Description of the Industrial, Commercial, Residential, Mixed-Use or Retail Improvements, or TOD Anticipated to be Financed in Whole or in Part

A portion of the captured tax increment may be used for a variety of private projects within the designated District; to include, but not be limited to Credit Enhancement Agreements (CEAs) for the rehabilitation or redevelopment of property, compliance with building codes, façade improvements, acquisition and demolition of privately owned property, and the provision of Revolving Loan Funds for inventory or operating capital and investments in real property. Regardless of whether or not these projects are undertaken by existing property owners or future developers, all capital improvements made on private property for eligible qualified projects will be financed by each respective developer and become the sole liability of said developer. Additionally, all improvements must be done in compliance with local and state laws.

## Village Center Tax Increment Financing District Master Plan

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The Town of East Hampton further proposes to enter into CEAs, on a limited basis, within the structure of this TIF District Master Plan and the Tax Increment Financing Policy set forth by the East Hampton Town Council. The Town of East Hampton, through a decade of planning, realizes the importance of development within the Town Center, but more so the importance of development that conforms to the historical, social, and cultural characteristics of the community. CEAs provide the community a tool that is flexible and locally controlled to incentivize private development that conforms to its vision and goals. The Town also asserts that it should assist developers that are willing to take a risk in redevelopment/rehabilitation efforts within the Town Center. As such, it makes good financial sense for the Town to partner with these developers for projects that provide a direct public benefit. The Town has interest in partnering in those specific real estate development projects that offer the greatest redevelopment potential and meet the Town's goals regarding land and building uses in the Town Center Village District. This is accomplished by identifying specific parcels of real estate and/or specific uses within the District that the Town wishes to aid, and allocating a portion of the TIF proceeds to the project through a CEA with the property owner/developer.

Credit Enhancement Agreements (CEAs) may be negotiated individually with property owners or developers of any properties within the District. The individual owners/developers of these respective properties may be reimbursed solely from the incremental tax revenues generated from their private investments. Furthermore, it must be demonstrated that investment would otherwise be inhibited but for the financial incentive. Each CEA must be in accordance with the Town's Municipal Tax Increment Financing Policy at the time it is executed.

The allocation of tax increment revenues through a CEA, to be paid to owners/developers of specified property, will commence by agreement between the Town and the owner/developer not to exceed 50% of the incremental tax revenue from any individual parcel and will continue for a period not to exceed 15 years or the remainder of the term of the District designation, whichever is less. CEAs must also be executed in accordance with the Town's Municipal Tax Increment Financing Policy, which dictates the maximum allowable reimbursement and term of all CEAs undertaken between the Town and a private entity.

The following is a list of specific properties that the Town is currently interested in reserving the right to consider allocating TIF revenues for new, expanded or substantially renovated buildings:

- 1 Watrous St – Map 06A/Block 59/ Lot 12A – Former Mill Building, Currently Owned by the Town
- 13 Watrous St – Map 06A/Block 59/ lot 12 – Town Owned Brownfield Property
- 13 Summit St – Map 06A/ Block 62/ Lot 2A – Vacant Mill Building
- 10 Bevin Rd – Map 05A/ Block 62A/ Lot 14H – Brownsfield Site, Former Mill Site
- 12 Summit St – Map 06A/Block 61/Lot 1 – Various Industrial Uses
- 101 Main St – Map 06A/Block 57/ Lot 2 – Vacant Mill Building
- 8 Walnut Ave – Map 06A/ Block 57/ Lot 2A – Vacant Mill Building

## Village Center Tax Increment Financing District Master Plan

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100 Main St – Map 02A/ Block 49/ Lot 2 – Former Gas Station, Auto Repair Shop

3 Barton Hill – Map 02A/ Block 48/ Lot 31 – Fire Station

21 Skinner St – Map 02A/Block 49/ Lot 1-2 – Mixed Industrial, Used Boats

25 Skinner St – Map 02A/ Block 49/ Lot 1-3 – Local Arts facility

29 Skinner St – Map 02A/Block 50/ Lot 1-5 – Vacant Land

12, 13 Niles – Map 02A/Block 49/Lots 1-4; 02A/50/1-6 – Vacant Industrial buildings

### Targeted Use

In addition to providing financial incentives for investments in real property within the District, the Town reserves the right to provide financial incentives in the way of CEAs to property owners who locate particular businesses within their building. More specifically, the Town reserves the right to provide a portion of incremental tax revenues to building owners, from investments made in the updating or redeveloping of real property in order to lease that space to a particular usage that the Town believes furthers the redevelopment goals of the downtown.

The following is a list of specific uses in the downtown that the Town currently is interested in reserving the right to consider allocating TIF revenues toward:

- Niche retail and full-service restaurants
- Professions that perform, enhance, and/or promote the development of the Creative Economy in in the Village District

In addition, the Town reserves the right to consider the allocation of TIF revenues for other specific uses, should it be determined that the assistance of these particular uses is in the best interest of the Town and this Development Program.

## VI. Financial Plan

The financial plan is based on the terms of the Development Program outlined above and considers the 20-year life of the district. The Town of East Hampton will capture 100% of the increased taxable assessed value as of October, 2017 and apply it to eligible costs (after netting out any tax increment revenues paid back to a developer pursuant to the terms of any Credit Enhancement Agreement).

### 1. Cost estimates for the public improvements and developments anticipated in the district master plan

Municipal TIF revenues will be dedicated to the following municipal projects taking place within the District or related to the District.

## Village Center Tax Increment Financing District Master Plan

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Project	Cost
Remediation of 1 and 13 Watrous Street	\$3M
Streetscape Improvements along Summit Street	\$250,000
Streetscape Improvements along Skinner Street	\$250,000
Façade and Signage Program	\$300,000
Interconnect Water Systems	\$6M
Revolving Fund for Private Property Owners	\$100,000

Municipal approval of the TIF District Master Plan will not constitute a financial appropriation. Annual Town Meeting action through the budget process or a Special Town Meeting will be required for financial appropriation for each community investment option. Also, it is recognized that TIF revenue must be spent per the municipally approved Town Center Village Tax Increment Financing District Development Program.

