

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Agenda Item: 6a

Item to be presented by: Tim Smith

DATE: June 13, 2017
 SUBJECT: 2016/17 Public Water System Interconnection Study approval
 DEPARTMENT: WPCA

RECOMMENDED ACTION – Approve the Interconnection Study contract with Tighe & Bond Engineers, Middletown, Connecticut.

BACKGROUND –The EHWDTF has short listed three firms, Lenard Engineering, Inc. Glastonbury CT. Milone & Macbroom, Cheshire, CT and Tighe & Bond Engineers, Middle Town, CT to perform a study to determine the potential for and priority of interconnecting the water systems within the Town of East Hampton to facilitate a phased build out of the water system to serve the citizens and businesses of East Hampton. The “EHWDTF” has been authorized by the Town of East Hampton Town Council to solicit and accept Water Study scope and cost proposals from the short-listed firms. The responses included, the Firm’s proposed technical and business approach for completing the Water Study, a cost proposal for completing the scope of work (SOW) outlined herein, the level of effort for completing each work task, and a billable labor rate sheet for work. Confirmation of the project team and key personnel who will be responsible for the daily activities in the various fields of expertise required to accomplish the project along with identification of their labor rate categories. Project summaries for the three most representative similar projects completed by the proposed project team.

In evaluating the Firm’s proposals, the EHWDTF took into account the Firm’s understanding of the Town’s needs, the Firm’s project approach and scope, the Firm’s proposed project team, the Firm’s experience and capacity to implement the Study, and proposed project costs.

SCHEDULE

This SOW will be completed within 120 days of project commencement.

After reviewing the proposals, the EHWDTF choice was Tighe & Bond due to their approach and understanding of the project.

	Lenard Engineering	Milone & Macbroom	Tighe & Bond	WPCA Public Water System Budget
Lump sum fee for project	\$36,000.00	\$45,800.00	\$37,000.00	\$103,080.00

ALTERNATIVE ACTIONS – at the discretion of the Town Council

FISCAL IMPACT – \$37,000.00 + 20 % contingency = \$44,400.00

DRAFT

Ordinance to be considered if Connecticut House Bill 6329 (File No. 750) as amended, fails to pass in the current session of the State Legislature. Passage of HB 6329 will effectively render this draft ordinance unnecessary, in my opinion.

Use or disposal of hydraulic fracturing waste prohibited

(a) For the purposes of this section:

(1) "Disposal" means the discharge, deposit, injection, dumping, spilling, leaking or placing of any waste into or on any land or water so that such waste, or any constituent of such waste, may enter the environment, be emitted into the air or discharged into any waters of the state;

(2) "Hydraulic fracturing" means the process of pumping a fluid into or under the surface of the ground in order to create fractures in rock for exploration, development, production or recovery of gas. "Hydraulic fracturing" does not include the drilling or repair of a geothermal water well or any other well drilled or repaired for drinking water purposes;

(3) "Person" means any individual, firm, partnership, association, syndicate, company, trust, corporation, limited liability company, municipality, agency or political or administrative subdivision of the state;

(4) "Storage" means the holding of waste for a temporary period, at the end of which the waste is treated, disposed of or stored elsewhere;

(5) "Transfer" means to move from one vehicle to another or to move from one mode of transportation to another;

(6) "Treat" means any method, technique or process designed to change the physical, chemical or biological character or composition of any waste.

(7) "Waste from hydraulic fracturing" means any wastewater, wastewater solids, brine, sludge, drill cuttings or any other substance used for or generated secondarily to the purpose of hydraulic fracturing.

(b) No person shall collect or transport untreated waste from hydraulic fracturing for receipt, acceptance, storage, disposal or transfer in the Town of East Hampton.

(c) No person may sell, offer for sale, barter, manufacture, distribute or use any product for anti-icing, de-icing, pre-wetting or dust suppression that is derived from or that contains waste from hydraulic fracturing unless such product has been approved for such use by the CT DEEP.

(d) No provision of this section shall be construed so as to affect any provision of Chapter 264 - Sewer Use, Chapter 269 - Solid Waste, or Chapter 273 - Streets and Sidewalks.

TOWN OF EAST HAMPTON AGENDA REPORT

Agenda Item: 8a

Item to be presented by: Tim Smith

DATE: June 13, 2017

SUBJECT: Second Reading- 2017/18 Public Water System Operating Budget & Water Use Rate

DEPARTMENT: WPCA

RECOMMENDED ACTION –to adopt the 2017/18 Operating Budget and approve new water use rates effective July 15, 2017 for the two Community Water Systems owned by the Town and operated by the WPCA.

BACKGROUND – Pursuant to direction provided by TC at the meeting of May 9, 2017, a public hearing was held on June 6, 2017. At the Public Hearing, Two citizens came to learn more about the Royal Oaks water system, as their daughter lives in the neighborhood. There were no comments about the water rates or the budget as a whole.

The recommended expense budget for both systems, \$197,148.00 and represents an increase of 3.69% or \$7,020.00 over last year. Increases in repairs and maintenance and capital equals \$12,000.00 for both systems.

WATER RATE RECOMMENDATION:

The 2017/18 budget of \$197,148.00, will require an increase in water rates as a result of the costs of future Capital projects and repairs for FY 17-18.

Recommended Resolution: The Town Council does hereby approve the 2017/18 Public Water System Operating Budget substantially in the form presented and furthermore adopts the following rate structure effective July 15, 2017.

Effective July 15, 2017 water billing rates are as follows:

- Equivalent Meter Units: \$40.00/EMU
- Commodity Charge: \$9.25/1000 gallons

ALTERNATIVE ACTIONS – at the discretion of the Town Council

FISCAL IMPACT – variable depending upon the ultimate action of the Town Council.

Epoch Arts, Inc. Project Support Via the Connecticut Neighborhood Assistance Act (NAA) Tax Credit

Project Specifications: Primary: Insulation of Exterior Envelope on 3rd Floor of Building for Maker Space. Secondary: Energy Efficient Window Replacement on 3rd Floor of Building for Maker Space consistent with applicable Historical Preservation Requirements, if any.

Tax Credit: 100% for Energy Conservation Programs, capped to \$150,000 per year.

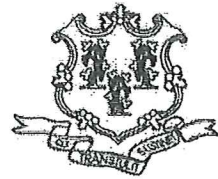
NAA Requirements and Timetable:

1. Town of East Hampton (“EH”) must establish an (i) agency to oversee programs (such as Epoch Arts’ project proposal) receiving NAA Tax Credits and (ii) name a municipal liaison. It is Epoch Arts understanding that the liaison must be a paid employee/staff member of EH.
2. Epoch Arts, as the tax-exempt entity seeking the NAA tax credit assistance must complete Form NAA-01, a Connecticut Neighborhood Assistance Act Program Proposal, Parts I, II, and III of the relevant submission/application forms and submit the completed form to EH’s municipal agency overseeing the implementation of the proposal. See attachment.
3. EH’s overseeing municipal agency must complete Form NAA-01, Part IV and submit the form to the Connecticut’s DRS on or before ***July 1, 2017***. Prior to submitting Form NAA-01 to DRS, EH must hold a ***public hearing*** on Epoch’s program application and EH’s governing body must vote to approve the program. Copies of the public hearing notice and minutes of the meeting approving the program must be submitted by EH to Connecticut’s DRS with the approved program proposal. See attachment.

Relevant Links:

link to DRS information publication, in case you need more information
[http://www.ct.gov/drs/lib/drs/publications/pubsip/2015/ip_2015\(13\).pdf](http://www.ct.gov/drs/lib/drs/publications/pubsip/2015/ip_2015(13).pdf)

link to form NAA-01
<http://www.ct.gov/drs/lib/drs/forms/1-2017/corporation/naa-01fillable.pdf>



Municipality: _____

Form NAA-01
2017 Connecticut Neighborhood Assistance Act (NAA)
Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____

Address: _____

Federal Employer Identification Number: _____

Program title: _____

Name of contact person: _____

Telephone number: _____

Email address: _____

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ _____

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

Yes

No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

- Energy conservation; or
- Comprehensive college access loan forgiveness (see Conn. Gen Stat. §12-635(3)).

60% credit percentage

- Job training/education for unemployed persons aged 50 or over;
- Job training/education for disabled persons;
- Program serving low-income persons;
- Child care services;
- Establishment of a child day care facility;
- Open space acquisition fund; **or**
- Other (specify): _____

Description of program: _____

Need for program: _____

Neighborhood area to be served: _____

Plan to implement the program: _____

Timetable:

Program start date: _____

Program completion date: _____

The program completion date must not be more than two years from the program start date. A certified post-project review is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving \$25,000 or more in NAA funding.

Part III — Financial Information

Program Budget:

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

NAA funds requested _____

Other funding sources - itemized sources:

a) _____

b) _____

c) _____

d) _____

Total Funding: _____

Proposed Program Expenditures:

Direct operating expenses - itemized description:

a) _____

b) _____

c) _____

d) _____

Administrative expenses - itemized description:

a) _____

b) _____

c) _____

d) _____

Total Proposed Expenditures: _____

Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program: _____ _____
Mailing address: _____ _____
Name of municipal liaison: _____
Telephone number: _____
Fax number: _____
Email address: _____

<p style="text-align: center;">Post-Project Review</p> <p style="text-align: center;">Is a post-project review required for this proposal?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">If Yes, date post-project review due:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>

2017 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01**, *2017 Connecticut Neighborhood Assistance Act (NAA) Program Proposal*. Incomplete applications will **not** be accepted. Direct inquiries to Department of Revenue Services (DRS), Neighborhood Assistance Act Program, Attn: Research Unit, 450 Columbus Blvd Ste 1, Hartford CT 06103-1837, or call **860-297-5687**.

Part I General Information

Enter the name of the tax exempt organization or municipal agency, address, Federal Employer Identification Number, and email address.

Program Title: Assign a unique program title to each program for which your organization is making an application.

Federal Form 990: Attach a copy of the first page of your organization's most recent federal Form 990 or Form 990EZ. If your organization is not required to file either Form 990 or Form 990EZ, attach a copy of the determination letter from the Internal Revenue Service.

Part II Program Information

Description of Program: Describe the program, including information about how the program will operate, its benefit to the community, how recipients will be selected, and any measures used to determine the program's impact on the community.

Need for Program: Demonstrate a need for this program. For example, provide relevant statistics.

Neighborhood Area to Be Served: Describe the neighborhood or municipality this program will serve.

Plan to implement the program: Describe how the program will operate. Identify other persons or organizations involved in the administration of the program.

Timetable: Indicate the starting and completion dates of the program. The program completion date must not be more than two years from the program start date.

Part III Financial Information

Each program proposal must include a program budget that includes all sources of funding and all anticipated expenditures. The information provided in the budget may be used during a post-project audit.

Sources of Revenue: The budget must include the requested NAA funding and any other anticipated revenue sources.

NAA Funding Requested: Indicate the total amount your organization is requesting for its program. This amount may not exceed the total proposed expenditures. Please note that the minimum NAA funding is \$250, with a maximum funding of \$150,000 per organization or agency per year.

Other Funding Sources: Provide a detailed description(s) and the amount(s) of all funding sources.

Proposed Program Expenditures: The budget must include a detailed description and the amount of all direct operating and administrative expenditures. **Expenditures must equal or exceed total funding.**

Direct Operating Expenses: Expenses include materials, equipment, wages, salaries, tuition fees, sub-contracting services, and any other expenses needed to administer the program.

Part IV Municipal Information

This part is to be completed by the municipal agency overseeing implementation of the program.

Municipal Liaison: The municipality must designate an individual to serve as a liaison with DRS for all NAA matters.

Post-Project Review: Any program receiving \$25,000 or more in NAA funding is required to provide a post-project review, prepared by a certified public accounting firm, to the municipality overseeing the program. This review must be submitted to the municipality no later than three months after the program completion date.



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Neighborhood Assistance Act

CT Neighborhood Assistance Act

The Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program is designed to provide funding for municipal and tax exempt organizations by providing a corporation business tax credit for businesses who make cash contributions to these entities.

Businesses can receive a credit of 60% of their approved contribution to certain programs (or 100% in the case of certain energy conservation programs) approved by the Department of Revenue Services. Any tax credit that is not taken in the income year in which the contribution was made may be carried back to the two immediately preceding income years (beginning with the earlier of such years).

If your organization is interested in applying, the application form NAA-01, as well as other information may be accessed through the State of CT Department of Revenue Services website at www.ct.gov/DRS.

The deadline for submitting applications to the Town of Stonington for the 2017 NAA program is **May 31, 2017**. Applications should be mailed in an envelope clearly marked as follows:

**Neighborhood Assistance Act
Town of Stonington, Finance Office
Attn: James Sullivan
152 Elm Street
Stonington, CT 06378**

Any application that is incomplete or received after the deadline will not be considered.

Applications will be reviewed for completeness and forwarded to the Board of Selectman for public hearing and approval. All applications approved by Board of Selectmen will then be submitted to the Department of Revenue Services for its approval. **Incomplete applications and applications received after the due date of May 31, 2017 will not be considered and will be returned to the applicant.**

The Department of Revenue Services will provide the Town with a list of approved applications. Each entity will receive a letter from the Town notifying them as to whether their application has been approved. If approved, the entity's sponsoring business must mail or hand-deliver Form NAA-02 with an original signature to the Department of Revenue Services on or after **September 15 but no later than October 1, 2017**.

NOTE: It is the responsibility of the tax-exempt organization to find a "sponsor" for the project that will be submitted for consideration.

Please direct any questions you may have about the NAA program to the Department of Revenue Services Research Unit at (860) 297-5687 or email them at DRS.TaxResearch@po.state.ct.us

Source URL: <http://www.stonington-ct.gov/finance-department/pages/neighborhood-assistance-act>

CHAPTER 228a

R.E. VAN NORSTRAND NEIGHBORHOOD ASSISTANCE ACT

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Sec. 12-630aa. Short title: R.E. Van Norstrand Neighborhood Assistance Act.

Sec. 12-631. Definitions.

Sec. 12-632. *(See end of section for amended version of subsection (i) and effective date.) Lists of eligible programs. Application by businesses. Limitations on tax credits.

Sec. 12-632a. Proration of tax credits, when.

Sec. 12-633. Amount of tax credits; generally.

Sec. 12-634. Amount of tax credits; child care centers.

Sec. 12-635. Amount of tax credits; energy conservation, job training, college access loan forgiveness and programs serving low-income persons.

Sec. 12-635a. Amount of tax credits; community-based alcoholism prevention or treatment programs.

Sec. 12-636. Decision of the Commissioner of Revenue Services.

Sec. 12-637. Audit.

Sec. 12-637a. Postproject audit required. Municipal agency certification required. Review by commissioner required.

Sec. 12-638. Regulations.

Sec. 12-630aa. Short title: R.E. Van Norstrand Neighborhood Assistance Act. Sections 12-630aa to 12-638, inclusive, shall be known as the "R.E. Van Norstrand Neighborhood Assistance Act".

(P.A. 95-268, S. 1, 11.)

History: P.A. 95-268 effective July 6, 1995.

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Sec. 12-631. Definitions. As used in this chapter, the following terms have the following meanings:

- (a) "Business firm" means any business entity authorized to do business in the state and subject to the tax due under the provisions of chapter 207, 208, 209, 210, 211, 212 or 213a.
- (b) "Community services" means any type of counseling and advice, emergency assistance or medical care furnished to individuals or groups in the state.
- (c) "Crime prevention" means any activity which aids in the reduction of crime in the state.

(d) "Education" means any type of scholastic instruction or scholarship assistance to any person who resides in the state that enables such person to prepare for better opportunities, including teaching services donated pursuant to section 10-21c.

(e) "Job training" means any type of instruction to any person who resides in the state that enables such person to acquire vocational skills to become employable or seek a higher grade of employment, including training offered pursuant to section 10-21b.

(f) "Neighborhood" means any specific geographic area, urban, interurban, suburban, or rural, which is experiencing problems endangering its existence as a viable and stable neighborhood.

(g) "Neighborhood assistance" means the furnishing of financial assistance, labor, material, or technical advice to aid in the physical improvement or rehabilitation of all or any part of a neighborhood.

(h) "Neighborhood organization" means any organization performing community services in the state which: (1) Holds a ruling from the Internal Revenue Service of the United States Department of the Treasury that the organization is exempt from income taxation under the provisions of the Internal Revenue Code, or (2) is designated as a community development corporation by the United States government under the provisions of Title VII of the Economic Opportunity Act of 1964, or (3) is incorporated as a charitable corporation or trust under the provisions of chapter 598a.

(i) "Families of low and moderate income" means families meeting the criteria for designation as families of low and moderate income established by the Commissioner of Housing pursuant to subsection (f) of section 8-39.

(P.A. 82-469, S. 1, 11; P.A. 83-328, S. 1, 4; P.A. 84-448, S. 3, 5; P.A. 95-250, S. 1; P.A. 96-211, S. 1, 5, 6; P.A. 10-188, S. 8; P.A. 11-140, S. 27; P.A. 13-234, S. 2.)

History: P.A. 82-469 effective June 11, 1982, and applicable to income years commencing on or after January 1, 1982; P.A. 83-328 added Subdiv. (i) defining "families of low and moderate income"; P.A. 84-448 amended Subdiv. (d) to include teaching services donated pursuant to Sec. 10-21c and amended Subdiv. (e) to include training offered pursuant to Sec. 10-21b; P.A. 95-250 and P.A. 96-211 replaced Commissioner and Department of Housing with Commissioner and Department of Economic and Community Development; P.A. 10-188 amended Subdiv. (a) to redefine "business firm" by deleting references to chapter titles and referring solely to chapter numbers and by eliminating tax imposed under chapters 212a and 228, effective June 7, 2010, and applicable to income years commencing on or after January 1, 2010; P.A. 11-140 amended Subdiv. (a) to redefine "business firm" to include reference to Ch. 213a; pursuant to P.A. 13-234, reference to Commissioner of Economic and Community Development was changed editorially by the Revisors to reference to Commissioner of Housing in Subdiv. (i), effective June 19, 2013.

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Sec. 12-632. *(See end of section for amended version of subsection (i) and effective date.) Lists of eligible programs. Application by businesses. Limitations on tax credits. (a)(1) Except as otherwise provided in subdivision (2) of this subsection, on or before July first of each year, any municipality desiring to obtain benefits under the provisions of this chapter shall, after approval by the legislative body of such municipality, submit to the Commissioner of Revenue Services a list on a form prescribed and made available by the commissioner of programs eligible for investment by business firms under the provisions of this chapter. Such activities shall consist of providing neighborhood assistance; job training or education; community services; crime prevention; energy conservation or construction or rehabilitation of dwelling units for families of low and moderate income in the state; donation of money to an open space acquisition fund of any political subdivision of the state or any nonprofit land conservation organization, which fund qualifies under subsection (h) of section 12-631 and is used for the purchase of land, interest in land or permanent conservation restriction on land which is to be permanently preserved as protected open space; or any of the activities described in section 12-634, 12-635 or 12-635a. Such list shall indicate, for each program specified: The concept of the program, the

neighborhood area to be served, why the program is needed, the estimated amount required to be invested in the program, the suggested plan for implementing the program, the agency designated by the municipality to oversee implementation of the program and such other information as the commissioner may prescribe. Each municipality shall hold at least one public hearing on the subject of which programs shall be included on such list prior to the submission of such list to the commissioner.

(2) If any municipality desiring to obtain benefits under the provisions of this chapter submits to the Commissioner of Revenue Services a list on a form prescribed and made available by the commissioner of programs eligible for investment by business firms under the provisions of this chapter after the July first due date, the commissioner shall include the list of programs on the list compiled by the commissioner under subsection (b) of this section if the municipality submits such list no later than fifteen days following such July first due date, provides an explanation for its failure to submit such list on or before such July first due date and submits proof that both the public hearing required by subdivision (1) of this subsection to be held on the programs to be included on such list and the approval of such list by the legislative body of such municipality required by subdivision (1) of this subsection occurred on or before such July first due date.

(b) The Commissioner of Revenue Services shall, on or before September first of each year, compile a list, categorized by town and by estimated amount of tax credit, of the programs submitted by municipalities for investment pursuant to the provisions of subsection (a) of this section. The commissioner shall print sufficient quantities of such list to facilitate its distribution to business firms upon their request.

(c) Any business firm which desires to engage in any of the activities or programs approved by any municipality pursuant to subsection (a) of this section and listed pursuant to subsection (b) of this section may apply to the Commissioner of Revenue Services for a tax credit in an amount as provided in section 12-633, 12-634, 12-635 or 12-635a. The proposal for such credit, which shall be made on a form prescribed and made available by the commissioner, shall set forth the program to be conducted, the neighborhood area to be invested in, the plans for implementing the program and such other information as said commissioner may prescribe. Such proposals shall be submitted to the commissioner on or after September fifteenth but no later than October first of each year. Such proposals shall be approved or disapproved by the Commissioner of Revenue Services based on the compliance of such proposal with the provisions of this chapter and regulations adopted pursuant to this chapter. The commissioner may only approve proposals received between September fifteenth and October first of each year. If, in the opinion of the Commissioner of Revenue Services, a business firm's investment can, for the purposes of this chapter, be made through contributions to a neighborhood organization as defined in subsection (h) of section 12-631, tax credits may be allowed in amounts as provided in section 12-633, 12-634, 12-635 or 12-635a.

(d) Programs which may reasonably be expected to last for more than one year but not more than two consecutive years may be included on the lists submitted by municipalities pursuant to the provisions of subsection (a) of this section. Proposals made in response to such programs pursuant to the provisions of subsection (c) of this section may require investments to be made in more than one year. Such proposals shall be considered as a single entity by the Commissioner of Revenue Services, and, if approved, the commissioner shall reserve appropriate amounts of prospective years' tax credits for application to such program and proposed investments in the year or years in which such investments are actually made.

(e) (1) Nothing in this chapter shall be construed to prevent two or more business firms from participating jointly in one or more programs under the provisions of this chapter. Such joint investment programs shall be submitted, and acted upon, as a single proposal by the business firms involved.

(2) In the event that two or more neighborhood organizations which are owned by the same entity receive investments which would otherwise qualify for a credit under this chapter, only one such investment shall be eligible for such credit.

(f) The sum of all tax credit granted pursuant to the provisions of section 12-633, 12-634, 12-635 or 12-635a shall not exceed one hundred fifty thousand dollars annually per business firm and no tax credit shall be granted to any business firm for any individual amount invested of less than two hundred fifty dollars.

(g) No tax credit shall be granted to any bank, bank and trust company, insurance company, trust company, national bank, savings association, or building and loan association for activities that are a part of its normal course of business.

(h) Any tax credit not used in the period during which the investment was made may be carried backward for the two immediately preceding calendar or fiscal years until the full credit has been allowed.

*(i) In no event shall the total amount of all tax credits allowed to all business firms pursuant to the provisions of this chapter exceed five million dollars in any one fiscal year. Three million dollars of the total amount of tax credits allowed shall be granted to business firms eligible for tax credits pursuant to section 12-635.

(j) No organization conducting a program or programs eligible for funding with respect to which tax credits may be allowed under this chapter shall be allowed to receive an aggregate amount of such funding for any such program or programs in excess of one hundred fifty thousand dollars for any fiscal year.

(P.A. 82-469, S. 2, 11; P.A. 83-328, S. 2, 4; P.A. 84-387, S. 1, 3; 84-448, S. 4, 5; P.A. 85-388, S. 1, 2; 85-613, S. 121, 154; P.A. 86-269, S. 2-5, 10; P.A. 87-429, S. 1, 2, 6; P.A. 89-328, S. 2, 6; P.A. 93-262, S. 1, 87; P.A. 95-268, S. 2, 11; P.A. 97-251, S. 1, 2; P.A. 99-173, S. 45, 65; 99-235, S. 1, 7; June Sp. Sess. P.A. 01-6, S. 32, 85; P.A. 10-188, S. 9; P.A. 11-140, S. 28.)

*Note: On and after July 1, 2017, subsection (i) of this section, as amended by section 446 of public act 15-5 of the June special session, is to read as follows:

“(i) In no event shall the total amount of all tax credits allowed to all business firms pursuant to the provisions of this chapter exceed ten million dollars in any one fiscal year. Three million dollars of the total amount of tax credits allowed shall be granted to business firms eligible for tax credits pursuant to section 12-635.”

(P.A. 82-469, S. 2, 11; P.A. 83-328, S. 2, 4; P.A. 84-387, S. 1, 3; 84-448, S. 4, 5; P.A. 85-388, S. 1, 2; 85-613, S. 121, 154; P.A. 86-269, S. 2-5, 10; P.A. 87-429, S. 1, 2, 6; P.A. 89-328, S. 2, 6; P.A. 93-262, S. 1, 87; P.A. 95-268, S. 2, 11; P.A. 97-251, S. 1, 2; P.A. 99-173, S. 45, 65; 99-235, S. 1, 7; June Sp. Sess. P.A. 01-6, S. 32, 85; P.A. 10-188, S. 9; P.A. 11-140, S. 28; June Sp. Sess. P.A. 15-5, S. 446.)

History: P.A. 82-469 effective June 11, 1982, and applicable to income years commencing on or after January 1, 1982; P.A. 83-328 amended Subsec. (a) to add construction or rehabilitation of dwelling units for families of low and moderate income to the list of eligible programs; P.A. 84-387 added references to Sec. 12-635a, allowing tax credits for certain amounts invested in community-based alcoholism prevention or treatment programs, and increased total amount of all tax credits allowed in Subsec. (i) from \$1,000,000 to \$1,500,000 in any fiscal year, effective July 1, 1984, and applicable to the total tax credits allowed in the state fiscal year commencing on that date and each fiscal year thereafter; P.A. 84-448 amended Subsec. (a) deleting provision that job training or education be “for individuals”; P.A. 85-388 amended Subsec. (i) by increasing the maximum total amount of all tax credits that may be allowed to all business firms under chapter 228a in any one state fiscal year from \$1,500,000 to \$2,000,000, effective July 1, 1985, and applicable to the total of all tax credits allowed under the neighborhood assistance program in the state fiscal year commencing July 1, 1985, and each fiscal year thereafter; P.A. 85-613 made technical change, substituting reference to Sec. 12-635a for reference to Sec. 12-365a in Subsec. (f); P.A. 86-269 amended Subsec. (f) by decreasing the maximum total tax credit that may be granted annually per company under Sec. 12-633, 12-634 or 12-635a from \$100,000 to \$75,000 and providing that the minimum amount of investment for which tax credit shall be granted to any company shall be \$250, amended Subsec. (i) by increasing the maximum total of all tax credits that may be allowed to all companies investing in programs in any one year from \$2,000,000 to \$3,000,000, amended Subsec. (j) by providing that tax credit shall not be granted to any company unless the amount of funds expended for support of programs eligible for assistance under this chapter is not less in the year for which credit is sought than the amount expended in the year immediately preceding, and added Subsec. (k) re maximum amount of funding allowed, effective June 2, 1986, and applicable to income years commencing on or after January 1, 1986, for companies investing in such programs; P.A. 87-429 amended Subsec. (f) to add the reference to Sec. 12-635 and made technical change in Subsec. (h), effective July 1, 1987, and applicable to income years of corporations commencing on or after

January 1, 1987; P.A. 89-328 deleted “commissioner of revenue services” as it appeared in Subsecs. (a) to (d), inclusive, and inserted “commissioner of human resources” in lieu thereof; P.A. 93-262 authorized substitution of commissioner of social services for commissioner of human resources, effective July 1, 1993; P.A. 95-268 amended Subsec. (a) by requiring a municipality to submit its list of eligible programs on “a form prescribed and made available by the commissioner”, required such lists to be submitted “on or before September 1, 1995 and on or before July first of each succeeding year” and by requiring such lists to contain “such other information as the commissioner may prescribe”, amended Subsec. (b) by changing the date the Commissioner of Revenue Services shall compile a list of programs submitted by municipalities for investment from “October first of each year” to “September first of each year” and deleting a provision requiring the commissioner to give notice of the publishing of such list, amended Subsec. (c) by requiring a proposal for credit “be made on a form prescribed and made available by the commissioner”, by requiring such proposal to include “such other information as said commissioner may prescribe”, by changing the date for submittal of such proposals from “on or before December first” to “on or after September fifteenth but no later than October first”, by deeming the failure of an agency to respond within 30 days of the date of referral to be a disapproval, by deleting a provision that a proposal be approved or disapproved by the commissioner within 60 days, by deleting a provision that a proposal be approved or disapproved on the basis of tax credits remaining in the annual allotment provided in this chapter, by changing a provision that the commissioner “shall approve proposals in the order in which they are received in his office” to “may only approve proposals received in his office between September fifteenth and October first of each year” and by deleting a provision requiring the Commissioner of Social Services to allocate and commit tax credits to a business firm in an amount of tax credits equal to the estimated amount which would be expended during a year on a proposal if the commissioner had approved such proposal and if the limit for tax credit for that year had not yet been allocated, amended Subsec. (d) by allowing programs which last more than a year “but not more than two consecutive years” to be included on lists submitted by municipalities, added Subsec. (e)(2) providing that only one investment shall be eligible for credit if two or more neighborhood organizations which are owned by the same entity receive investments which would otherwise qualify for a credit, amended Subsec. (h) by changing the period in which a tax credit may be carried from “forward or backward for the five immediately succeeding or preceding calendar or fiscal years” to “backward for the two immediately preceding calendar or fiscal years”, amended Subdiv. (i) by adding a provision requiring \$2,000,000 of the total amount of tax credits allowed to be granted to business firms eligible for tax credits pursuant to Sec. 12-635, amended Subsec. (k) by changing the amount of funding allowed to be received in any fiscal year from \$300,000 to \$150,000 and replaced references throughout section to “Commissioner of Social Services” with “Commissioner of Revenue Services”, effective July 6, 1995; P.A. 97-251 amended Subsec. (i) to increase total amount of credit from \$3,000,000 to \$4,000,000, effective June 26, 1997, and applicable to income years commencing on or after January 1, 1998; P.A. 99-173 increased tax credit cap from to \$5,000,000, changing from \$2,000,000 to \$3,000,000 the amount granted to business firms eligible for credits pursuant to Sec. 12-635, and provided a credit for cash donations used to purchase open-space land, effective June 23, 1999, and applicable to income years commencing on or after January 1, 2000; P.A. 99-235 amended Subsec. (a) to delete provision allowing benefits under section for donation to a state open space acquisition fund, effective June 29, 1999; June Sp. Sess. P.A. 01-6 amended Subsec. (a) to designate existing provisions as Subdiv. (1), making technical and conforming changes therein, and to add new Subdiv. (2) re extensions of time for submittal of lists of eligible programs, effective July 1, 2001; P.A. 10-188 amended Subsec. (c) to remove requirement for municipal agency approval and make a technical change, effective July 1, 2010; P.A. 11-140 amended Subsec. (f) by increasing maximum total tax credit from \$75,000 to \$150,000, deleted former Subsec. (j) re amount expended for charitable purposes and redesignated existing Subsec. (k) as Subsec. (j); June Sp. Sess. P.A. 15-5 amended Subsec. (i) to increase maximum total tax credits from \$5,000,000 to \$10,000,000, effective July 1, 2017.

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Sec. 12-632a. Proration of tax credits, when. If, for any fiscal year, all of the proposals submitted to the Commissioner of Revenue Services pursuant to section 12-632 claim tax credits in excess of the limit provided for in subsection (i) of said section 12-632, the commissioner on or before November fifteenth of each year shall

prorate the tax credits, as limited by said subsection (i), for such year among the neighborhood organizations the programs of which business firms have proposed to contribute to pursuant to this chapter.

(P.A. 95-268, S. 3, 11; P.A. 00-174, S. 35, 83; P.A. 02-103, S. 49.)

History: P.A. 95-268 effective July 6, 1995; P.A. 00-174 made a technical change for conformity with the rest of the chapter, effective May 26, 2000; P.A. 02-103 made a technical change.

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Sec. 12-633. Amount of tax credits; generally. The Commissioner of Revenue Services shall grant a credit against any tax due under the provisions of chapter 207, 208, 209, 210, 211 or 212 in an amount not to exceed sixty per cent of the total cash amount invested during the taxable year by the business firm in programs operated or created pursuant to proposals approved pursuant to section 12-632, provided a tax credit not to exceed one hundred per cent of the total cash amount invested during the taxable year by the business firm may be allowed for investment in certain energy conservation projects as provided in subdivisions (1) and (2) of section 12-635.

(P.A. 82-469, S. 3, 11; P.A. 86-269, S. 6, 10; P.A. 95-268, S. 4, 11; P.A. 03-225, S. 21; June Sp. Sess. P.A. 07-5, S. 11.)

History: P.A. 82-469 effective June 11, 1982, and applicable to income years commencing on or after January 1, 1982; P.A. 86-269 deleted the reference to tax credit allowed for investment in certain day care projects, as provided in Sec. 12-634, and reduced the amount allowed as tax credit for investment in certain energy conservation and employment and training projects from 70% to 60% of such investment, effective June 2, 1986, and applicable to income years commencing on or after January 1, 1986, for companies investing in such programs; P.A. 95-268 deleted chapters 212a and 228 from the chapters which provide for taxes which may be granted a credit and lowered the amount of credit granted from 50% of the total amount invested to 40% of the total cash amount invested, effective July 6, 1995; P.A. 03-225 increased the amount of the credit from 40% to 60% of the amount invested, effective July 1, 2003, and applicable to income years commencing on or after January 1, 2003; June Sp. Sess. P.A. 07-5 substituted 100% of total cash amount invested during taxable year by the business firm for 60% of amount, deleted employment and training projects and added "subdivisions (1) and (2) of" re Sec. 12-635, effective October 6, 2007.