**2. The maximum amount of indebtedness to be incurred to implement the district master plan**

No bonded indebtedness is anticipated to implement the district master plan – though expansion of the water system could be a candidate. It is presumed in most cases that public improvements will not be undertaken unless TIF revenues are available at an adequate level. However, the Town reserves the right, in those circumstances where it is imperative that public infrastructure be developed prior to a private investment, to incur debt to facilitate, in part or in whole, any of the projects outlined within this Development Program. This does not, however, obviate the need for a regular municipal legislative process for acquiring any financing through bonding.

**3. Sources of anticipated revenues**

In order to determine potential TIF revenues, the Town has projected the amount of taxes that would otherwise be generated from a reasonable level of redevelopment in the downtown over the course of 20 years. Several parameters were established so as to develop a valid model for tax projections:

(1) Only those properties that are currently privately owned and in or directly surrounding the Village Center are included in the Tax Increment Financing District.

(2) In most cases, it is assumed that redevelopment would only include enhancements to the exterior and interior at a level to bring them up to a specific grade, such as Class B+ office space for example. Properties that are envisioned to undergo major redevelopment from the standpoint of an increase in square footage, combining multiple properties, adding stories, etc. have been indicated as such;

(3) An average assessment for the type of property as completed would be applied in a consistent manner to what is currently done by the Town;

(4) Personal property estimates have not been included in the revenue projections nor will they be captured and applied within the district.

## Village Center Tax Increment Financing District Master Plan

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Regarding revenues potentially generated within the Town Center district, the following projections for the increase in valuation have been made at the current 31.32 mil rate:

**Empty Mill Buildings:** There are four large former mill buildings located within the Village that are currently vacant. These buildings, if upgraded in their present form to B+ commercial space would net an additional \$519,620 in assessed value based on the current assessment. Any additional improvement, or change in use of any of these properties would result in an increased assessment.

In addition to the above mentioned properties there are several other parcels currently containing buildings that are either undeveloped or underutilized and could be redeveloped into commercial/retail space, or mixed use space. With the projected increase in property values envisioned as a result of anticipated improvements, it is reasonable to estimate another \$1,000,000 of value being created, yielding an annual tax increment of roughly additional \$31,320 in annual tax increment.

Over the life of the district, the aforementioned projects and other developments will create approximately \$6.5 million in new value. Assuming that the first few years of the district will see lesser TIF revenues than in later years, the total projected tax increment revenues over the term of the district are estimated to be roughly \$3.5 to \$4 million (See Exhibit C).

The estimate of future revenues does not include any potential revenue increase as a result of any redevelopment and is purposefully modest in its approach. The estimated increment revenue only factors in 1% yearly growth in assessed value in addition to upgrading the four aforementioned mill buildings to a condition of B+.

#### **4. A description of the terms and conditions of any agreements, including any anticipated assessment agreements, contracts or other obligations related to the district master plan**

Any Credit Enhancement Agreements contemplated under this District Plan shall comply with the guidelines in this plan, as well as the Municipal Tax Increment Financing Policy.

#### **5. Estimates of increased assessed values of the tax increment district**

The estimates of increased assessed values of the TIF district are included in Exhibit C.

#### **6. The portion of the increased assessed values to be applied to the district master plan as captured assessed values and resulting tax increments in each year of the plan.**

The original assessed value of taxable real property (land and buildings) within the district boundaries is \$28,103,079 as of October 1, 2016. A certification by the municipal assessor of the Town of East Hampton that the original assessed value established represents the taxable real property with the District's physical description, as delineated on the attached map, is attached as Exhibit B.

The Town of East Hampton plans to capture 100% of the increased taxable assessed value. Taxes generated from the captured assessed value will be allocated to support approved municipal based costs within the district. Exhibit C is a 20-Year pro forma projecting a captured taxable assessed value of \$ 8,996,724 over the life of the TIF. This could generate \$ 3,727,898 in gross new taxes depending on the Town's tax rate for any given year and the valuation assigned to actual construction projects. If in any year the assessed value drops below the Original Assessed Value, no incremental revenue would be captured.

#### **7. Development Program Fund**

The Development Program provides for one hundred percent (100%) of the increase in assessed value of the District to be captured and designated as captured assessed value. The tax increment (or TIF revenues) will be deposited by the Town into the Development Program Fund for a period of twenty (20) years. The Development Program Fund is pledged to and charged with the payment of the project costs. Credit Enhancement Agreements made with private property owners will be handled separately and independently from one another, and shall be restricted to no more than 50% of TIF revenues.

The Town Center Tax Increment Financing Development Program Fund is established consisting of a project cost account (the "Project Cost Account") pledged to and charged with payment of project costs. A separate Project Cost Subaccount will be established for each development project in the District that is subject to this Development Program, (The "Development Program Subaccounts"). Development Program Subaccounts will also be created for each Credit Enhancement Agreement, which will be pledged to and charged with payment to the Developer under the terms of that agreement for reimbursement of eligible development costs.

In the instances of indebtedness issued by the municipality to finance or refinance project costs, a development sinking fund (the "Sinking Fund Account") that is charged with the repayment of principal, interests and costs shall be established. No bonding is anticipated at the inception of this District.

The Credit Enhancement Agreement executed between the Town and each separate Developer will make a provision for payments to the Developer from the applicable Development Program Subaccount. The TIF revenues disbursed pursuant to the Credit Enhancement Agreements are hereby understood and to be reflected in each CEA to be used by the developer for costs that are deemed eligible within the Development Program. The obligation of the Town under each Credit Enhancement Agreement will commence and constitute an unconditional and irrevocable commitment to the Developer. In each fiscal year, pursuant to the Credit Enhancement Agreements, the Town will make payment to the Developer(s) within sixty (60) days from which time the associated property taxes are paid in full for that year.

Credit Enhancement Agreements will specify that reimbursement will only be made to the Developer in those years where the Town's valuation for the entire District exceeds the assessed valuation of the District assigned by the Town to the District as of October 1, 2017.

**VII. Operational and Maintenance Plan**

During the life of the district, the Town Council or their designee will be responsible for all administrative matters concerning the implementation and operation of the district.

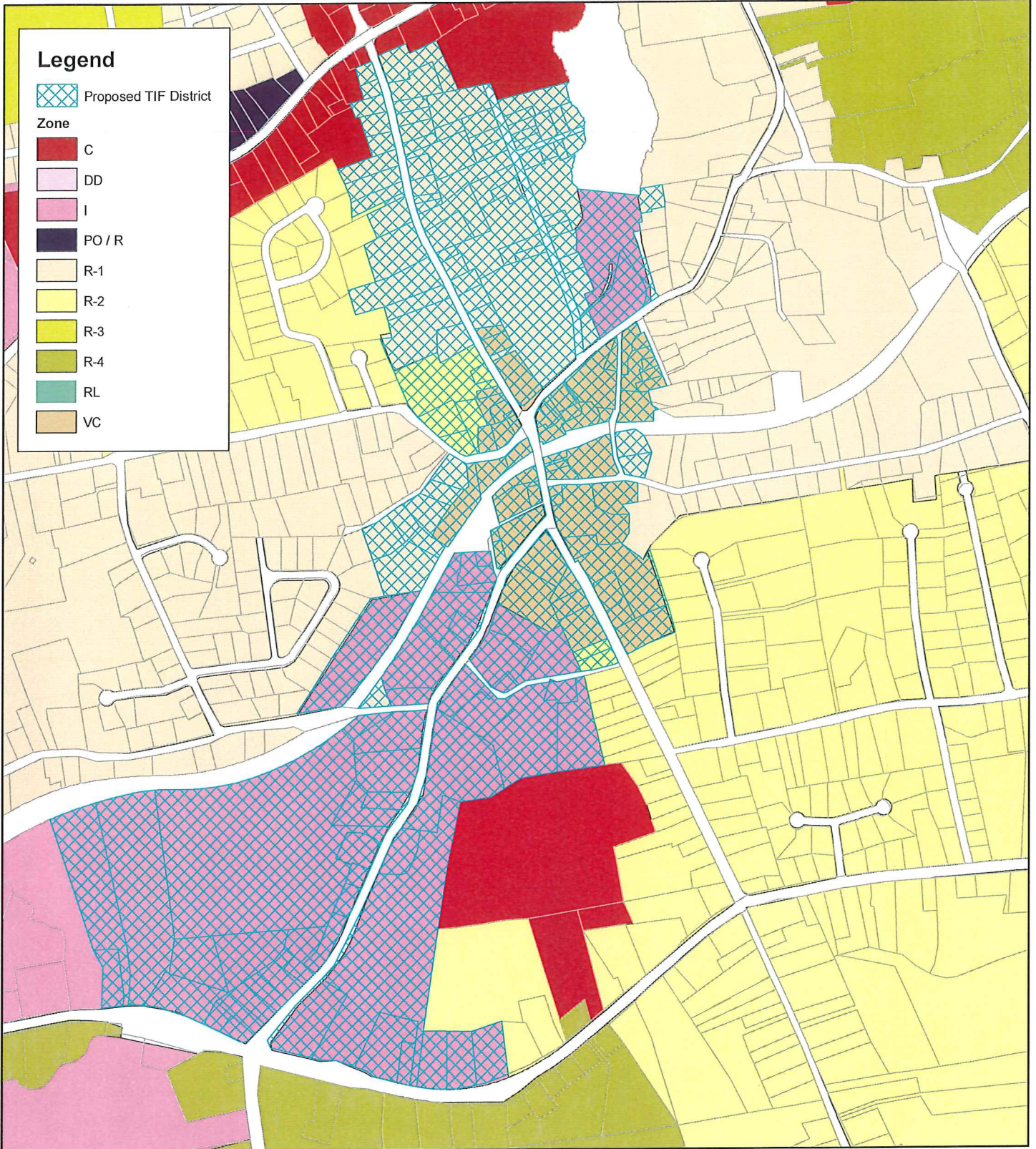
**VIII. Duration of the Tax Increment Financing District**

The TIF District will remain in place for a period of 20 years from adoption.

The term of the downtown TIF district is twenty (20) years commencing on the date that this Plan is approved by the legislative body of the Town and ending 20 years from such approval date.

DRAFT

# Proposed TIF District



**Legend**

- Proposed TIF District
- Zone**
- C
- DD
- I
- PO/R
- R-1
- R-2
- R-3
- R-4
- RL
- VC





Village Center Tax Increment Financing District Master Plan

Exhibit B – Original Assessed Values

Map	Block	Lot	Unit	Street Address	Net Assessment (2016)
06A	59	12A		1 WATROUS ST	\$252,900.00
05A	62	55		10 BEVIN BLVD	\$125,680.00
05A	62A	14H		10 BEVIN RD	\$129,390.00
01A	47	13		10 MAIN ST	\$166,750.00
06A	61	2		10 SUMMIT ST	\$494,040.00
02A	49	2		100 MAIN ST	\$223,440.00
06A	57	2		101 MAIN ST	\$279,720.00
02A	49	3	1	106 MAIN ST	\$27,100.00
06A	57	3A		107 MAIN ST	\$199,390.00
02A	49	3		108 MAIN ST	\$150,210.00
05A	62	13		11 MAIN ST	\$148,590.00
02A	49	1	1	11 SKINNER ST	\$680,260.00
06A	57	4		111 MAIN ST	\$194,190.00
02A	49	4		112 MAIN ST	\$511,230.00
06A	57	5A		115 MAIN ST	\$298,420.00
02A	49	5		116 MAIN ST	\$139,320.00
02A	49	6		118 MAIN ST	\$171,730.00
05A	62	54		12 BEVIN BLVD	\$143,630.00
02A	49	1	4	12 NILES ST	\$87,300.00
02A	48A	8		12 SKINNER ST	\$116,130.00
06A	61	1		12 SUMMIT ST	\$232,350.00
05A	62	14		13 MAIN ST	\$176,320.00
02A	50	1	6	13 NILES ST	\$156,860.00
06A	62	2A		13 SUMMIT ST	\$425,800.00
06A	59	12		13 WATROUS ST	\$64,540.00
02A	47	37		14 BARTON HILL RD	\$197,570.00
05A	62	54A		14 BEVIN BLVD	\$116,680.00
01A	47	14		14 MAIN ST	\$95,900.00
05A	62	15		15 MAIN ST	\$164,870.00
05A	62	54B		16 BEVIN BLVD	\$109,290.00
02A	48A	9B		16 SKINNER ST	\$97,800.00
05A	62	35		17 BEVIN BLVD	\$140,050.00
05A	62	16		17 MAIN ST	\$174,250.00
06A	59	8		17 WATROUS ST	\$231,480.00
01A	47	16		18 MAIN ST	\$183,720.00
05A	62	36		19 BEVIN BLVD	\$126,980.00
05A	62	17C		19 MAIN ST	\$116,840.00
02A	47	33A		2 BARTON HILL RD	\$263,330.00
05A	62	52		2 BEVIN AVE	\$115,700.00