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Sec. 12-634. Amount of tax credits; child care centers. The Commissioner of Revenue Services shall grant a credit against any tax due under the provisions of chapter 207, 208, 209, 210, 211 or 212 in an amount not to exceed sixty per cent of the total cash amount invested during the taxable year by the business firm in programs operated or created pursuant to proposals approved pursuant to section 12-632 for planning, site preparation, construction, renovation or acquisition of facilities for purposes of establishing a child care center, as described in section 19a-77, to be used primarily by the children of such business firm's employees and equipment installed for such center, including kitchen appliances, to the extent that such equipment or appliances are necessary in the use of such center for purposes of child care services, provided: (1) Such center is operated under the authority of a license issued by the Commissioner of Early Childhood in accordance with sections 19a-77 to 19a-87, inclusive, (2) such center is operated without profit by such business firm related to any charges imposed for the use of such center for purposes of child care services, and (3) the amount of tax credit allowed any business firm under the provisions of this section for any income year may not exceed fifty thousand dollars. If two or more business firms share in the cost of establishing such a center for the children of their employees, each such taxpayer shall be allowed such credit in relation to the respective share, paid or incurred by such taxpayer, of the total expenditures for the center in such income year. The commissioner shall

'not grant a credit pursuant to this section to any taxpayer claiming a credit for the same year pursuant to section 12-217x.

(P.A. 82-469, S. 4, 11; P.A. 86-269, S. 7, 10; P.A. 89-364, S. 4, 7; P.A. 93-381, S. 9, 39; P.A. 95-257, S. 12, 21, 58; 95-268, S. 5, 11; P.A. 96-139, S. 6, 13; P.A. 97-259, S. 24, 41; 97-295, S. 8, 25; P.A. 98-262, S. 14, 22; P.A. 03-225, S. 22; P.A. 14-39, S. 62; P.A. 16-163, S. 31.)

History: P.A. 82-469 effective June 11, 1982, and applicable to income years commencing on or after January 1, 1982; P.A. 86-269 increased the percentage of total investment in the establishment of certain child day care facilities allowed as a tax credit, from 30% of such total to 50%, effective June 2, 1986, and applicable to income years commencing on or after January 1, 1986, for companies investing in such programs; P.A. 89-364 deleted references to repealed sections and added the reference to Sec. 17-613, effective July 1, 1989, and applicable to income years of corporations commencing on or after January 1, 1990; P.A. 93-381 replaced commissioner of health services with commissioner of public health and addiction services, effective July 1, 1993; P.A. 95-257 replaced Commissioner and Department of Public Health and Addiction Services with Commissioner and Department of Public Health, effective July 1, 1995; P.A. 95-268 deleted chapter 212a from the chapters which provide for taxes which may be granted a credit and lowered the amount of credit granted from 50% of the total amount invested to 40% of the total cash amount invested, effective July 6, 1995; P.A. 96-139 changed reference to Sec. 17b-743 to Sec. 17b-740, effective May 29, 1996; P.A. 97-259 increased the amount of the allowable tax credit from \$10,000 to \$50,000, effective July 1, 1997, and applicable to income years commencing on or after January 1, 1998; P.A. 97-295 changed reference from Subsec. (c) of Sec. 17b-740 to Sec. 12-217x, effective July 8, 1997, and applicable to income years commencing on or after January 1, 1998; P.A. 98-262 revised effective date of P.A. 97-295 to delete conflicting applicability provision; P.A. 03-225 increased the amount of the credit from 40% to 60% of the amount invested, effective July 1, 2003, and applicable to income years commencing on or after January 1, 2003; P.A. 14-39 replaced reference to Commissioner of Public Health with reference to Commissioner of Early Childhood, effective July 1, 2014; P.A. 16-163 replaced references to child day care facility with references to child care center and replaced references to child day care with references to child care services, effective June 9, 2016.

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Sec. 12-635. Amount of tax credits; energy conservation, job training, college access loan forgiveness and programs serving low-income persons. The Commissioner of Revenue Services shall grant a credit against any tax due under the provisions of chapter 207, 208, 209, 210, 211 or 212: (1) In an amount not to exceed one hundred per cent of the total cash amount invested during the taxable year by the business firm in programs operated or created pursuant to proposals approved pursuant to section 12-632 for energy conservation projects directed toward properties occupied by persons, at least seventy-five per cent of whom are at an income level not exceeding one hundred fifty per cent of the poverty level for the year next preceding the year during which such tax credit is to be granted; (2) in an amount equal to one hundred per cent of the total cash amount invested during the taxable year by the business firm in programs operated or created pursuant to proposals approved pursuant to section 12-632 for energy conservation projects at properties owned or occupied by charitable corporations, foundations, trusts or other entities as determined under regulations adopted pursuant to this chapter; (3) in an amount equal to one hundred per cent of the total cash amount invested during the taxable year by the business firm in a comprehensive college access loan forgiveness program located in an "educational reform district" as defined in section 10-262u, that has established minimum eligibility criteria including, but not limited to, years of enrollment in the educational reform district, grade point average, attendance record and loan forgiveness prerequisite; or (4) in an amount not to exceed sixty per cent of the total cash amount invested during the taxable year by the business firm (A) in employment and training programs directed at youths, at least seventy-five per cent of whom are at an income level not exceeding one hundred fifty per cent of the poverty level for the year next preceding the year during which such tax credit is to be granted; (B) in employment and training programs directed at handicapped persons as determined under regulations adopted pursuant to this chapter; (C) in employment and training programs for unemployed workers who are fifty years of age or older; (D) in education and employment training programs for recipients in the temporary family assistance program;

or (E) in child care services. Any other program which serves persons at least seventy-five per cent of whom are at an income level not exceeding one hundred fifty per cent of the poverty level for the year next preceding the year during which such tax credit is to be granted and which meets the standards for eligibility under this chapter shall be eligible for a tax credit under this section in an amount equal to sixty per cent of the total cash invested by the business firm in such program.

(P.A. 82-469, S. 5, 11; P.A. 83-328, S. 3, 4; P.A. 85-505, S. 4, 21; P.A. 86-269, S. 8, 10; P.A. 95-268, S. 7, 11; P.A. 96-262, S. 1, 11; June 18 Sp. Sess. P.A. 97-2, S. 16, 165; P.A. 06-196, S. 91; P.A. 07-242, S. 72; June Sp. Sess. P.A. 07-5, S. 12; P.A. 14-227, S. 4.)

History: P.A. 82-469 effective June 11, 1982, and applicable to income years commencing on or after January 1, 1982; P.A. 83-328 added employment and training programs for unemployed workers who are 50 years of age or older to the list of programs under this section; P.A. 85-505 added education and employment training programs for recipients in AFDC program to applicable programs under this section; P.A. 86-269 decreased the percentage of total investment for purposes of energy conservation projects or certain employment and training programs allowed as a tax credit, from 70% of such total to 60%, effective June 2, 1986, and applicable to income years commencing on or after January 1, 1986, for companies investing in such programs; P.A. 95-268 deleted chapters 212a and 228 from the chapters which provide for taxes which may be granted a credit and changed the amount of credit granted from an amount not to exceed 70% of the total amount invested to an amount not to exceed 60% of the total cash amount invested, effective July 6, 1995; P.A. 96-262 added child care services to the list of programs under this section, effective July 1, 1996, and applicable to income years commencing on or after January 1, 1997; June 18 Sp. Sess. P.A. 97-2 replaced a reference to aid to families with dependent children with temporary family assistance, effective July 1, 1997; P.A. 06-196 made a technical change, effective June 7, 2006; P.A. 07-242 increased percentage of total investment for purposes of energy conservation projects allowed as a tax credit from 60% of such total to 100% of such total, designated provisions re such credit as Subdiv. (1), added Subdiv. (2) re energy conservation projects at properties owned or operated by certain organizations, designated employment and training program credit as Subdiv. (3) and established percentage of total investment for such credit at 60%, effective July 1, 2007; June Sp. Sess. P.A. 07-5 inserted Subpara. designators (A) to (E) in Subdiv. (3), inserted "in an amount equal to sixty per cent of the total cash invested by the business firm" re any other program, and made technical changes, effective October 6, 2007; P.A. 14-227 added new Subdiv. (3) re investments in a comprehensive college access loan forgiveness program and redesignated existing Subdiv. (3) as Subdiv. (4), effective July 1, 2014.

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Sec. 12-635a. Amount of tax credits; community-based alcoholism prevention or treatment programs. The Commissioner of Revenue Services shall grant a credit against any tax due under the provisions of chapter 207, 208, 209, 210, 211 or 212 in an amount not to exceed sixty per cent of the total cash amount invested during the taxable year by the business firm in community-based alcoholism prevention or treatment programs operated or created pursuant to proposals approved pursuant to section 12-632.

(P.A. 84-387, S. 2, 3; P.A. 95-268, S. 6, 11; P.A. 10-188, S. 10.)

History: P.A. 84-387 effective July 1, 1984, and applicable to the total amount of such tax credits allowed in the state fiscal year commencing on that date and in each fiscal year thereafter; P.A. 95-268 deleted chapters 212a and 228 from the chapters which provide for taxes which may be granted a credit and lowered the amount of credit granted from 50% of the total amount invested to 40% of the total cash amount invested, effective July 6, 1995; P.A. 10-188 increased credit amount from 40% to 60% of total cash amount invested, effective June 7, 2010.

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Sec. 12-636. Decision of the Commissioner of Revenue Services. The decision of the Commissioner of Revenue Services to approve or disapprove a proposal pursuant to the provisions of section 12-632 shall be in writing, and, if said commissioner approves the proposal, said commissioner shall state the maximum credit allowable to the business firm.

(P.A. 82-469, S. 6, 11; P.A. 89-328, S. 3, 6; P.A. 93-262, S. 1, 87; P.A. 95-268, S. 8, 11; P.A. 06-159, S. 19.)

History: P.A. 82-469 effective June 11, 1982, and applicable to income years commencing on or after January 1, 1982; P.A. 89-328 replaced "commissioner of revenue services" with "commissioner of human resources"; P.A. 93-262 authorized substitution of commissioner of social services for commissioner of human resources, effective July 1, 1993; P.A. 95-268 replaced reference to the "Commissioner of Social Services" with "Commissioner of Revenue Services", effective July 6, 1995; P.A. 06-159 eliminated requirement that copy of decision be attached to tax return and made technical changes, effective June 6, 2006.

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Sec. 12-637. Audit. Section 12-637 is repealed.

(P.A. 82-469, S. 7, 11; P.A. 86-269, S. 9, 10.)

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Sec. 12-637a. Postproject audit required. Municipal agency certification required. Review by commissioner required. Whenever the total funds invested for any income year by any company or companies in a program conducted by a nonprofit organization approved under this chapter, are equivalent to twenty-five thousand dollars or more, the organization conducting such program shall have a postproject audit prepared and submitted for certification to the municipal agency designated to oversee the implementation of such program. The required certification shall verify that such expenditures were made in accordance with the program as proposed by such organization and approved by the department. Such audit shall be submitted by the municipal agency to the Commissioner of Revenue Services, including certification that expenditures were made in accordance with the program as proposed. The commissioner shall review each postproject audit. If, upon such review, evidence of fraud or embezzlement is found, the commissioner shall report such information to the state's attorney for the judicial district in which such audited organization is located. If, upon such review, evidence of any unsound or irregular financial practice in relation to commonly accepted accounting standards is found, the commissioner may make an audited organization's programs ineligible for future investment by business firms under this chapter.

(P.A. 86-269, S. 1, 10; P.A. 89-328, S. 4, 6; P.A. 93-262, S. 1, 87; P.A. 95-268, S. 9, 11.)

History: P.A. 86-269 effective June 2, 1986, and applicable to income years commencing on or after January 1, 1986, for companies investing in such programs; P.A. 89-328 replaced "commissioner of revenue services" with "commissioner of human resources"; P.A. 93-262 authorized substitution of commissioner of social services for commissioner of human resources, effective July 1, 1993; P.A. 95-268 specified that funds must be invested in a program "conducted by a nonprofit organization", provided that the required certification verify that expenditures were approved by the Department of Revenue Services, required audits to be submitted by the municipal agency, replaced reference to "Commissioner of Social Services" with "Commissioner of Revenue Services" and provided for requirements for the commissioner to review each postproject audit, effective July 6, 1995.

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Sec. 12-638. Regulations. The Commissioner of Revenue Services, in consultation with the Secretary of the Office of Policy and Management may adopt regulations in accordance with chapter 54 to implement the provisions of this chapter.

(P.A. 82-469, S. 8, 11; P.A. 89-328, S. 5, 6; P.A. 93-262, S. 1, 87; P.A. 95-268, S. 10, 11.)

History: P.A. 82-469 effective June 11, 1982, and applicable to income years commencing on or after January 1, 1982; P.A. 89-328 transferred regulatory authority to the commissioner of human resources, retaining revenue services commissioner in consultative role and made regulatory authority discretionary where previously it was mandatory; P.A. 93-262 authorized substitution of commissioner of social services for commissioner of human resources, effective July 1, 1993; P.A. 95-268 transferred regulatory authority from Commissioner of Social Services to Commissioner of Revenue Services and changed reference to consultation with Commissioner of Revenue Services to the Secretary of the Office of Policy and Management, effective July 6, 1995.

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Plymouth	Vincent Festa	(860) 585-4002	mayor@plymouth.ct.us
Portland	Susan Bransfield	(203) 342-6715	sbransfield@portlandct.org
Putnam	Denise Roireau	(860) 963-6800	deise.roireau@putnamct.us
Rocky Hill	Mark Williams	(860) 258-2724	mwilliams@ci.rocky-hill.ct.us
Roxbury	Barbara Henry	(860) 354-9938	bhenry@roxburyct.com
Shelton	Charlene DeFilippo	(203) 924-1555	c.defilippo@cityofshelton.org
Simsbury	Tom Cooke	(860) 658-3230	tcooke@simsbury-ct.gov
Southbury	Carol Hubert	(203) 264-0647	select2@southbury-ct.gov
Southington	Mark Sciota	(860) 276-6221	sciota@southington.org
Stamford	Karen Cammarota	(203) 977-5709	kcammarota@stamfordct.gov
Stonington	James Sullivan	(860) 535-5070	jsullivan@stonington-ct.gov
Suffield	Patrick McMahon	(860) 668-3849	pnmcmahon@suffieldtownhall.com
Thomaston	Deborah Bournival	(860) 283-4421	dbournival@thomastonct.org
Torrington	Maurette Wall	(860) 489-2228	maurette_wall@torringtonct.org
Trumbull	Jamie Bratt	(203) 452-5043	jbratt@trumbull-ct.gov
Vernon	Marina Rodriguez	(860) 870-3661	mrodriguez@vernon-ct.gov
Wallingford	Donald W. Roe	(203) 294-2060	towngov@wallingfordct.gov
Waterbury	Nancy Allen	(203) 346-2607 x130	allen@wdconline.org
Waterford	Kathleen N. Peterson	(860) 444-5834	kpeterson@waterfordct.org
West Hartford	Sally Nolen	(860) 561-7562	sallyn@westhartford.org
West Haven	John Bernardo	(203) 937-3546	jbernardo@westhaven-ct.gov
Westbrook	Bill Fish	(860) 399-3040	wmmfish@aol.com
Westport	Barbara Butler	(203) 341-1050	bbutler@westportct.gov
Windham	Mary DeMarco	(860) 465-3066	mdemarco@windhamct.com
Windsor	James Hallisey	(860) 285-1985	hallisey@townofwindsorct.com
Woodbridge	Geraldine Shaw	(203) 389-3401	gshaw@woodbridgect.org

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**CONNECTICUT
NEIGHBORHOOD ASSISTANCE ACT
APPROVED PROGRAMS**

2016



For information call 860-297-5687
or email:
DRS.TaxResearch@po.state.ct.us

Each business requesting a tax credit under the Neighborhood Assistance Act Program must complete a separate Form NAA-02 for each program it wishes to sponsor.

Submit Form NAA-02 on or after September 15, 2016, but not later than October 3, 2016.

Form NAA-02 may be electronically submitted to NAAProgram@ct.gov. Forms not electronically submitted may be mailed or hand-delivered to the Department of Revenue Services.