Village Center Tax Increment Financing District Master Plan

06A	62	1A		2 BEVIN BLVD	\$136,310.00
06A	59	13		2 STARR PL	\$172,660.00
05A	62	37		21 BEVIN BLVD	\$125,740.00
05A	62	17		21 MAIN ST	\$129,490.00
02A	49	1	2	21 SKINNER ST	\$252,090.00
05A	62	53		22 BEVIN BLVD	\$156,700.00
01A	47	17		22 MAIN ST	\$141,320.00
02A	48A	9A		22 SKINNER ST	\$134,900.00
06A	61	8		22 WATROUS ST	\$63,720.00
05A	62	38		23 BEVIN BLVD	\$127,450.00
05A	62	18		23 MAIN ST	\$192,350.00
05A	62	45		24 BEVIN BLVD	\$101,790.00
01A	47	18		24 MAIN ST	\$129,540.00
02A	48A	10		24 SKINNER ST	\$100,420.00
05A	62	39		25 BEVIN BLVD	\$143,540.00
05A	62	19		25 MAIN ST	\$166,570.00
05A	62	44		26 BEVIN BLVD	\$102,320.00
02A	48A	9		26 SKINNER ST	\$296,580.00
05A	62	17B		27 BEVIN BLVD	\$127,160.00
05A	62	19A		27 MAIN ST	\$95,320.00
05A	62	43		28 BEVIN BLVD	\$100,410.00
01A	47	19		28 MAIN ST	\$221,410.00
02A	48A	12		28 SKINNER ST	\$78,530.00
05A	62	17A		29 BEVIN BLVD	\$163,800.00
05A	62	20		29 MAIN ST	\$104,850.00
02A	50	1	5	29 SKINNER ST	\$85,860.00
06A	58	1		29 WATROUS ST	\$248,940.00
05A	62	46		3 BEVIN AVE	\$124,880.00
05A	62	11		3 MAIN ST	\$178,500.00
02A	50	26		3 NILES ST	\$154,540.00
05A	62	42		30 BEVIN BLVD	\$133,030.00
01A	47	21		30 MAIN ST	\$276,760.00
02A	48C	20		30 SKINNER ST	\$171,079.00
20	50	21A		32 MIDDLETOWN AVE	\$169,060.00
05A	62	41		32A BEVIN BLVD	\$213,290.00
05A	62	21		35 MAIN ST	\$155,480.00
02A	47	22		36 MAIN ST	\$214,240.00
02A	48C	19		36 SKINNER ST	\$170,190.00
05A	62	22		37 MAIN ST	\$105,330.00
05A	62	23		39 MAIN ST	\$137,650.00
02A	47	34		4 BARTON HILL RD	\$150,590.00
05A	62	51		4 BEVIN AVE	\$94,290.00
06A	59	11		4 STARR PL	\$124,530.00

Village Center Tax Increment Financing District Master Plan

06A	61	4		4 SUMMIT ST	\$124,490.00
06A	61	1A		4 WATROUS ST	\$79,880.00
20	48C	18		40 SKINNER ST	\$99,500.00
05A	62	24		41 MAIN ST	\$143,880.00
02A	47	23		42 MAIN ST	\$305,420.00
05A	62	25		43 MAIN ST	\$151,800.00
20	50	S	1	44 MIDDLETOWN AVE	\$165,480.00
02A	48A	15		45 FOREST ST	\$115,030.00
02A	47	24		46 MAIN ST	\$198,040.00
20	48C	17A		46 SKINNER ST	\$151,390.00
05A	62	26		47 MAIN ST	\$181,820.00
20	50	22A		48 MIDDLETOWN AVE	\$124,530.00
20	48C	17B	B	48 SKINNER ST	\$77,110.00
02A	48	30A		5 BARTON HILL RD	\$169,070.00
05A	62	47		5 BEVIN AVE	\$142,880.00
02A	50	1B		5 NILES ST	\$142,360.00
02A	47	25		50 MAIN ST	\$257,740.00
20	50	22		50 MIDDLETOWN AVE	\$143,610.00
20	48C	17B	A	50 SKINNER ST	\$89,720.00
05A	62	27		51 MAIN ST	\$128,650.00
02A	47	26		52 MAIN ST	\$192,130.00
02A	47	27		56 MAIN ST	\$271,120.00
02A	48	26A		5A BARTON HILL RD	\$112,390.00
02A	48	26		5B BARTON HILL RD	\$98,410.00
02A	47	35		6 BARTON HILL RD	\$34,500.00
05A	62	49		6 BEVIN AVE	\$114,280.00
01A	47	11		6 MAIN ST	\$154,100.00
02A	49	7		6 NILES ST	\$161,920.00
02A	48A	6		6 SKINNER ST	\$145,790.00
06A	59	10		6 STARR PL	\$140,290.00
06A	61	3		6 SUMMIT ST	\$124,800.00
02A	47	28		60 MAIN ST	\$122,350.00
02A	47	30		62 MAIN ST	\$138,030.00
20	48C	9A	1	62 SKINNER ST	\$108,290.00
02A	47	31		64 MAIN ST	\$250,620.00
20	48C	15		64 SKINNER ST	\$91,760.00
20	50	23	1	65 SKINNER ST	\$113,430.00
02A	47	32		66 MAIN ST	\$278,290.00
20	48C	16		66 SKINNER ST	\$74,340.00
20	48C	10		68 MIDDLETOWN AVE	\$131,570.00
20	48C	9A	1A	68 SKINNER ST	\$213,440.00
02A	48	29		7 BARTON HILL RD	\$231,690.00
05A	62	48		7 BEVIN AVE	\$110,670.00

Village Center Tax Increment Financing District Master Plan

05A	62	32		7 BEVIN BLVD	\$100,370.00
02A	48	25		7 CRESCENT ST	\$142,400.00
05A	62	12		7 MAIN ST	\$141,450.00
02A	47	32A		70 MAIN ST	\$196,060.00
20	48C	14		70 SKINNER ST	\$240,170.00
02A	47	33		72 MAIN ST	\$173,800.00
20	48C	9A		72 MIDDLETOWN AVE	\$206,960.00
20	48C	13		72 SKINNER ST	\$157,810.00
06A	61	5		73 MAIN ST	\$250,030.00
20	48C	12		74 SKINNER ST	\$134,260.00
20	48C	9B		76 MIDDLETOWN AVE	\$250,520.00
20	48C	11		76 SKINNER ST	\$126,110.00
20	48C	7C		78 MIDDLETOWN AVE	\$62,950.00
20	48C	10A		78 SKINNER ST	\$119,970.00
02A	48	28		7A BARTON HILL RD	\$107,460.00
02A	48	27		7B BARTON HILL RD	\$123,990.00
02A	47	36		8 BARTON HILL RD	\$91,460.00
01A	47	12		8 MAIN ST	\$140,500.00
02A	48A	7		8 SKINNER ST	\$125,850.00
06A	59	9		8 STARR PL	\$115,250.00
06A	61	2A		8 SUMMIT ST	\$148,550.00
06A	57	2A		8 WALNUT AVE	\$95,730.00
20	48C	7A		80 MIDDLETOWN AVE	\$362,140.00
06A	61	6		81 MAIN ST	\$137,160.00
02A	48	32		82 MAIN ST	\$732,360.00
06A	61	7A		85 MAIN ST	\$215,070.00
06A	61	7		87 MAIN ST	\$372,970.00
02A	48A	1		88 MAIN ST	\$137,050.00
06A	60	1		89 MAIN ST	\$159,140.00
05A	62	33		9 BEVIN BLVD	\$125,410.00
02A	50	1A		9 NILES ST	\$33,600.00
02A	48A	2		90 MAIN ST	\$94,420.00
06A	60	3		91 MAIN ST	\$173,860.00
02A	48A	4		92 MAIN ST	\$111,020.00
06A	60	2A		93 MAIN ST	\$294,000.00
06A	57	1		95 MAIN ST	\$229,620.00
06A	57	1A		97 MAIN ST	\$161,260.00
05A	62	34		BEVIN BLVD	\$43,650.00
02A	48	25A		CRESCENT ST	\$46,360.00
02A	48	3A		FOREST ST	\$235,210.00
02A	48A	2A		MAIN ST	\$28,880.00
01A	47	19B		MAIN ST	\$280.00
20	50	S	2	MIDDLETOWN AVE	\$57,720.00

Village Center Tax Increment Financing District Master Plan

02A	50	1	0S	SKINNER ST	\$155,830.00
20	48C	9C		SKINNER ST	\$76,650.00
20	50	23		SKINNER ST	\$60,770.00
20	50	24		SKINNER ST	\$58,100.00
20	48C	17		SKINNER ST	\$55,130.00
02A	48A	5		SKINNER ST	\$24,560.00
20	48C	9		SKINNER ST	\$4,610.00
20	48C	9A	1B	SKINNER ST REAR	\$24,770.00
06A	58	2		WATROUS ST	\$30,260.00
<b>Total</b>					<b>\$28,103,079.00</b>
<b>As % of Total GL</b>					<b>2.79%</b>

\*Properties owned by the Town of East Hampton, Chatham Historical Society, State of Connecticut, local churches and other non-profit organizations are not included in this list.

Village Center Tax Increment Financing District Master Plan

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Exhibit C

**Estimate of Captured Assessed Value (CAV) and Incremental Tax Revenue**  
 (Assuming Constant Mill Rate of 31.32 and 1% Annual Assessment Increase)

Year	Vacant Mill Buildings CAV*	Remainder of District CAV	Total District CAV	Total Incremental Tax Revenue
2017	1,054,150	27,048,929	28,103,079	0
2018	1,064,692	27,319,418	28,384,110	18,744
2019	1,075,338	27,592,612	28,667,951	27,634
2020	1,573,770	29,442,308	31,016,078	101,178
2021	1,589,508	29,736,731	31,326,239	110,892
2022	1,605,403	30,034,098	31,639,501	120,703
2023	1,621,457	30,334,439	31,955,896	130,613
2024	1,637,671	30,637,784	32,275,455	140,621
2025	1,654,048	30,944,162	32,598,210	150,730
2026	1,670,589	31,253,603	32,924,192	160,940
2027	1,687,294	31,566,139	33,253,434	171,252
2028	1,704,167	31,881,801	33,585,968	181,667
2029	1,721,209	32,200,619	33,921,828	192,186
2030	1,738,421	32,522,625	34,261,046	202,810
2031	1,755,805	32,847,851	34,603,656	213,541
2032	1,773,363	33,176,330	34,949,693	224,378
2033	1,791,097	33,508,093	35,299,190	235,325
2034	1,809,008	33,843,174	35,652,182	246,380
2035	1,827,098	34,181,606	36,008,704	257,547
2036	1,845,369	34,523,422	36,368,791	268,825
2037	1,863,823	34,868,656	36,732,479	280,215
2037	1,882,461	35,217,342	37,099,803	291,720
<b>Total</b>	<b>\$828,311</b>	<b>\$8,168,413</b>	<b>\$8,996,724</b>	<b>\$3,727,898</b>

\* 13 Summit, 1 Watrous, 101 Main, 8 Walnut

**TOWN OF EAST HAMPTON  
FISCAL YEAR 2017-2018**



**Town Council Budget Policy Statement**

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**OBJECTIVE**

The objective of this budget policy statement is to provide guidance from the Town Council to the Town Manager, Board of Finance, and Board of Education during the creation and implementation of the annual Town of East Hampton Budget.