Avon

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Avon Volunteer Fire Department	Energy Efficiency	100%	\$119,000
Bristol Symphony Orchestra d/b/a Nutmeg Symphony Orchestra	Subscription Concert Series and Educational Children's Concerts	60%	\$82,135
The Sam & Elizabeth Colt Industrial and Frontier Heritage Foundation	Energy Conservation Replacement of ca. 1855 Windows of Historic Colt Brownstones	100%	\$150,000
Town of Avon - Senior Center	Avon Senior Center Imagines & Creates!! 3D Printing Classes for Older Adults	60%	\$1,880

Berlin

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Saint Paul School	School Building Lighting Upgrade	100%	\$28,684

Bloomfield

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Fidelco Guide Dog Foundation, Inc.	HVAC Replacement for Johnson Kennel	100%	\$150,000

Branford

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Community Dining Room Inc.	CDR Nutritional Support Programs	60%	\$10,000
Stony Creek Fife and Drum Corps, Inc.	Seaside Hall Energy Conservation	100%	\$25,000

Bridgeport

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Big Brothers Big Sisters of SW CT, Inc.	One-to-One Mentoring	60%	\$150,000
Boys and Girls Club of Bridgeport, CT	Orcutt Programs Administration	60%	\$150,000
Boys and Girls Club of Bridgeport, CT	Operating and Capital Campaign	100%	\$150,000
Bridgeport Economic Development Corporation	Econ Technology Park West End Municipal Development Plan	60%	\$20,000
Bridgeport Neighborhood Trust	East End Community Building Initiative	100%	\$150,000
Bridgeport Public Education Fund, Inc.	Bridgeport Public Education Fund Enrichment Program	60%	\$150,000
Bridgeport Rescue Mission	Window & Roof Replacement	100%	\$147,257
Burroughs Community Center, Inc	Burroughs Community Partnership	60%	\$78,500
Central CT Coast YMCA	YMCA PALS Daycare Centers	60%	\$50,000
Central CT Coast YMCA	South End Community Center	60%	\$50,000
Connecticut Zoological Society	Greenhouse Energy Conservation	100%	\$150,000
Greater Bridgeport Community Enterprises, Inc.	Park City Green Mattress Recycling Equipment	60%	\$55,000
Habitat for Humanity of Coastal Fairfield County	Habitat CFC Program	100%	\$150,000
Hall Neighborhood House, Inc	Healthy Cooking Series	60%	\$25,000

Bridgeport

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
International Institute of CT, Inc	Energy Conservation Improvements	100%	\$39,520
Junior Achievement of Western CT, Inc.	Financial Literacy Programs	60%	\$50,000
Kolbe Cathedral High School	Energy Conservation Project	100%	\$100,000
Kolbe Cathedral High School	Neighborhood Scholarship	60%	\$100,000
Mercy Learning Center	Literacy and Life Skills Program	60%	\$150,000
Saint Ann Parish	Heating System to Energy Efficient Gas	100%	\$150,000
School Volunteer Association of Bridgeport	School Volunteer Programs	60%	\$12,000
Southwestern Area Health Education Center, Inc	Community Health Workers	60%	\$24,000
The Council of Churches of Greater Bridgeport	Salt of the Earth Enterprise Kitchens	60%	\$119,000
Wakeman Memorial Asst, Inc	Smilow-Burroughs Clubhouse After School program	60%	\$40,000

Bristol

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Bristol Boys and Girls Club Association	Energy Conservation / Utilities Reduction	100%	\$150,000
Bristol Boys and Girls Club Association	Youth Development Programs Serving Low Income Children	60%	\$150,000
Bristol Historical Society	Replacement and Upgrade Energy Efficient Windows	100%	\$150,000
Nutmeg Symphony Orchestra	Subscription Concert Series and Educational Children's Concerts	60%	\$82,135
Shepard Meadows Therapeutic Riding Center, Inc.	A Roof for All Seasons	60%	\$150,000
The Family Center, Inc.	Energy Conservation / Utilities Reduction	100%	\$150,000
The Family Center, Inc.	Imagine Nation Museum General Operating Costs	60%	\$150,000
The New England Carousel Museum Inc.	Energy Conservation HVAC	100%	\$150,000
United Way of West Central Connecticut	Help for the Needy	60%	\$80,000

Brookfield

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Regional YMCA of Western CT	Annual Support Campaign	60%	\$150,000

Cheshire

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Cheshire Food Drive Inc.	Cheshire Food Voucher Program	60%	\$26,240
Cheshire's Lights of Hope	Neighbors Helping Neighbors	60%	\$150,000
Raccoon Crossing Rehabilitation Center, Inc.	Wildlife Nursery Building and Staff Expansion	60%	\$24,000

Danbury

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Ability Beyond	Ability Beyond	60%	\$100,000
AIDS Project Greater Danbury	Opiate Overdose Prevention/Outreach and Education	60%	\$25,000
Amos House	Transitional Living Program	60%	\$50,000
Ann's Place	Client Support Services	60%	\$150,000
Charles Ives Authority	Summer Concert Series	60%	\$60,000
CT Institute for Communities, Inc	Greater Danbury Community Health Center	60%	\$40,000
Danbury Fire Department	Emergency Response Training/Equipment	60%	\$50,000
Danbury War Memorial	Window/Vestibule Replacement	100%	\$75,000
Danbury Youth Services	Youth and Family Counseling	60%	\$10,000
Families Network of Western CT	Nurturing Families Network	60%	\$100,000
Families Network of Western CT	Parents As Teachers	60%	\$50,000
Greater Danbury Irish Cultural Foundation Inc	Cultural Activities	60%	\$25,000
Junior Achievement of Western CT, Inc	Financial Literacy Programs for Danbury Youth	60%	\$50,000
Kiwanis Club of Danbury	Key Club Program/Scholarships	60%	\$10,000
Midwest Connecticut Council on Alcoholism	The Sobering Center	60%	\$50,000

Danbury

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Regional Hospice and Home Care of Western CT	Hospice & Grief Support Programs	60%	\$150,000
TBICO (The Bridge to Independence & Career Opportunities)	The Corporate Edge Business Skills Training Program	60%	\$50,000
The Women's Center of Greater Danbury, Inc.	Domestic Violence and Sexual Assault Services	60%	\$150,000
Unitarian Universalist Congregation of Danbury, Inc	Sustainability Upgrades	100%	\$150,000

Deep River
2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Deep River Housing Authority	Energy Conservation Program cont.	100%	\$83,500
First Congregational Church of Deep River	Energy Conservation Upgrades	100%	\$24,954

East Haddam
2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
East Haddam Parks and Recreation	Paramount Programs and Busing	60%	\$5,000
The Franklin Academy, Inc.	Summer Sojourn Scholarship Program	60%	\$35,000
The Goodspeed Opera House Foundation, Inc.	Goodspeed Musicals Energy Efficiency Upgrades	100%	\$100,940
Town of East Haddam	Open Space Trust Fund	60%	\$20,000

East Hartford

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Boy Scouts of America, Connecticut Rivers Council, Inc.	Prepared for Life	60%	\$150,000
Connecticut Center for Advanced Technology, Inc.	Work Force Technology Program	60%	\$150,000
Connecticut Training Center, Inc.	Building Upgrades for Energy Efficiency	100%	\$150,000
Connecticut Training Center, Inc.	First Step Program	60%	\$150,000
Goodwin College Foundation, Inc.	Support for Low Income Students	60%	\$150,000
Goodwin College Educational Services	Renovation of Buildings for Energy Savings	100%	\$150,000
Goodwin College Educational Services	Support for Early College Students	60%	\$150,000
Goodwin College Foundation, Inc.	Retrofit Building for Energy Efficiency	100%	\$150,000
Goodwin College Magnet Schools, Inc.	Conservation Project	100%	\$150,000
Goodwin College Magnet Schools, Inc.	Support for Magnet School Students	60%	\$150,000
Goodwin College, Inc.	Redesign of Campus to Add Energy Effectiveness	100%	\$150,000
Goodwin College, Inc.	Job Connection	60%	\$150,000
Great River Land Trust, Inc.	Energy Upgrades for the Bio Lab and South Meadows Trail System	100%	\$150,000

East Hartford
2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Great River Land Trust, Inc.	Expansion of Outdoor Programming	60%	\$150,000
Hispanic Coalition of Greater Waterbury	Energy Conservation Project	100%	\$150,000
Integrated Health Services	Energy Efficiency Project	100%	\$150,000
Integrated Health Services	Client Health Services	60%	\$150,000
Town of East Hartford	Energy Efficiency Measures	100%	\$150,000

Enfield

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Hazardville Institute Conservancy Society, Inc.	Energy Conservation Improvements	100%	\$88,500

Essex

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Community Music School	Energy Efficiency Upgrade for Classrooms	100%	\$45,000
Ivoryton Library Association	Ivoryton Library Energy Improvement and Conservation	100%	\$61,636
The Company of Fifers and Drummers	Museum Energy Conservation Improvement	100%	\$120,000

Fairfield

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Connecticut Challenge, Inc.	Center for Survivorship	60%	\$150,000
Fairfield Theater Company, Inc.	Phase III Renovation/Construction: Exterior Lighting	100%	\$100,000
Fairfield Theater Company, Inc.	Arts Programs for the Community at FTC	60%	\$50,000
Junior Achievement of Western Connecticut	Financial Literacy Programs for Fairfield School Students	60%	\$20,000
Operation Hope of Fairfield, Inc.	Community Hunger and Homelessness Services	60%	\$150,000
The Center for Family Justice, Inc.	Individual Empowerment and Family Strengthening Services	60%	\$20,000
The Pilot House Special Needs Resource Foundation, Inc.	The Pilot House Community Farm	60%	\$71,000
Wakeman Memorial Association, Inc.	Energy Efficiency Initiative	100%	\$22,950

Greenwich

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Abilis Inc.	Community Wellness	60%	\$39,875
Child Guidance Center of Southern Connecticut	Emergency Mobile Psychiatric Services	60%	\$60,000
Family Centers Inc.	Early Childhood and Education	60%	\$150,000
Family Centers Inc.	Friendly Connections	60%	\$100,000
Family Centers Inc.	Head Start	60%	\$150,000
Family Centers Inc.	Den for Grieving Kids	60%	\$100,000
Neighbor to Neighbor, Inc.	Food Pantry	60%	\$100,000
Young Mens Christian Association of Greenwich, Inc.	Energy Efficient Window Replacement	100%	\$150,000

Groton

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
City of Groton	Replacement of Municipal Building HVAC Units	100%	\$150,000
Mystic Art Association	Mystic Museum of Art Energy Conservation Lighting	100%	\$17,203
Odd Fellows Home of CT, Inc. dba Fairview	Energy Conservation PTAC Unit Replacement	100%	\$120,000
Town of Groton, Groton Public Library	LED Studio Light Conversion	100%	\$74,900

Guilford

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Knights of Columbus Saint George Council 3928	Roof Replacement to Support Energy Saving Photovoltaic System	100%	\$150,000
Lifelix Corporation	Moose Manor Energy Conservation Program Phase IV	100%	\$150,000
SARAH Tuxis Residential and Community Services, Inc.	Tuxis Harbor Renovation	100%	\$50,000
Shoreline Arts Alliance	Shoreline Arts Alliance	60%	\$100,000
Women & Family Life Center, Inc.	First Open Door Project	100%	\$56,000

Hamden

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Davenport Residence Inc.	Bingo Board	60%	\$6,150
Habitat for Humanity of Greater New Haven	Habitat for Humanity Homebuilding	100%	\$150,000
Hamden Economic Development Corporation	Zero Energy House	100%	\$40,000
The Children's Center of Hamden	Outside Energy Conservation Lighting Upgrade	100%	\$150,000

Hartford

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Achieve Hartford	Hartford Coalition On Education And Talent	60%	\$50,000
Antiquarian & Landmarks Society, DBA Connecticut Landmark	Green Energy upgrades at Isham-Terry and Butler-McCook	100%	\$125,000
Artists Collective Inc.	Rites Of Passage Cultural Arts Training And Education Program	60%	\$125,000
Bushnell Park Foundation	Energy Efficiency Lighting In Bushnell Park	100%	\$150,000
Camp Courant	2016 Hartford's Camp Courant Youth Development Programming	60%	\$150,000
Camp Courant	Hartford's Camp Courant Facilities Upgrade	60%	\$150,000
Capital Workforce Partners Inc.	Education And Employment Collaborative	60%	\$150,000
Catholic Charities Inc.	Second Step Program	60%	\$150,000
Center For Urban Research, Education And Training Inc.	Education/Job Training For Career/Employment	60%	\$125,000
Charter Oak Cultural Center	Beat of The Street	60%	\$150,000
Chrysalis Center Inc.	Chrysalis Center Energy Efficiency	100%	\$150,000
Community Development Initiatives Foundation	Bushnell's Patch Of The IQUILT	100%	\$150,000
Community Renewal Team (The)	Vocational English As A Second Language	60%	\$150,000

Hartford

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Community Renewal Team (The)	CRT Generations	60%	\$150,000
Connecticut Coalition To End Homelessness	Emergency Assistance Support Through Service Providers	60%	\$100,000
Connecticut Forum Inc. (The)	The Connecticut Forum And CT Youth Forum Program	60%	\$150,000
Connecticut Historical Society Museum	Energy Conservation - Collections Storage HVAC Improvements	100%	\$16,500
Connecticut Institute Of The Blind D/B/A Oak Hill	Oak Hill Founders Hall Renovation Project	100%	\$150,000
Connecticut Science Center Inc.	Interactive Stem Education	60%	\$75,000
Connecticut Science Center Inc.	LED Retrofit - Exhibit Spotlights	100%	\$75,000
Connecticut Urban Legal Initiative Inc.	Promise Zone Support	60%	\$22,500
Covenant Preparatory School Inc.	Independent All-Boys Middle School, Grades 5-8	60%	\$150,000
Cultural Dance Troupe Of The West Indies Inc.	Dance & Academic Enrichment	60%	\$81,420
Ebony Horsewomen Inc.	Connecticut Classic Horse Show	60%	\$150,000
Girl Scouts	Girl Scout Leadership Experience	60%	\$150,000
Glory Chapel International Chapel	Road To Success	60%	\$150,000
Grace Academy	Education For Under-Served Middle School Girls From Hartford	60%	\$150,000

Hartford

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Hartford Area Habitat For Humanity Inc.	2016 Hartford Habitat - Energy Conservation Program	100%	\$150,000
Hartford Business Improvement District	Energy Efficient Lighting, Downtown	60%	\$100,000
Hartford Community Loan Fund	2016 New Energy	100%	\$150,000
Hartford Performs Inc.	Hartford Performs	60%	\$75,000
Hartford Performs Inc.	Summer Arts Literacy	60%	\$75,000
Hartford Stage Company	Energy Efficient Lighting	100%	\$149,995
Hartford Symphony Orchestra Inc.	HSO Music Education	60%	\$150,000
Horace Bushnell Memorial Hall Corporation	Bushnell Energy Conservation Projects	100%	\$150,000
International Hartford Ltd	Immigrant Entrepreneurial Support	60%	\$35,000
IQuilt Partnership (The)	Downtown IQuilt Plan	100%	\$150,000
JFACT Fund	Voices Of Hope: Holocaust And Genocide Education	60%	\$150,000
Journey Home	Greater Hartford Coordinated Access Network	60%	\$75,771
Knox Inc.	Energy Efficient Expansion And Upgrade To Hartford Grown Headquarters	100%	\$75,000
Knox Inc.	IQuilt Plan Impementation	100%	\$75,000

Hartford

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Literacy Volunteers Of Greater Hartford	Hartford Literacy Center Energy Efficiency Project II	60%	\$15,000
Mark Twain House & Museum	Mark Twain House & Museum Educational Outreach Programs	60%	\$24,480
Mark Twain House & Museum	Mark Twain House & Museum Energy Conservation Project (The)	100%	\$150,000
Memorial Baptist Church	Furnace Conversion To Natural Gas	100%	\$21,000
Mercy Housing And Shelter Corporation	St. Elizabeth House	100%	\$114,700
MetroHartford Alliance	IQuilt Program	100%	\$150,000
My Sister's Place Inc.	Bridge To Employment	60%	\$150,000
Northside Institutions Neighborhood Alliance Inc. (NINA)	2016 Asylum Hill Homeownership Initiative	100%	\$150,000
Nutmeg Big Brothers Big Sisters	The Community-Based Mentoring Program	60%	\$75,000
Open Hearth Association, Inc.	Energy/Efficiency At The Hearth	100%	\$150,000
Organized Parents Make A Difference (OPMAD)	OPMAD After School Programs	60%	\$150,000
PARTNERS Foundation Inc.	Partners (Partners In Arts And Education Revitalizing Schools)	60%	\$150,000
Preventive Medicine Center Inc. (The)	Preventive Medicine Conversations: Information, Outreach, Understanding (IOU)	60%	\$150,000

Hartford

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Real Art Ways Inc.	Real Art Ways Expansion	100%	\$75,000
Real Art Ways Inc.	Education Programs	60%	\$50,000
Riverfront Recapture Inc.	Energy Efficiency And Improvement Project	100%	\$150,000
San Juan Center Inc.	Employment/Education	60%	\$50,000
San Juan Center Inc.	Energy Conservation At San Juan Center	100%	\$150,000
Southside Institutions Neighborhood Alliance, Inc. (SINA)	Cityscape Homes	100%	\$150,000
Trinity Academy (F/K/A Trinity Episcopal)	Trinity Academy	60%	\$60,000
Wadsworth Atheneum Museum Of Art	Energy Efficiency Improvements In Lighting For Avery Building	100%	\$150,000
Watkinson School	Watkinson School - Energy Efficiency Project	100%	\$150,000
Watkinson School	Sphere Summer Program	60%	\$20,000
Zezzo House	Replacement Of Windows	100%	\$150,000
Zezzo House	Replacement Of Carpets	60%	\$30,000

Killingworth
2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Killingworth Library Association	Energy Conservation Upgrades	100%	\$14,100

Ledyard

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Ledyard Housing Authority	Replacement Windows	100%	\$150,000

Manchester

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
East Catholic High School	Window Replacement Project	100%	\$137,000
Manchester Benevolent and Protective Order of Elks	Energy Conservation	100%	\$68,206
MARC, Inc. of Manchester	Energy Conservation	100%	\$8,441
Saint James School	Windows of Opportunity	100%	\$150,000
The Bridge Family Center, Inc.	Moving On Project - Manchester	60%	\$10,000

Mansfield

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Town of Mansfield	Water Harvesting at the Mansfield Community Center	100%	\$120,905
United Services Inc.	Windham Regional Center Energy Conservation	100%	\$150,000

Meriden

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Arts and Crafts Association of Meriden dba Gallery 53	Gallery 53 Energy Efficient Windows	100%	\$20,000
Community Economic Development Fund Foundation, Inc.	Replacement of Air Conditioning System at 965 East Main Street	100%	\$150,000
Meriden-Wallingford Chrysalis, Inc.	Transitional Housing	100%	\$21,599

Middletown

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Columbus House, Inc.	Middlesex Family Shelter and Services	60%	\$150,000
Gilead Community Services	Building Improvement for Energy Conservation	100%	\$123,900
Godfrey Memorial Library	Window Replacement for Energy Efficiency	100%	\$12,000
Northern Middlesex YMCA, Inc.	YMCA Energy Efficiency	100%	\$150,000

Naugatuck

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
United Way of Naugatuck and Beacon Falls	Wrap Around Services for Nauatuck Youth	60%	\$59,311
Young Men's Christian Association of Naugatuck, Inc.	Outdoor Play Space / Gymnasium Bleacher Replacement	60%	\$72,314
Young Men's Christian Association of Naugatuck, Inc.	Gymnasium Upgrade	100%	\$150,000

New Britain
2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Community Health Center, Inc.	Energy Conservation Project	100%	\$79,183
Neighborhood Housing Services of New Britain, Inc.	157 Broad Street Boiler and Appliance Replacement	100%	\$65,237
New Britain Dept. of Municipal Development	Healthy Homes New Britain	60%	\$150,000
New Britain Parks & Recreation Dept.	"Life Be In It" Freedom Room Exercise Equipment	60%	\$16,500
New Britain Parks & Recreation Dept.	New Britain Senior Center Greenhouse	60%	\$70,000
New Britain Parks & Recreation Dept.	Picnic Pavillion at AW Stanley Park	60%	\$125,000
New Britain Parks & Recreation Dept.	Handicap Accessible Rubber Surfacing	60%	\$60,000
New Britain Parks & Recreation Dept.	Educational Materials for Parks and Recreation After School Program	60%	\$4,000
New Britain Public Library	Historical Building Preservation and Restoration	60%	\$57,831
Prudence Crandall Center, Inc.	Annual Appeal and Bright Futures Campaign	60%	\$150,000
Queen Ann Nzinga Center, Inc.	Queen Ann Nzinga Center, Inc.	60%	\$15,000
Rebuilding Together New Britain, Inc.	Rebuilding Together New Britain	60%	\$75,000
Siena Learning Center	Siena Learning Center	60%	\$23,000
Trinity-On-Main Ltd.	Replace Steam Heating System with Hot Water	100%	\$48,350

New Britain

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Trinity-On-Main Ltd.	Replace heating and air conditioning	100%	\$150,000
Trinity-On-Main Ltd.	Security Control	60%	\$13,150
Trinity-On-Main Ltd.	Replace Single Pane Windows with Iron Frames	100%	\$30,000
Veterans Inc.	Veterans Housing Program	60%	\$20,713
YWCA of New Britain, Inc.	STRIVE Youth Development Program for Middle School Girls	60%	\$50,000
YWCA of New Britain, Inc.	Central Connecticut Family Literacy Center	60%	\$50,000
YWCA of New Britain, Inc.	YWCA Pre-School Education Programs	60%	\$50,000
YWCA of New Britain, Inc.	Building Hope Together: The New Britain Work Plan to End Homelessness	60%	\$50,000

New Haven

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Beulah Land Development Corp	Energy Conservation	100%	\$50,000
Christian Community Action (CCA)	Energy Efficient Upgrade 166 Davenport Ave	100%	\$50,641
Columbus House, Inc.	New Haven Shelter and Services	60%	\$150,000
Columbus House, Inc.	New Haven Shelter Light upgrade energy efficiency	100%	\$33,000
Community Soup Kitchen, Inc	Lunch and Breakfast Program	60%	\$5,000
Congregation Beth El-Keser Israel (BEKI)	2016 HVAC & Window Upgrade	100%	\$150,000
Congregation Beth Israel (Orchard Stret Shul)	Upgrade to Energy Efficient Fire Double Doors in Landmark Synagogue	100%	\$30,000
Congregation Beth Israel (Orchard Stret Shul)	Upgrade Electrical Fixtures to Energy Efficiency in Landmark Synagogue	100%	\$30,000
Congregation Beth Israel (Orchard Stret Shul)	Restoration of Stained Glass-Energy Upgrade Landmark Synagogue	100%	\$5,000
Connecticut Association for the Performing Arts (CAPA)/Shubert Theater	Energy Conservation Upgrades to the Shubert Theater	100%	\$150,000
Connecticut Center for Arts & Technology	Adult Career Training Programs	60%	\$35,000
Connecticut Housing Investment Fund, Inc.	Energy Conservation Grants for Affordable Housing	100%	\$150,000

New Haven

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Creative Arts Workshop	Tuition Assistance Program	60%	\$20,000
Edgewood Corners, Inc.	Edgewood Corners Energy Renovation	100%	\$150,000
Edgewood Elm Housing Inc.	Edgewood Energy Renewal Program	100%	\$150,000
Edgewood Village, Inc.	Lower Westville Renovation and Restoration	100%	\$150,000
F.O.H. Inc.	Energy Rehab and Restoration	100%	\$150,000
Family Centered Services of CT	Parenting Support and Parental Rights Initiative	60%	\$12,948
Family Centered Services of CT	Endowment Program	60%	\$100,000
Family Centered Services of CT	Teen Outreach Program	60%	\$38,000
Farnam Neighborhood House, Inc.	Positive Youth Development Program	60%	\$10,000
Fellowship Place Inc	Fellowship Place Healthy Meal Initiative	60%	\$25,300
Gateway Community College Foundation Inc.	Leeders Sustainable Recycling Program	100%	\$150,000
Habitat for Humanity	Homebuilding	100%	\$150,000
Junta for Progressive Action	Economic Development	60%	\$20,000
Lifelong Learning Corporation	Beechwood Gardens Energy Efficiency Upgrades	100%	\$150,000

New Haven

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Marrakech, Inc.	106-108 Hobart St	100%	\$15,000
Neighborhood Housing Services of New Haven, Inc.	Energy Conservation Implementation on Rehabilitated Houses	100%	\$150,000
New Haven HomeOwnership Center, Inc.	Energy Conservation Workshops	100%	\$150,000
New Haven International Festival of Arts & Ideas, Inc.	International Festival of Arts & Ideas	60%	\$150,000
New Haven Land Trust	Healthy Neighborhoods	60%	\$50,000
R'Kids Inc.	Raise the Roof	100%	\$150,000
Solar Youth, Inc.	Energy Improvements to program spaces	100%	\$13,000
The Connection Inc.	Park Street HAVAC and Energy Conservation Program	100%	\$100,000
Women's Recovery Corp.	Energy Conservation	100%	\$94,490
Yale-New Haven Hospital	Grimes Center	60%	\$150,000
Yale-New Haven Hospital	Smilow Cancer Hospital at Yale-New Haven	60%	\$150,000
Yale-New Haven Hospital	Yale-New Haven Childrens Hospital	60%	\$150,000
Yale-New Haven Hospital	Musculoskeletal Center	60%	\$150,000
Yedidei Hagan, Inc.	Park Area Renovation and Restoration	100%	\$150,000

New Haven

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Yeshiva of New Haven, Inc. aka Gan School	Building Energy Conservation Program	100%	\$150,000
Young Men's Institute Library d/b/a The Institute Library	Green building renovations	100%	\$150,000

New London
2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Eugene O'Neill Theater Center	Monte Christo Strategic Preservation	60%	\$25,000
Habitat for Humanity of Eastern Connecticut, Inc.	Energy Efficient Habitat for Humanity Homes in Eastern Connecticut	100%	\$25,000

New Milford

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Community Culinary School of Northwestern CT	Community Culinary School of Northwestern CT	60%	\$100,000

North Haven
2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
The Lancraft Fife and Drum Corps	Energy Conservation Program for Moriarty Hall	100%	\$35,000

Norwalk

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Human Services Council	One Park Street interior improvements - paint and carpenting	60%	\$122,650
Mid-Fairfield AIDS Project, Inc.	Moore Place Transitional Housing Program HVAC	100%	\$60,000
Mid-Fairfield AIDS Project, Inc.	Moore Place Solar Panels	100%	\$20,000
Norwalk Congregate Homes for the Elderly	AC Upgrades & Window Replacement Project	100%	\$110,000
Open Door Shelter	Energy Efficiency System - Two Merritt	100%	\$150,000
Star Inc., Lighting the Way	Star Inc. Energy Savings Improvements	100%	\$50,000
The Maritime Aquarium at Norwalk	Rooftop Solar Panel (Phase 2)	100%	\$150,000

Norwich

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Connecticut Radio Information System	Audio Accessibility	60%	\$10,000
Habitat for Humanity of Eastern Connecticut	Five Energy Efficient Homes in Eastern Connecticut	100%	\$75,000
Montessori Discovery School, Inc.	Energy Improvements	100%	\$128,000
Norwich Historical Society	Energy Related Repairs for 1783 Dr. Daniel Lathrop Schoolhouse	100%	\$10,000
Norwich Historical Society	Energy Related Repairs to the Buckingham Memorial	100%	\$150,000
Norwich Historical Society	Energy Related Repairs for 1789 East District Schoolhouse	100%	\$50,000
Safe Futures, Inc.	Norwich Crisis Intervention Services	60%	\$35,000
Society of the Founders of Norwich CT Inc.	Energy Conservation	100%	\$8,500

Plainville

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Queen Ann Nzinga Center, Inc.	Queen Ann Nzinga Center, Inc.	60%	\$15,000
The Congregational Church of Plainville, U.C.C.	Energy Efficiency Initiative	100%	\$150,000

Shelton

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Boys and Girls Club of the Lower Naugatuck Valley	Homework Assistance	60%	\$50,000
Junior Achievement of Western Connecticut	Financial Literacy Programs for Shelton School Students in Grades K-12	60%	\$25,000
Shelton Economic Development Corporation	Community Service	60%	\$15,000
Southwestern Area Health Education Center, Inc.	Community Health Workers: Helping Our Neediest to Connect to Resources and Health	60%	\$10,000

Stamford

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Center for Children's Advocacy	Advocacy for Vulnerable Children and Families	60%	\$7,000
Child Guidance Center of Southern Connecticut, Inc.	Emergency Mobile Psychiatric Services	60%	\$60,000
Childcare Learning Centers, Inc.	Window Replacement - Phase 1	100%	\$35,000
Family Centers	Reaching Independence Through Employment	60%	\$150,000
Family Centers	Literacy Volunteers	60%	\$100,000
Family Centers	School Based Health Care Centers	60%	\$150,000
Family Centers	Stamford CARES	60%	\$100,000
Family Centers	Young Parents Program	60%	\$100,000
Inspirica, Inc.	8 Woodland Place Roof	100%	\$150,000
Kids in Crisis	Crisis Nursery	60%	\$150,000
Mill River Collaborative	Discover Center - Nature Friendly Building	100%	\$150,000
New Neighborhoods, Inc.	Stillwater Heights - Modification or Replacement of Windows, Doors and Roof	100%	\$150,000
Stamford Center for the Arts	Ionization System- Palace Theatre	100%	\$42,586
Stamford Center for the Arts	Palace North Wall	100%	\$102,178
Stamford Center for the Arts	Energy Conservation-HVAC Insulation Sleeve- Palace Theatre	100%	\$5,213

Stamford

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Stamford Museum & Nature Center, Inc.	Art, Nature & Me Pre-School Air Conditioning Upgrade	100%	\$50,000
Stamford Museum & Nature Center, Inc.	Bendel Mansion-Air Conditioning & Step Lighting upgrade	100%	\$45,000
Stamford Museum & Nature Center, Inc.	Heckscher Barn-HVAC & Lighting Upgrades	100%	\$45,000
The Ferguson Library	Flooring Replacement at the Harry Bennett Branch	60%	\$138,500

Stonington

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Stonington Community Center, Inc.	COMO Energy Conservation	100%	\$119,935

Thomaston

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Town of Thomaston	Emergency Shelter Operations - Wheelchairs	60%	\$1,000
Town of Thomaston	Emergency Shelter Operations - Commodities Distribution	60%	\$2,772
Town of Thomaston	Emergency Shelter Operations - Transport Trailer	60%	\$5,000
Town of Thomaston	Light sensors in Thomaston Center School	100%	\$3,872
Town of Thomaston	Color Printer Capabilities	60%	\$1,200
Town of Thomaston / Greenway Committee	Bicycle racks for 3 town recreational parks, Center School and Town Hall.	60%	\$3,144

Torrington

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
KidsPlay Children's Museum	HVAC and Lighting Renovation	100%	\$150,000
Susan B. Anthony Project	Community Services for Victims of Domestic Violence & Sexual Assault	60%	\$75,000
The ARC of Litchfield County, Inc.	Camp Moe	60%	\$150,000

Trumbull

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Connecticut Radio Information System	Audio Accessibility	60%	\$10,000
St. Vincent's Special Needs Center	Augmentative Communication Services	60%	\$20,000
The Kennedy Center Inc.	The Autism Project	60%	\$24,000

Wallingford

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Columbus House Inc.	Wallingford Emergency Shelter Services	60%	\$150,000
Columbus House Inc.	Wallingford Emergency Shelter Energy Efficiency Improvements	100%	\$35,000
First Congregational Church of Wallingford	HVAC Green Retrofit	100%	\$150,000
Gaylord Hospital, Inc.	Patient Programs and Services	60%	\$150,000
Habitat for Humanity of Greater New Haven	Habitat for Humanity Homebuilding	100%	\$150,000
In Memoriam Cemetery	Cemetery Operations	60%	\$103,215
Meriden-Wallingford Chrysalis, Inc.	Transitional Housing	60%	\$21,599
Ulbrich Boys and Girls Club	Youth Development	60%	\$150,000

Waterbury

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Boys and Girls Club of Greater Waterbury	Heating System Upgrade	100%	\$24,000
Children's Community School	Educating Inner-City Children	60%	\$150,000
Hispanic Coalition of Greater Waterbury	Coalition Training Partnership	60%	\$150,000
Hispanic Coalition of Greater Waterbury	Energy Conservation Upgrade	100%	\$150,000
Holy Cross High School Waterbury, Inc.	Cooler / Freezer Conversion	100%	\$5,895
New Opportunities, Inc.	Education for Employment Collaborative	60%	\$150,000
Sacred Heart High School	Diverse Education 9-12 Program	60%	\$150,000
Safe Haven of Greater Waterbury, Inc.	Domestic Violence and Sexual Assault Program	60%	\$50,000

Waterford

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Eugene O'Niell Theater Center	Historic Hammond Mansion Energy Conservation	100%	\$50,000