**GENERAL STATEMENT**

The Town of East Hampton's annual budget should consider the needs of our community and reflect the taxpayer's ability to pay for those needs.

**PROCEDURE**

- Include taxpayers in the budget process as early as possible utilizing our Town website, local newspapers, Town notices and meetings.
- The budgets presented should reflect the guidelines presented here as well as projected available revenue, anticipated State funding shortfalls and current economic conditions.
- The Town Manager and the Board of Education will present their respective budgets at a Town Forum. Their budgets must include all proposed spending presented in a format that is easily read and understood by our citizens.
- A Tri-Board meeting will be called to discuss this policy statement at the earliest convenience of all.

**2017-2018 BUDGET GOALS & FUTURE PLANNING**

- The fund balance shall NOT be used to lower the annual mill rate or pay for Town operating expenses.
- Every effort should be made to minimize new personnel for any department this fiscal year.
- The Public Works budget should include a plan to continue ongoing road improvements.
- General Government Budget and the Board of Education should make every effort to only limit budget increases to meet contractual obligations.
- The Capital Committee should update the Town's long-term Capital Improvement Plan to ensure the future financial discipline and funding stability of the Town.
- Conservatively estimate state revenues to be prepared for shortfalls in state funding.
- Funding should be allocated to address ongoing Town facility needs.
- The Council will:
  - continue to support the Town Manager's labor negotiation efforts to realize efficiencies and savings for taxpayers
  - support the implementation of those items from the Lake Pocotopaug 9 Point Plan that will preserve and improve the condition of the lake and its watershed with previously allocated funding
  - ensure social services and programs for seniors are adequately funded
  - provide continued support of public safety services, training and equipment
  - work to identify opportunities to "share" services between and among Town departments and the Board of Education
  - commit to continually replenishing and augmenting our mill rate stabilization fund

Approved by Town Council: 11/8/2016

## Sirois, Cathy

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**From:** Maniscalco, Mike  
**Sent:** Tuesday, January 02, 2018 6:20 PM  
**To:** Sirois, Cathy  
**Subject:** Fwd: Bingo, Raffles and Bazaars  
**Attachments:** 17-04 Bingo, Bazzars and Raffles Final.pdf; ATT00001.htm; 2017PA-00231-R00HB-07070-PA.pdf; ATT00002.htm

Please save for the Jan 9th TC mtg

Sent from my iPhone

Begin forwarded message:

**From:** "Davoren, Thomas" <[tdavoren@easthamptonct.gov](mailto:tdavoren@easthamptonct.gov)>  
**Date:** January 2, 2018 at 6:01:59 PM EST  
**To:** "Maniscalco, Mike" <[mmaniscalco@easthamptonct.gov](mailto:mmaniscalco@easthamptonct.gov)>  
**Subject:** Bingo, Raffles and Bazaars

Sir,

PA-17-231 has placed the burden of regulating and the investigation of applicants for bingo, raffles and bazaars now falls onto the local municipalities, specifically the police department effective 1/1/18. This responsibility used to fall under the Department of Consumer protection.

The act permits municipalities to set their own fee structure in amounts higher than those currently collected by the state but the discretion of fee setting lies with the municipality.

I recommend we set the fees to the maximum allowed by law. They are contained in a CCM handout that is attached. Undertaking these requirements will require a greater workload from our folks and there is not enough fee activity to justify an additional new or part time position. If fees are not set by the town, we will have to provide this service for free.

I include below the language from the PA defining the classes of bingo and raffles.

The forms currently utilized by DCP will have to be modified and they can be found here. <http://www.ct.gov/dcp/cwp/view.asp?a=4107&q=483094>

DCP will continue providing oversight for games where the application was submitted prior to 1/1/18.

Prior to this PA, applications did go through the police department for certain checks. We received 10 raffle applications in 2017. There were no bingo or bazaars reported.

### Raffles

Class	2017 #	2017 Fee	2017 Revenue	2018 Fee*	2018 Revenue**
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1	5	25.00	125.00	75.00	375.00
2	2	10.00	20.00	30.00	60.00
5	3	40.00	120.00	120.00	360.00
<b>Total</b>			265.00		795.00

\* Proposed state allowed Max fee

\*\* Assumes no change in 2017 applications

Please let me know if you require further information.

Respectfully submitted,

Thomas Davoren

References

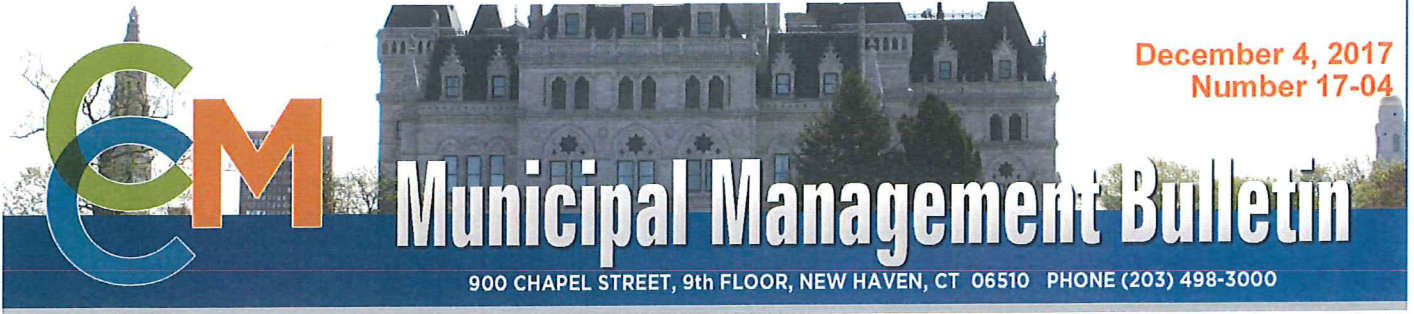
PA17-231 excerpt re Bingo Classes

[(f)] (e) Permits shall be known as "Class A" which shall be annual one-day-per-week permits and shall permit the conduct of not more than forty and not less than fifteen bingo games on such day, [and] "Class B" which shall permit not more than forty and not less than fifteen bingo games per day for a maximum of ten successive days, and "Class C" which shall be annual one-day-per-month permits and shall permit the conduct of not more than forty and not less than fifteen bingo games on such day. "Class A" permits shall allow the playing of bingo games no more than one day [weekly] per week. Not more than two "Class B" permits shall be issued to any one organization within any twelve-month period. "Class C" permits shall House Bill No. 7070 Public Act No. 17-231 4 of 26 allow the playing of bingo games no more than one day per month.