West Hartford
2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
American School for the Deaf	Core Academic and Vocational Programs	60%	\$100,000
Ballet Theatre Company	HANOC Creative Dance Wkshp + outreach Nutcracker	60%	\$15,000
Chabad House	Camp Gan Israel	60%	\$125,000
Emanuel Synagogue	Replace HVAC Temperature Control System	100%	\$74,150
Hebrew Health Care	Kitchen Steam Boiler Replacement	100%	\$33,535
Hebrew Health Care	Upgrade to Energy Efficient Industrial Dishwasher	100%	\$67,251
Hebrew Health Care	New Digital Building Control System	100%	\$43,315
Holy Family Passionist Retreat Ctr	Steam Heating System Upgrade	100%	\$150,000
Jewish Community Foundation	Fund for the Elderly	60%	\$150,000
Jewish Community Foundation	Fund for Special Needs	60%	\$150,000
Jewish Family Services of Grtr Htfd	Suburban Outreach to Older Adults	60%	\$115,650
Jewish Family Services of Grtr Htfd	Child and Adolescent Treatment Services	60%	\$65,440
Jewish Family Services of Grtr Htfd	Programs for Persons with Chronic Disabilities	60%	\$65,440
Jewish Federation of Greater Hartford	Children's Reading Partners	60%	\$10,000
Mandell Grtr Htfd Jewish Comm Ctr	Energy Conservation Programs	100%	\$150,000

West Hartford

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Northwest Catholic High School	Scholarship Fund	60%	\$150,000
Northwest Catholic High School	Roof Replacement	100%	\$150,000
Playhouse Theatre Group, Inc.	Purchase of Energy Efficient Stage Lighting	100%	\$62,354
Saint Mary Home, Inc.	Francis Warde Towers Apts. Renovations	100%	\$150,000
Saint Timothy Middle School	Neighborhood Scholarship	60%	\$90,000
Saint Timothy Middle School	Energy Upgrade to Classroom Ventilators	100%	\$81,000
Solomon Schechter Day School	HVAC Building Maintenance System Upgrade	100%	\$54,850
The Bridge Family Center	Freymann House (formerly The Bridge Youth Shelter)	60%	\$10,000
The Bridge Family Center	Family Resource Centers	60%	\$10,000

West Haven
2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Connecticut Radio Information System	Audio Accessibility	60%	\$10,000
The West Haven Community House Assoc. Inc.	Energy Conservation Capital Improvements to Facilities	100%	\$100,000
Ward Heitmann House Museum Foundation, Inc.	Energy Conservation and Capital Improvements	100%	\$15,000
West Haven Child Development Center, Inc.	Energy Efficient Insulation Project	100%	\$15,000

Westbrook

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Valley Shore YMCA	Energy Conservation Upgrades	100%	\$150,000

Westport
2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Earthplace, The Nature Discovery and Environmental Learning Center	Scholarships for Early Childhood Education & Camp Programs	60%	\$15,000
Learning Community Day School	LCDS Energy Efficiency	100%	\$33,935

Winchester

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
St Joseph Church dba St Anthony School	Purchase of New Cafeteria Benches and Tables	60%	\$24,750
St Joseph Church dba St Anthony School	New Ceiling Fans and Upgrade Technology Infrastructure	60%	\$24,000
St Joseph Church dba St Anthony School	Front and Side Doors Replacement with Insulated Glass	100%	\$24,236

Windsor

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Connecticut Radio Information System	Audio Accessibility	60%	\$13,000
Saint Gabriel School	2016 Energy Conservation Program	100%	\$150,000
Windsor Police Cadets Inc.	2016 Program Sponsorship	60%	\$9,500

Woodbridge

2016 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Amity Teen Center	Energy Efficient Siding and Windows	100%	\$24,900
Amity Teen Center	Lighting and HVAC Renovations	100%	\$24,950

TAX ASSESSMENT AGREEMENT

THIS TAX ASSESSMENT AGREEMENT ("Agreement"), made and entered into as of _____, 2017, by and between Belltown Sports, LLC ("Belltown"), a limited liability company organized and existing under the laws of the State of Connecticut, having an office and principal place of business at 265 West High Street, East Hampton, CT, and the Town of East Hampton, a municipal corporation located in the County of Middlesex and State of Connecticut, acting herein by Michael Maniscalco, its Town Manager (the "Town").

RECITALS

- A. Belltown is planning to build an indoor sports facility at 265 West High Street within a 38,000 square foot commercial recreation facility ("Recreation Facility");
and
- B. Said Commercial Building will be located on real property more particularly described in Exhibit A attached hereto and made a part hereof (the "Real Property");
and
- C. Section 12-65b of the Connecticut General Statutes ("CGS") provides that a municipality may enter into a written agreement with a party owning an interest in real property, to fix the assessment of the real property for a period of not more than two (2) years, provided the improvements made by the owner cost at least FIVE HUNDRED THOUSAND DOLLARS (\$500,000) but less than THREE MILLION DOLLARS (\$3,000,000.00) and are constructed for certain uses which include office, retail, permanent residential, transient residential, information technology, recreation facilities, manufacturing warehouse, storage, distribution; and
- D. The Property meets the requirements of CGS Section 12-65b, which permits tax assessment agreements under certain conditions, since the Property will be used as a recreation facility as required by the statute; and
- E. The Town deems it desirable to enter into an agreement fixing the assessment with respect thereto as an inducement to Belltown to develop the Property; and

- F. This Agreement has been authorized by an affirmative vote of the legislative body of the Town on August 8, 2013 and on January 29, 2015 in accordance with CGS Section 12-65b; and
- G. It is the intent of the parties hereto that this Agreement shall cover only the real property assessment and shall not affect any future personal property assessments.

NOW THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

1. Fixed Assessment Period. The Fixed Assessment Period shall be a separate and distinct period for the Real Property which shall be established as of the date the Certificate of Occupancy is issued for the Recreation Facility, commencing upon the October 1 following the date on which the Certificate of Occupancy for such facility is issued. The tax assessment on the Real Property only shall be fixed in the following manner:
 - a. *Year 0* - The assessment made prior to the October 1 commencement date of each Fixed Assessment Period shall be fixed at the current land value of the Real Property and shall continue until the commencement of the applicable Fixed Assessment. The Certificate of Occupancy for the Recreation Facility shall be obtained no later than twelve (12) months after the execution of this Agreement or this Agreement shall be deemed null and void.
 - b. *Year 1 – Year 2* - The assessments made on October 1 of Year 1 and Year 2 shall be fixed at the current land value of 265 West High Street.
 - c. *Year 3* – The assessments made on October 1 of Year 3 shall be based upon the valuation of the land and structures situated on the Real Property.
2. Acceptance of Valuation. As a further inducement for the Town to enter this Agreement, Belltown agrees to accept as correct the value placed upon the Improved Property by the Town at the time of the commencement of the applicable Fixed Assessment Period and any change in the valuation for any subsequent improvements to the subject building, and during the term of the applicable Fixed Assessment Period, Belltown waives any rights to appeal said valuations under CGS Sections 12-111, 12-117a, or 12-119 or any successor statute, reserving the right, however, to appeal such assessment to the East Hampton

Board of Assessment Appeals. The Town shall not change the assessed value of any particular building during the term of that building's Fixed Assessment Period, but if a town wide revaluation shall have occurred during such building's Fixed Assessment Period, the Town may cause a revaluation to be made of such building upon termination of the Fixed Assessment Period therefor. The Town shall not otherwise revalue the Property, except as part of a town-wide revaluation or upon any subsequent improvements. The purpose of this clause is to assure that the Town will be able to collect full taxes on the assessed value at the conclusion of the period of diminished taxes as set forth above and through any revaluation then in effect.

3. Default. If Belltown defaults under the terms of this Agreement, Belltown shall pay within thirty (30) days after the receipt of a bill therefore, to the Town such sum as may be set forth on said bill.
4. Condemnation. In the event the Property or any part thereof, or any estate therein is taken by condemnation or eminent domain during said Fixed Assessment Period, the applicable fixed assessments specified in Section 1 shall be adjusted to reflect the diminution of value arising out of said taking, in the manner provided by state and local laws and ordinances.
5. Fire or Other Casualty. In the event the Property or any part thereof or any estate therein is damaged or destroyed by fire or other casualty during said Fixed Assessment Period, the applicable Fixed Assessment shall not be adjusted.
6. Amendments. This Agreement may not be modified or amended except by a written agreement signed by both parties.
7. Sale of Property. In the event the Property or any part thereof is sold to another party during the Fixed Assessment Period, the remainder of the Fixed Assessment Period shall continue to be effective with respect to the successor owner(s) of the Property.

8. Severability. A ruling by any court or administrative body that a portion of this Agreement is invalid or unconstitutional shall have no effect on the other terms hereof which shall remain in full force and effect and binding on the parties.

9. Applicable Law. This Agreement shall be interpreted and enforced in accordance with the laws of the State of Connecticut.


IN WITNESS WHEREOF, the parties have executed this Tax Assessment Agreement and affixed their seals hereto, as of the date first above mentioned.

Signed and delivered in the presence of:

Town of East Hampton

By: _____
Michael Maniscalco
Its Town Manager

Belltown Sports LLC

By: 
Brian H. Cutler
Its Manager
Duly Authorized

STATE OF CONNECTICUT)
) ss. East Hampton
COUNTY OF MIDDLESEX)

On this the ___ day of _____, 2017, before me, _____, the undersigned officer, personally appeared Michael Maniscalco who acknowledged himself to be the Town Manager of the Town of East Hampton, a municipality, and that he, as such town Manager, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the town by himself as Town Manager.

In witness whereof I hereunto set my hand.

Commissioner of the Superior Court

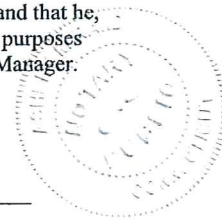
STATE OF CONNECTICUT)
) ss: East Hampton
COUNTY OF MIDDLESEX)

On this the 2nd day of June, 2017, before me, Ashley Rand, the undersigned officer, personally appeared Brian H. Cutler, who acknowledged himself to be the Manager of Belltown Sports LLC, a manager managed limited liability company, and that he, as such Manager, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the limited liability company by himself as Manager.

In witness whereof I hereunto set my hand.

Ashley Rand

Commissioner of the Superior Court
Notary Public
My Commission Expires: 11/30/19



**Town of East Hampton – Town Council Evaluation of Town Manager
June 2017**

Scored as follows:

Superior = 4

Above Average = 3

Average = 2

Needs Improvement = 1

Fiscal Management - Result: ABOVE AVERAGE 2.57

Mike presented budget in a very informative manner

The Town Manager provides monthly reports on balances, works closely with the Finance Director and his Department heads and continually provides updated information on revenues locally and from the State.

He is actively involved in negotiating and does his best to work with union reps and the Town Attorney to reach contract agreements that are fair for both sides.

The budget document and presentation was well prepared and presented to the public.

The Town Manager also successfully re-negotiated and bid health insurance resulting in a \$288,777 savings and negotiated a decrease in worker's compensation resulting in a \$40,454 savings.

Clearly followed the Council's budget policy statement including the incorporation of meetings with the Superintendent of Schools to consider the long range needs of our community.

Successfully negotiated a reduction on the town's health insurance.

Implemented the gas project that realizes future savings.

Managed a very smooth transition of the PD dispatch center under very trying circumstances that will also save residents tax dollars.

Shares budget updates with Council members on a very regular basis.

As stated in my last review, we have requested and not received a capital project update on a monthly or quarterly basis. I would like a summary of all open projects, date started, funds appropriated, funds exhausted, percent complete and expected completion date along with anticipated overages or savings.

I understand some individual project we have been kept apprised of.

Does a sufficient job at keeping us informed. - above average would be (to me) coming in at a zero increase.

Communications - Result: ABOVE AVERAGE 2.86

Mike over past year has been responsive to all inquiries by the Council and the general public

The Town Manager makes every effort to inform the Council of issues or concerns that he is aware of.

He presents himself well and is very well spoken.

Though it is not easy, he willingly listens to the public concerns and does all he can in his capacity as Town Manager to address them.

The Town Manager is recognized within and outside the Community and has earned the respect of community leaders throughout the region and the State.

The Town Manager's open door policy, his willingness to respond to hundreds of calls, emails and his attendance at Town and regional meeting and functions is greatly appreciated.

Based on my 11 year history on the Council I have never experienced this high level of communication with Council members.

The Town Manager's report is thorough.

The frequent e-mails to Council regarding nearly daily activity is unparalleled in this community.

Mr. Maniscalco reports all media contacts, board and agency information and emergency updates in a timely and accurate manner.

Additionally, he always available (including after hours) to take calls and answer questions.

It can't be easy having '7' Supervisors all with differing communication styles, opinions and political persuasions.

Mike does a very good job of keeping the lines of communication open to ALL Councilors who take the opportunity.

His door is always open.

As stated in my last review, I believe Mike communicates items inconsistently amongst Town Council members: examples: Offer form Town to BOE regarding appointment process. Negotiations with Police Union. Bid waiver n=vote that became Exemption

Staffing issues - we have a policy that states Town Manager is to inform Town Council when there is an issue with an employee that may result in termination: Example: Tax Assessor

My one 1st problem was after asking multiple times about 1 Watrous Street not knowing that we owned it. Second, having gone from a bid waiver to changing the job description change on Town Hall Project.

Services - Result: ABOVE AVERAGE 2.57

The Town Manager meets regularly with his Department heads and is well aware of what each department s doing.

If concerns arise, he addresses those concerns with the appropriate department as quickly as possible.

Even with budget constraints, the Town Manager does his best to maximize the funding available to address the needs of the Community.

The Town Manager was also instrumental in completing the natural gas project led the implementation of the Regional 911 service and coordinated with the local prevention council and Park and Rec to receive in excess of 1.1 Million dollars in grant funds.

Effectively manages the resources we can afford and that is no easy task

Does an adequate job

Personnel - Result: AVERAGE 2.14

The Town Manager has worked closely with all staff with limited supervising staff and positions that vary greatly it is not easy supervising staff with varied job/position related requirements and experiences, He has done very well filling vacancies with qualified staff.

As was mentioned previously he has made every effort to work closely with the various town unions and the town legal representatives.

This food relationship has assisted in successfully negotiating contracts and reducing insurance costs to the Town.

He has also been instrumental in engaging staff in professional development opportunities to improve staff performance.

Mr. Maniscalco has very successfully negotiated union contracts that have saved taxpayers money AND kept the Town in a viable position for attracting and keeping good staff.

He has been responsive to residents' concerns regarding problematic employees and dearth with that effectively.

He has proactively engaged employees in team building programs that have been popular with staff and resulted in higher morale.

The budget process, the dispatch center relocation and the Town Hall project are examples of solid working relationships with department heads and staff.

Michael provides a good balance of direction and autonomy to his Staff and Department Heads.

He gives credit where it's due and he supports his staff by ensuring they have the necessary tools to be successful.

I have received complaints from individuals regarding the cooperation and accommodations to the public in various departments. I believe the duty of all town employees and departments is to serve the public. I do not feel the Town Manager expressed that to his employees nor exhibit it from what I have seen.

We have not received an update on cross training between departments if it exists.

On multiple times both Fire Marshall and Building Officer showing up at same time on job site when only one is needed after talking with Mike he resolved the problem.

Professionalism - Result: ABOVE AVERAGE 2.86

Mike has conducted himself in a manner that shows complete job knowledge.

The Town Manager is approachable attends many activities throughout the community and the region.

Is well spoken, correspondences are professionally written and has earned the respect of his colleagues.

It is without question he gives of his time.

I am always in awe of how understanding his family is when he is away representing the community.

Involvement with local and state agencies is very helpful and useful to our community.

His attendance at meetings and the many hours he spends amongst our community is admirable

Michael works very hard every day, attends numerous meetings and has earned the respect and confidence of his peers.

Does a good job

Takes directions well.

OTHER SENTIMENTS:

I'm impressed with the growth, maturity and progress Mike has made in the time I've known him as a Council member.

Year after year he demonstrates his commitment and devotion to East Hampton.

He has a strong work ethic.

Michael understands the difference between politics and good governance.

He does a great job for our Town and deserves our appreciation and our support

Completed by Patience Anderson June 1, 2017

Evaluation Comments

Fiscal Management

James Brown: Mike presented budget in a very informative manner. He presented clear understanding of the financial condition of the Town.

Melissa Engel: Clearly followed the Council's budget policy statement including the incorporation of meetings with the Superintendent of Schools to consider the long range needs of our community. Successfully negotiated a reduction in the town's health insurance. Implemented the gas project that realizes future savings. Managed a very smooth transition of the PD dispatch center under very trying circumstances that will also save residents tax dollars. Shares budget updates with Council members on a very regular basis.

Kevin Reich: The Town Manager provides monthly reports on balances. Works closely with the Fin. Director and his dept heads and continually provides updated information on revenues locally and from the state. He is actively involved in negotiating and does his best to work with union reps and the Town attorney to reach contract agreements that are fair for both sides. The budget document and presentation was well prepared and presented to the public. The Town Manager also successfully negotiated and bid health insurance resulting in a \$288,777 savings and negotiated a decrease in workers' compensation resulting in a \$40,454 savings.

Josh Piteo: Kept informed on state budget & Town.

Patience Anderson: No written comment.

Mark Philhower: Does a sufficient job at keeping us informed. Above average would be (to me) coming in at a zero increase.

Theodore Hintz: As stated in my last review, we have requested and not received a capital project update on a monthly or quarterly basis. I would like a summary of all open projects, date started, funds appropriated, funds exhausted, percent complete and expected completion date along with anticipated overages or savings.

- I understand some individual projects we have been kept apprised of.

Communications

James Brown: Mike over past year has been responsive to all inquiries by the Council and the general public.

Melissa Engel: Based on my 11 year history on the Council I have never experienced this high level of communication with Council members. The Town Manager's report is thorough. The frequent e-mails to Council regarding nearly daily activity is unparalleled in this community. Mr. Maniscalco reports all media contact, board and agency information and emergency updates in a timely and accurate manner. Additionally, he always available (including after hours) to take calls and answer questions.

Kevin Reich: The Town Manager makes every effort to inform the Council of issues or concerns that he is aware of. He presents himself well and is very well spoken. Though it is not easy, he willingly listens to the public concerns and does all he can in his capacity as Town manager to address them. The Town Manager is recognized within and outside the community and has earned the respect of community leaders throughout the region and the state. The Town Manager's open door policy, his willingness to respond to hundreds of calls, emails and his attendance at town and regional meetings and functions is greatly appreciated.

Josh Piteo: No written comment.

Patience Anderson: It can't be easy having "7" supervisors all with differing communication styles, opinions and political persuasions. Mike does a very good job of keeping the lines of communication open to ALL Councilors who take the opportunity. His door is always open.

Mark Philhower: My one 1st problem was after asking multiple times about 1 Watrous St. not knowing that we owned it. 2nd Having gone from a bid waiver to changing the job description. Change on Town hall project.

Theodore Hintz: As stated in my last review, I believe Mike communicates items inconsistently amongst Town Council members.

Examples:

- Offer from Town to BOE regarding appointment process
- Negotiations with police union
- Bid waiver vote that became Exemption

Staffing issues-We have a policy that states Town Manager is to inform Town Council when there is an issue with an employee that may result in termination.

Example:

- Tax Assessor

Verbal comments during meeting:

Melissa Engel: The addition of the "Rumor Buster" on the Town webpage was well received by residents and helped with misconceptions in our community. Mike is willing to take advise from others. An example was the Christopher Brook project. A resident suggested adding a temporary traffic light. Mike worked with the Police Chief on this and ended up avoiding having to re-route buses and delays to residents.

Josh Piteo: Appreciates the communications from the Town Manager regarding police and fire calls. Informs the Council when things happen and the circumstances surrounding them. When looking at the time of communications they range from early morning to late at night.

Services

James Brown: No written comment.

Melissa Engel: Effectively manages the resources we can afford and that is no easy task.

Kevin Reich: The Town Manager meets regularly with his dept. heads and is well aware of what each department is doing. If concerns arise, he addresses the concerns with the appropriate department as quickly as possible. Even with budget constraints, the Town Manager does his best to maximize the funding available to address the needs of the community. The Town Manager was also instrumental in completing the natural gas project. Led implementation of the regional 911 service and coordinated with the local Prevention Council and Park and Rec to receive in excess of 1.1 million dollars in grant funds.

Josh Piteo: No written comment.

Patience Anderson: No written comment.

Mark Philhower: Does an adequate job.

Theodore Hintz: No written comment.

Verbal comments during meeting:

Mark Philhower: Mike does a good job of keeping things running efficiently and up to par.

Josh Piteo: Perhaps delegates too much to department heads to efficiently plan for unforeseen contingencies.

Personnel

James Brown: No written comment.

Melissa Engel: Mr. Maniscalco has very successfully negotiated union contracts that have saved taxpayers money AND kept the Town in a viable position for attracting and keeping good staff. He has been responsive to resident's concerns regarding problematic employees and dealt with that effectively. He has proactively engaged employees in team building programs that have been popular with staff and resulted in higher morale. The budget process, the dispatch center relocation and the Town Hall project are examples of a solid working relationships with department heads and staff.

Kevin Reich: The Town Manager has worked closely with all staff. With limited supervisory staff and positions that vary greatly, it is not easy supervising staff with varied job/position related requirements and experiences. He has done very well filling vacancies with qualified staff. As was mentioned previously, he has made every effort to work closely with the various town unions and the Town legal representatives. The good relationship has assisted him successfully in negotiating contract and reducing insurance cost to the Town. He has also been instrumental in engaging staff in professional development opportunities to improve staff performance.

Josh Piteo: No written comment.

Patience Anderson: No written comment.

Mark Philhower: On multiple times both Fire Marshal and Building Official showing up at same time at job site, when only one is needed. After talking with Mike, he resolved the problem.

Theodore Hintz:

- I have received complaints from individuals regarding the cooperation and accommodations to the public in various departments. I believe the duty of all town employees and departments is to serve the public. I do not feel the Town Manager expresses that to his employees nor exhibits it from what I have seen.
- We have not received an update on cross training between departments if it exists.

Verbal comments made during meeting:

Josh Piteo: Not all department heads are communicating at the level that they should be and sometimes they don't cross over as well. Some need to be looked at.

Professionalism

James Brown: Mike has conducted himself in a manner that shows complete job knowledge.

Melissa Engel: Involvement with local and state agencies is very helpful and useful to our community. His attendance at meetings and the many hours he spends amongst our community is admirable.

Kevin Reich: The Town Manager is approachable, attends many activities throughout the community and the region, is well spoken, correspondences are professionally written and has earned the respect of his colleagues. It is without question he gives of his time. I am always in awe of how understanding his family is when he is away representing the community.

Josh Piteo: No written comment.

Patience Anderson: No written comment.

Mark Philhower: Does a good job. Take directions well.

Theodore Hintz: No written comment.

Verbal comments made at meeting:

Mark Philhower: Good job representing the Town.

Melissa Engel: Mike's official standing in regional and state groups that he participates in shows that he is well respected among his peers.

Josh Piteo: Echoed Melissa's comments.

James Brown: Changed his rating to above average. Added that Mike has grown well into the position. He has done an outstanding job for East Hampton and with his knowledge of the job, they would have to go a long way to get someone up to the speed where Mike is at.

Additional written comments by Patience Anderson

I'm impressed with the growth, maturity and progress Mike has made in the time I've known him as a Council member.

Year after year he demonstrates his commitment and devotion to East Hampton. He has a strong work ethic.

Michael provides a good balance of direction and autonomy to his staff and department heads. He gives credit where it's due and he supports his staff by ensuring they have the necessary tools to be successful.

Michael works very hard every day, attends numerous meetings and has earned the respect and confidence of his peers.

It can't be easy having "7" supervisors, all with differing communication styles, opinions and political persuasions. Michael does a very good job keeping the lines of communication open to all councilors who take the opportunity. His door is always open.

Michael understands the difference between politics and good governance. He does a great job for our Town and deserves our appreciation and our support.



CAO Salary and Compensation, 2016 Survey Summary Report of Results

Introduction

Each year, ICMA conducts a survey of member chief administrative officers (CAOs) to collect information on the salary and compensation of public managers across the United States. Launched in November 2016, the CAO Salary and Compensation 2016 Survey was emailed to 3,148 ICMA member CAOs and completed by 1,034 members, which yields to a response rate of 32.8%.

The survey was administered electronically, via an email invitation containing a hyperlink to the online questionnaire. Of the 1,034 respondents, 88.3% represented cities or city-type governments, 10.4% represented county governments, and 3.8% represented councils of government or special districts. The respondents represent 47 of the 50 states (no responses were received from Hawaii, Mississippi, or Vermont).

Topics covered in this survey include base annual salary, additional compensation, health insurance and other benefits, and compensation decision making and transparency. ICMA is pleased to provide the results of this survey as an exclusive member benefit.

Survey Highlights

The key findings of ICMA's CAO Salary and Compensation 2016 Survey are as follows.

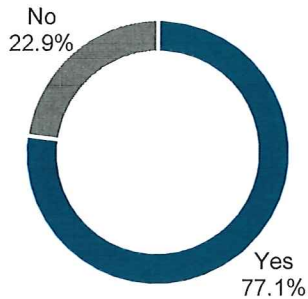
Base Salary

Among all survey respondents, the median annual base salary in 2016 was \$129,062. Among city CAOs, the median base salary was \$126,699, an increase of 1.4% over the 2015 city median. Among county CAOs, the median base salary was \$145,279, an increase of 3.8% over the 2015 county median.

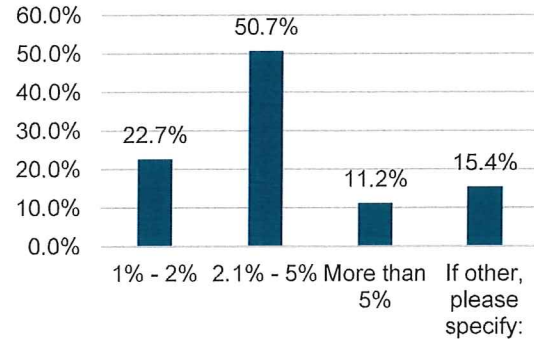
Population Group	City CAO Median Salary	County CAO Median Salary
Total	\$126,699	\$145,279
Over 1 million	283,500	320,284
500,000 to 1 million	254,054	204,250
250,000 to 499,999	224,663	193,200
100,000 to 249,999	220,000	155,540
50,000 to 99,999	186,000	146,300
25,000 to 49,999	154,500	113,000
10,000 to 24,999	132,100	121,488
5,000 to 9,999	108,000	103,000
2,500 to 4,999	93,000	159,000
Under 2,500	76,300	-

More than three-fourths (77.1%) of survey respondents reported that they received a salary increase in 2015. Increases between 2.1% and 5.0% accounted for more than half (50.7%) of reported base pay increases in 2015.

Did you receive an increase to your base salary in 2015?



Please select the answer that best represents the change in your base salary in 2015



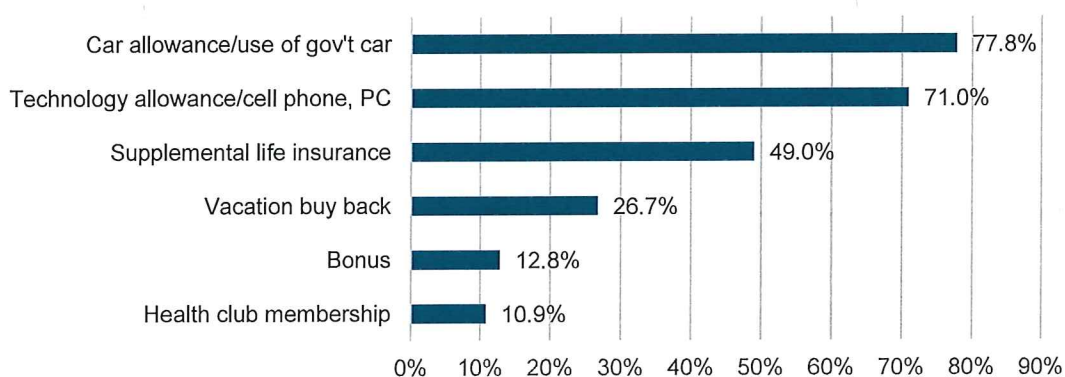
A small majority (50.3%) of respondents reported that their base salary is not publicly accessible on the local government's website. Jurisdictions with larger populations were generally more likely to make CAO base salary publicly accessible online.

Appendix A and Appendix B list the average, median, minimum, and maximum salaries for cities and counties, respectively, by population group within each state.

Additional Compensation

The median amount of additional compensation above base salary reported by survey respondents in 2016 (for calendar year 2015) was \$2,000. The median among city CAOs was \$2,115, while the median among county CAOs was \$1,250. The most commonly reported sources of additional compensation were car allowances and phone or technology allowances.

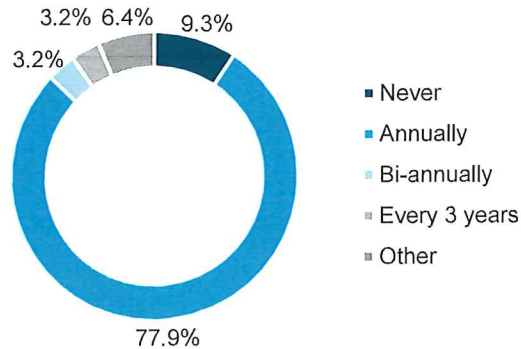
Did you receive any of the following additional compensation beyond base salary?



Salary and Performance Review

Survey responses reveal that annual salary reviews are far more common than biannual or triannual reviews. More than three-fourths (77.9%) of responding CAOs receive annual salary reviews compared to less than 5.0% each reporting biannual or triannual salary reviews.

How often do you receive a salary review?

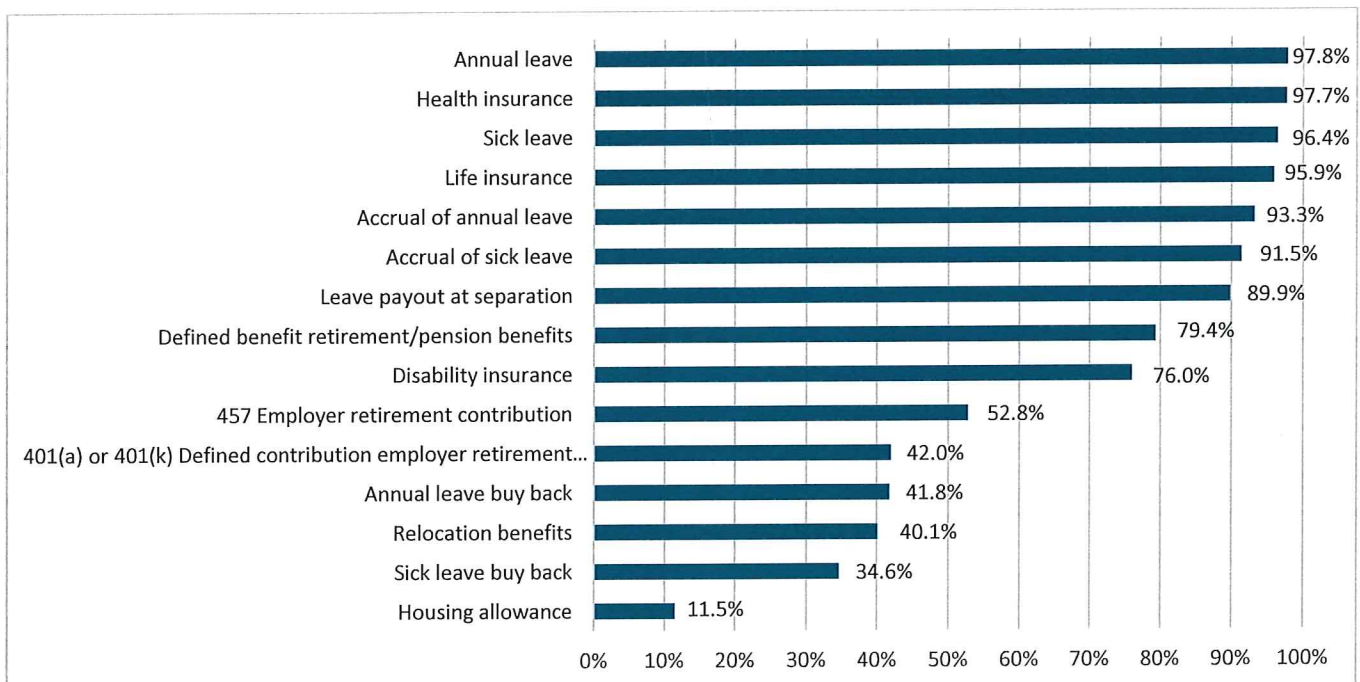


A large majority (84.9%) of responding CAOs reported that they receive at least an annual performance evaluation. A smaller majority (65.6%) reported that changes to their compensation are linked to the results of their performance evaluation.

Benefits

With regard to employee benefits, paid leave and health insurance were the most commonly received by responding CAOs. Almost four in five (79.4%) CAOs reported receiving a defined benefit pension/retirement plan, while just over half (52.8%) reported receiving a defined contribution toward a 457 plan, and less than half (42.0%) reported receiving a defined contribution toward a 401(a) or 401(k) plan.

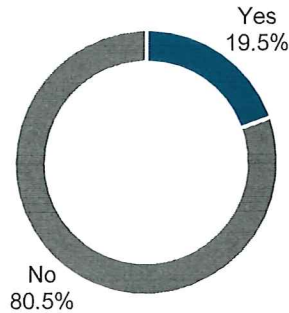
Please identify which benefits you receive.