PA17-231 excerpt re Raffle Classes

Sec. 9. Section 7-176 of the general statutes is repealed and the following is substituted in lieu thereof (Effective January 1, 2018): The fees to be charged for permits issued pursuant to section 7-175, as amended by this act, shall be as follows: A "Class No. 1" permit, [fifty dollars, twenty-five] not to exceed seventy-five dollars; [to be retained by the state at the time application for the permit is made and twenty-five dollars remitted to the municipality upon issuance of the permit;] a "Class No. 2" permit, [twenty dollars, ten] not to exceed thirty dollars; [to be retained by the state at the time application for the permit is made and ten dollars to be remitted to the municipality upon issuance of the permit;] a "Class No. 3" permit, [twenty] not to exceed sixty dollars for each day of the bazaar; [, ten dollars to be retained by the state at the time application for the permit is made and ten dollars to be remitted to the municipality upon issuance of the permit;] a "Class No. 4" permit, [five] not to exceed fifteen dollars; [, to be remitted to the municipality;] a "Class No. 5" permit, [eighty dollars, House Bill No. 7070 Public Act No. 17-231 15 of 26 forty] not to exceed one hundred twenty dollars; [to be retained by the state at the time application for the permit is made and forty dollars remitted to the municipality upon issuance of the permit;] a "Class No. 6" permit, [one hundred dollars, fifty] not to exceed one hundred fifty dollars; [to be retained by the state at the time application for the permit is made and fifty dollars remitted to the municipality upon issuance of the permit;]

and a "Class No. 7" permit, [one] not to exceed three hundred dollars. [to be retained by the state.]



## BINGO GAMES, BAZAARS AND RAFLES

### Effective January 1, 2018— New Responsibilities for Towns and Cities

**Public Act 17-231** – *An Act Concerning Municipalities and Bingo Games, Bazaars and Raffles*, goes into effect on **January 1, 2018**. At that point, each municipality will be responsible for the permitting and enforcement of all bingo games, bazaars and raffles taking place in each municipality, as well as an necessary post-event reporting. The new requirements will be the responsibility of the chief of police, if there is no chief of police, then the municipality's chief executive officer is responsible for enforcement.

In transferring these powers, the act (1) allows the municipalities to set the permit fees, but caps the amount, and (2) eliminates the administrative hearing process for violations involving these games. It instead allows anyone aggrieved by an order to appeal to Superior Court.

*Please note, the Department of Consumer Protection will retain the responsibility of permitting and enforcement of all equipment, ticket dealers, manufacturers and distributors related to sealed tickets, bingos, bazaars and raffles.*

#### **Bingo**

Bingo registrations are issued to qualifying non-profit organizations in your municipality. Upon receiving their initial registration, they can apply for any of the following bingo permits:

- **Weekly** (*annual permit*)
- **Monthly** (*annual permit*)
- **Temporary Single Event** (*only allowed 2 per year permit*)
- **Senior**—organizations consisting of members 60 years and older (*one time permit for each event*)
- **Parent Teacher Organization** (*annual permit*)

After each event has been permitted and the event is completed, the non-profit is required to file a financial return to the municipality, within 10 days, providing pertinent event information including the gross receipts, prizes awarded and net profit of which a payment of 5% of the net profit will be paid to the municipality.

#### **Bazaars and Raffles**

Under prior law, DCP and the municipality shared certain regulatory oversight and permitting powers and permit fees for bazaars or raffles. Under the new act, the municipality only needs to investigate the bazaar or raffle applicant's qualifications if the total aggregate prize exceeds \$7,500.

Specifically, **Bazaar permits** are issued to qualifying non-profit organizations wishing to run a bazaar in your town. Bazaar permit application fees are on a per day basis. *Examples of bazaar games are 50/50s, tea cup and blower ball games.*



December 4, 2017  
Number 17-04

# Municipal Management Bulletin

900 CHAPEL STREET, 9th FLOOR, NEW HAVEN, CT 06510 PHONE (203) 498-3000

If total prizes for a bazaar game exceed \$7,500, the municipality is required to investigate the qualifications of the organization and verify the facts on the application.

After each bazaar has been permitted and completed, a verified statement to include gross receipts, expenses, net profit and prizes awarded is to be filed with the municipality by the organization at the end of the next succeeding month. There is no payment to the municipality in conjunction with the verified statement.

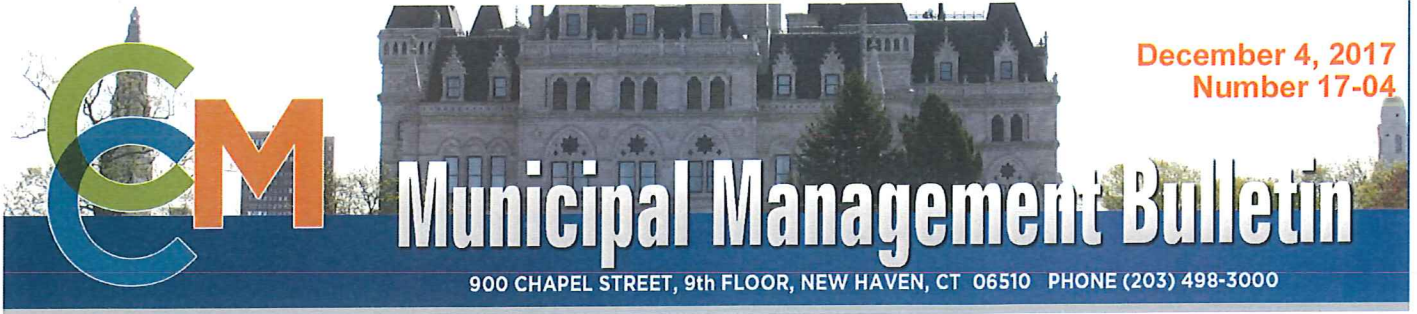
**Raffle permits are issued to qualifying non-profit organizations wishing to run a raffle.** There are various classes of raffle permits which are based on factors such as length of time tickets will be sold and the aggregate value of prizes to be awarded. The application fees differ for each raffle permit type. *Examples of raffles are cash prizes, duck race, cow chip.* **If total prizes exceed \$7,500, the municipality shall investigate the qualifications of the organization and verify the facts on the application.**

After each raffle has been permitted and completed, a verified statement to include gross receipts, expenses, net profit and prizes awarded is to be filed with the municipality by the organization at the end of the next succeeding month. There is no payment to the municipality in conjunction with the verified statement.

## **Items to Consider During This Transition:**

1. Review all forms associated with the permitting of bingos, bazaars and raffles currently in use by DCP. They can be found on this DCP website at [www.ct.gov/dcp](http://www.ct.gov/dcp) and may help in development of your specific municipalities forms.
2. Encourage all organizations currently permitted for bingo, bazaar and raffle permits in your city or town to complete new applications. This will ensure your will have all pertinent information to facilitate this process.
3. DCP will continue to issue permits for all requests prior to January 1, 2018.
4. DCP will not be issuing renewal notices for bingo permits for Weekly, Monthly or Parent Teacher Organization that will expire on December 31, 2017. However, DCP will send communication to those permit holders regarding this transition.
5. All individual Bingo PIN Operator registrations approved by DCP do not expire. It is at the discretion of each town as to whether they will require a new application or recognize the State issued registration.

***The DCP will be responsible for the collection of all verified statements or financial reports associated with any permit issued by DCP for temporary bingo, raffle or bazaar prior to January 1, 2018.***



**Bingo, Bazaar, or Raffle Permit Fees**

The tables below show (1) prior law's bingo, bazaar or raffle permit fees, and (2) the maximum amount a municipality may charge for a permit under the act.

**Bingo Permit Fees**

	<i>Prior Law</i>	<i>Under the Act</i>
Type	Permit Fee	Municipality may charge up to:
Class A	\$75	\$75
Class B	\$5 per day	\$10 per day
Class C	\$50	\$50

**Bazaar or Raffle Permit Fees**

	<i>Prior Law</i>	<i>Under the Act</i>
Type	Permit Fees	Municipality may charge up to:
Class 1	\$25 to state \$25 to municipality	\$75
Class 2	\$10 to state \$10 to municipality	\$30
Class 3	\$10 per day to state \$10 per day to municipality	\$60 per day
Class 4	\$5 to municipality Nothing to state	\$15
Class 5	\$40 to state \$40 to municipality	\$120
Class 6	\$50 to state \$50 to municipality	\$150
Class 7	\$100 to state Nothing to municipality	\$300

The DCP has indicated that they will provide some assistance in the creation of forms needed in conjunction with this new responsibility. **For guidance, the DCP Licensing Services can be contacted at (860) 713-6000.**

If you have questions regarding this bulletin, please contact [Brian O'Connor](#) of CCM at (203) 804-4658.



## MEMO

TO: Town Council  
FROM: Michael Maniscalco, Town Manager  
DATE: 12/28/17  
SUBJECT: Building Department review

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### TOWN COUNCIL

Patience Anderson  
*Chairperson*

Ted Hintz, Jr.  
*Vice Chairman*

Peter Brown

Melissa Engel

Mark Philhower

Josh Piteo

Kevin Reich

Recently, I had a complaint from a resident regarding the amount of time it took to get their permit reviewed. As a result of this complaint, and a couple of others, I made a request for data in order to gain a better understanding of the department. I am pleased to share with you my findings.

I requested the following information and the Zoning Official retrieved it since he has access to the system and could provide a degree of separation from the Building Official.

1. How many building department applications were submitted from November 16, 2017 to December 16, 2017?
2. How many applications were approved from November 16, 2017 to December 16, 2017?
3. How many inspections were conducted from November 16, 2017 to December 16, 2017?

In the time period identified, 82 applications for building, electrical, mechanical, plumbing and demolition. Additionally, 12 of those permits were for commercial work. During the same time frame, the Building Department issued 72 permits of which 9 were commercial. Lastly, there were 225 inspections conducted during the identified timeframe.

### Assumptions

In order to further evaluate the department a few assumptions must be made:

1. Average review of a permit is 1.5 hours. Some reviews are longer some are shorter but as an average 1.5 hours should provide enough time to research any questions caused by an application and gain a thorough understanding of the work.
2. Standard work week is 37.5 hours per MEUI union contract.
3. Inspections are scheduled every 30 minutes but for the purposes of this study a 15 minute allotment for travel is included meaning a 45 minute travel and work time per inspection.



### Findings

1. As a result of the number of applications submitted there was 123 hours of work. (82 applications x 1.5 hours to review = 123 hours)
2. The number of permits issued equals 108 hours of work. (72 permits x 1.5 hours to review = 108 hours of work)
3. As a result of the number of inspections conducted there was 168.75 hours of work. (225 inspections x 45 min per inspection / 60 minutes in an hour = 168.75 hours)
4. The amount of hours of work in the timeframe identified was 150 hours. (37.5 x 4 weeks = 150 hours of work)

### Conclusion

In the 2017-2018 Budget the Town funded an additional .5 FTE for the Building Department. After review the department has decided to hire an office clerk to answer phones and take applications at the Counter. Additionally, the Town has been investing in training for the Office Technician to allow her to conduct more in-depth plan review to speed the process along. The hiring of this position was temporarily delayed because of a hiring freeze. That freeze has now been lifted and staff are in the process of implementing that plan now.



Office of the COLLECTOR OF REVENUE  
KRISTY MERRIFIELD, CCMC  
kmerrifield@easthamptonct.gov

January 5, 2018

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 refunds totaling \$647.01.

Respectfully Submitted,

A handwritten signature in black ink that reads 'Kristy L. Merrifield, CCMC'. The signature is written in a cursive style.

Kristy L. Merrifield, CCMC  
Collector of Revenue

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22.11  H

19.92  H

479.14  H

125.84  H

004

647.01  TL