Compensation Decision Making and Transparency

Among responding CAOs, 95.7% reported that all decisions regarding their compensation package are made by the entire governing body. Two-thirds of respondents (66.4%) reported that the total value of their compensation package has been calculated and presented to the governing body. Less than one in five respondents (19.5%) reported that their employment agreement or contract is posted on the local government website.

Is your employment agreement or contract posted on the local government website?



For More Information

The results of ICMA CAO Salary and Compensation surveys are available as a benefit of ICMA membership. For more information on this survey, or survey results from previous years, please visit www.icma.org or e-mail surveyresearch@icma.org.

About ICMA

ICMA, the International City/County Management Association, advances professional local government worldwide. Our mission is to advance professional local government through leadership, management, innovation, and ethics. ICMA provides member support; publications; data and information; peer and results-oriented assistance; and training and professional development to more than 10,500 city, town, and county experts and other individuals and organizations throughout the world. The management decisions made by ICMA's members affect millions of individuals living in thousands of communities, from small villages and towns to large metropolitan areas.

Appendix A: City CAO Base Salaries by State and Population, 2016

State	Population Group	Number Reporting	Annual Base Salary			
			Mean	Median	Minimum	Maximum
Alabama	Total	4	\$173,925	\$168,850	\$163,000	\$195,000
	50,000 to 99,999	1	\$195,000	\$195,000	\$195,000	\$195,000
	25,000 to 49,999	2	\$164,500	\$164,500	\$163,000	\$166,000
	10,000 to 24,999	1	\$171,700	\$171,700	\$171,700	\$171,700
Alaska	Total	5	\$119,000	\$120,000	\$108,000	\$130,000
	5,000 to 9,999	1	\$108,000	\$108,000	\$108,000	\$108,000
	2,500 to 4,999	3	\$122,333	\$121,000	\$116,000	\$130,000
	Under 2,500	1	\$120,000	\$120,000	\$120,000	\$120,000
Arizona	Total	18	\$160,827	\$146,500	\$90,000	\$315,000
	Over 1,000,000	1	\$315,000	\$315,000	\$315,000	\$315,000
	100,000 to 249,999	2	\$231,500	\$231,500	\$215,000	\$248,000
	50,000 to 99,999	1	\$167,500	\$167,500	\$167,500	\$167,500
	25,000 to 49,999	5	\$160,263	\$155,724	\$127,500	\$195,000
	10,000 to 24,999	3	\$155,296	\$143,000	\$134,000	\$188,888
	5,000 to 9,999	4	\$125,547	\$122,500	\$118,461	\$138,726
	2,500 to 4,999	2	\$90,000	\$90,000	\$90,000	\$90,000
Arkansas	Total	3	\$112,750	\$119,600	\$88,650	\$130,000
	50,000 to 99,999	1	\$130,000	\$130,000	\$130,000	\$130,000
	10,000 to 24,999	2	\$104,125	\$104,125	\$88,650	\$119,600
California	Total	67	\$206,626	\$217,904	\$80,000	\$303,000
	250,000 to 499,999	2	\$261,000	\$261,000	\$219,000	\$303,000
	100,000 to 249,999	12	\$252,393	\$249,237	\$212,000	\$292,777
	50,000 to 99,999	16	\$229,506	\$233,000	\$196,636	\$275,000
	25,000 to 49,999	14	\$214,880	\$221,750	\$167,000	\$234,645
	10,000 to 24,999	13	\$175,091	\$169,600	\$117,000	\$232,155
	5,000 to 9,999	4	\$149,964	\$157,000	\$109,854	\$176,000
	2,500 to 4,999	3	\$129,266	\$103,437	\$93,500	\$190,860
	Under 2,500	3	\$116,333	\$80,000	\$80,000	\$189,000
Colorado	Total	35	\$137,905	\$142,000	\$65,000	\$248,000
	250,000 to 499,999	1	\$201,192	\$201,192	\$201,192	\$201,192
	100,000 to 249,999	2	\$233,681	\$233,681	\$219,361	\$248,000
	25,000 to 49,999	5	\$161,176	\$166,325	\$136,553	\$175,100
	10,000 to 24,999	7	\$151,582	\$156,000	\$113,000	\$178,000
	5,000 to 9,999	9	\$128,689	\$119,000	\$88,000	\$197,487
	2,500 to 4,999	3	\$135,467	\$150,800	\$102,600	\$153,000
	Under 2,500	8	\$90,821	\$80,546	\$65,000	\$142,000
Connecticut	Total	11	\$143,553	\$142,000	\$114,842	\$169,500
	25,000 to 49,999	5	\$142,200	\$137,000	\$120,000	\$169,500
	10,000 to 24,999	5	\$150,648	\$157,000	\$129,062	\$164,480
	2,500 to 4,999	1	\$114,842	\$114,842	\$114,842	\$114,842
Delaware	Total	5	\$110,293	\$115,763	\$64,000	\$148,000
	25,000 to 49,999	2	\$138,852	\$138,852	\$129,704	\$148,000
	5,000 to 9,999	1	\$115,763	\$115,763	\$115,763	\$115,763
	Under 2,500	2	\$79,000	\$79,000	\$64,000	\$94,000

State	Population Group	Number Reporting	Annual Base Salary			
			Mean	Median	Minimum	Maximum
Florida	Total	54	\$151,126	\$147,000	\$59,000	\$302,000
	500,000 to 1,000,000	1	\$178,000	\$178,000	\$178,000	\$178,000
	250,000 to 499,999	1	\$224,663	\$224,663	\$224,663	\$224,663
	100,000 to 249,999	2	\$222,254	\$222,254	\$196,757	\$247,751
	50,000 to 99,999	6	\$190,883	\$164,435	\$151,778	\$302,000
	25,000 to 49,999	5	\$203,010	\$200,000	\$157,531	\$252,000
	10,000 to 24,999	18	\$149,343	\$146,000	\$98,085	\$203,143
	5,000 to 9,999	13	\$129,915	\$120,000	\$70,000	\$198,900
	2,500 to 4,999	5	\$96,845	\$100,231	\$81,994	\$107,000
	Under 2,500	3	\$97,333	\$103,000	\$59,000	\$130,000
Georgia	Total	27	\$138,848	\$138,250	\$65,539	\$238,000
	100,000 to 249,999	3	\$183,808	\$172,000	\$141,423	\$238,000
	50,000 to 99,999	2	\$186,000	\$186,000	\$177,000	\$195,000
	25,000 to 49,999	5	\$155,226	\$155,130	\$126,000	\$180,000
	10,000 to 24,999	9	\$136,529	\$132,625	\$118,586	\$170,000
	5,000 to 9,999	3	\$129,073	\$132,220	\$110,000	\$145,000
	2,500 to 4,999	3	\$91,167	\$95,000	\$78,500	\$100,000
	Under 2,500	2	\$78,770	\$78,770	\$65,539	\$92,000
Idaho	Total	5	\$111,808	\$103,000	\$94,050	\$130,345
	25,000 to 49,999	1	\$130,100	\$130,100	\$130,100	\$130,100
	10,000 to 24,999	1	\$103,000	\$103,000	\$103,000	\$103,000
	5,000 to 9,999	2	\$97,798	\$97,798	\$94,050	\$101,546
	Under 2,500	1	\$130,345	\$130,345	\$130,345	\$130,345
Illinois	Total	62	\$144,609	\$150,000	\$70,543	\$228,500
	100,000 to 249,999	1	\$188,700	\$188,700	\$188,700	\$188,700
	50,000 to 99,999	6	\$192,381	\$189,405	\$159,650	\$225,642
	25,000 to 49,999	11	\$178,700	\$175,000	\$165,000	\$215,775
	10,000 to 24,999	21	\$142,567	\$147,864	\$70,543	\$228,500
	5,000 to 9,999	16	\$124,100	\$111,000	\$81,151	\$196,650
	2,500 to 4,999	6	\$108,806	\$107,791	\$81,300	\$138,983
	Under 2,500	1	\$72,500	\$72,500	\$72,500	\$72,500
Indiana	Total	5	\$95,589	\$95,000	\$72,945	\$109,000
	25,000 to 49,999	1	\$95,000	\$95,000	\$95,000	\$95,000
	10,000 to 24,999	3	\$103,333	\$108,000	\$93,000	\$109,000
	2,500 to 4,999	1	\$72,945	\$72,945	\$72,945	\$72,945
Iowa	Total	33	\$120,558	\$107,000	\$60,000	\$218,406
	50,000 to 99,999	4	\$184,490	\$179,000	\$161,555	\$218,406
	25,000 to 49,999	3	\$151,126	\$147,500	\$144,600	\$161,277
	10,000 to 24,999	7	\$141,559	\$150,000	\$93,000	\$197,430
	5,000 to 9,999	10	\$104,212	\$106,000	\$60,000	\$125,000
	2,500 to 4,999	7	\$84,151	\$80,000	\$70,000	\$96,500
	Under 2,500	2	\$82,500	\$82,500	\$80,000	\$85,000
Kansas	Total	27	\$117,118	\$105,000	\$60,000	\$219,300
	100,000 to 249,999	4	\$194,500	\$191,850	\$175,000	\$219,300
	50,000 to 99,999	1	\$145,935	\$145,935	\$145,935	\$145,935
	25,000 to 49,999	2	\$139,727	\$139,727	\$130,746	\$148,707
	10,000 to 24,999	4	\$127,636	\$126,300	\$110,552	\$147,393
	5,000 to 9,999	4	\$105,250	\$102,500	\$94,000	\$122,000

State	Population Group	Number Reporting	Annual Base Salary			
			Mean	Median	Minimum	Maximum
Kansas, cont.	2,500 to 4,999	9	\$91,950	\$93,700	\$65,000	\$120,000
	Under 2,500	3	\$66,571	\$60,000	\$60,000	\$79,712
Kentucky	Total	3	\$92,720	\$93,661	\$80,500	\$104,000
	25,000 to 49,999	1	\$93,661	\$93,661	\$93,661	\$93,661
	5,000 to 9,999	2	\$92,250	\$92,250	\$80,500	\$104,000
Maine	Total	13	\$100,932	\$87,735	\$63,985	\$166,400
	50,000 to 99,999	1	\$166,400	\$166,400	\$166,400	\$166,400
	25,000 to 49,999	1	\$130,000	\$130,000	\$130,000	\$130,000
	10,000 to 24,999	2	\$119,841	\$119,841	\$119,681	\$120,000
	5,000 to 9,999	4	\$97,242	\$93,868	\$83,232	\$118,000
	2,500 to 4,999	4	\$80,769	\$80,786	\$75,000	\$86,505
	Under 2,500	1	\$63,985	\$63,985	\$63,985	\$63,985
Maryland	Total	10	\$132,676	\$126,750	\$84,856	\$181,350
	50,000 to 99,999	1	\$181,350	\$181,350	\$181,350	\$181,350
	25,000 to 49,999	1	\$149,000	\$149,000	\$149,000	\$149,000
	10,000 to 24,999	5	\$140,580	\$135,000	\$105,000	\$180,400
	2,500 to 4,999	2	\$89,428	\$89,428	\$84,856	\$94,000
	Under 2,500	1	\$114,655	\$114,655	\$114,655	\$114,655
Massachusetts	Total	38	\$148,384	\$144,400	\$85,000	\$200,000
	25,000 to 49,999	7	\$166,891	\$152,124	\$142,800	\$200,000
	10,000 to 24,999	21	\$152,639	\$156,895	\$103,020	\$198,632
	5,000 to 9,999	7	\$129,420	\$129,498	\$85,000	\$177,000
	2,500 to 4,999	2	\$113,500	\$113,500	\$112,000	\$115,000
	Under 2,500	1	\$132,000	\$132,000	\$132,000	\$132,000
Michigan	Total	52	\$98,905	\$95,041	\$52,000	\$215,000
	100,000 to 249,999	2	\$184,359	\$184,359	\$153,717	\$215,000
	50,000 to 99,999	2	\$134,848	\$134,848	\$131,325	\$138,370
	25,000 to 49,999	6	\$115,348	\$118,938	\$100,000	\$125,213
	10,000 to 24,999	12	\$105,472	\$106,895	\$92,700	\$120,328
	5,000 to 9,999	10	\$102,911	\$98,625	\$70,000	\$134,500
	2,500 to 4,999	12	\$82,286	\$81,000	\$61,000	\$101,100
	Under 2,500	8	\$64,219	\$62,500	\$52,000	\$80,000
Minnesota	Total	33	\$112,385	\$116,563	\$49,000	\$148,500
	50,000 to 99,999	1	\$148,500	\$148,500	\$148,500	\$148,500
	25,000 to 49,999	4	\$142,153	\$142,338	\$137,738	\$146,200
	10,000 to 24,999	10	\$129,012	\$127,392	\$107,474	\$146,800
	5,000 to 9,999	6	\$110,123	\$110,683	\$91,445	\$131,610
	2,500 to 4,999	5	\$103,658	\$103,000	\$81,000	\$134,004
	Under 2,500	7	\$74,635	\$83,000	\$49,000	\$95,053
Missouri	Total	29	\$117,009	\$120,000	\$57,500	\$205,000
	100,000 to 249,999	1	\$205,000	\$205,000	\$205,000	\$205,000
	50,000 to 99,999	1	\$141,000	\$141,000	\$141,000	\$141,000
	25,000 to 49,999	6	\$141,305	\$142,175	\$125,000	\$158,197
	10,000 to 24,999	11	\$111,337	\$110,000	\$86,195	\$142,030
	5,000 to 9,999	4	\$127,328	\$126,461	\$85,000	\$171,388
	2,500 to 4,999	5	\$81,582	\$62,500	\$57,886	\$122,522
Under 2,500	1	\$57,500	\$57,500	\$57,500	\$57,500	

State	Population Group	Number Reporting	Annual Base Salary			
			Mean	Median	Minimum	Maximum
Montana	Total	5	\$114,571	\$125,630	\$63,000	\$155,000
	100,000 to 249,999	1	\$155,000	\$155,000	\$155,000	\$155,000
	50,000 to 99,999	1	\$125,630	\$125,630	\$125,630	\$125,630
	5,000 to 9,999	2	\$114,612	\$114,612	\$98,850	\$130,374
	2,500 to 4,999	1	\$63,000	\$63,000	\$63,000	\$63,000
Nebraska	Total	8	\$111,993	\$100,968	\$55,000	\$194,334
	25,000 to 49,999	1	\$194,334	\$194,334	\$194,334	\$194,334
	10,000 to 24,999	2	\$115,976	\$115,976	\$88,000	\$143,952
	5,000 to 9,999	2	\$106,362	\$106,362	\$92,878	\$119,845
	2,500 to 4,999	2	\$100,968	\$100,968	\$96,183	\$105,752
	Under 2,500	1	\$55,000	\$55,000	\$55,000	\$55,000
Nevada	Total	2	\$222,750	\$182,000	\$182,000	\$263,500
	500,000 to 1,000,000	1	\$263,500	\$263,500	\$263,500	\$263,500
	100,000 to 249,999	1	\$182,000	\$91,000	\$182,000	\$182,000
New Hampshire	Total	9	\$91,599	\$97,617	\$63,500	\$125,000
	25,000 to 49,999	1	\$114,500	\$114,500	\$114,500	\$114,500
	10,000 to 24,999	1	\$125,000	\$125,000	\$125,000	\$125,000
	5,000 to 9,999	3	\$92,145	\$97,617	\$81,000	\$97,818
	2,500 to 4,999	2	\$73,000	\$73,000	\$68,000	\$78,000
	Under 2,500	2	\$81,229	\$81,229	\$63,500	\$98,957
New Jersey	Total	5	\$137,454	\$135,000	\$112,000	\$162,000
	25,000 to 49,999	1	\$126,501	\$126,501	\$126,501	\$126,501
	10,000 to 24,999	2	\$156,884	\$156,884	\$151,768	\$162,000
	2,500 to 4,999	2	\$123,500	\$123,500	\$112,000	\$135,000
New Mexico	Total	5	\$135,401	\$120,000	\$103,247	\$182,000
	25,000 to 49,999	3	\$154,920	\$162,760	\$120,000	\$182,000
	10,000 to 24,999	2	\$106,124	\$106,124	\$103,247	\$109,000
New York	Total	8	\$155,369	\$161,600	\$91,035	\$212,048
	50,000 to 99,999	1	\$212,048	\$212,048	\$212,048	\$212,048
	25,000 to 49,999	1	\$107,000	\$107,000	\$107,000	\$107,000
	10,000 to 24,999	1	\$208,050	\$208,050	\$208,050	\$208,050
	5,000 to 9,999	4	\$138,095	\$102,000	\$91,035	\$197,744
	2,500 to 4,999	1	\$163,472	\$163,472	\$163,472	\$163,472
North Carolina	Total	40	\$110,626	\$97,796	\$45,000	\$239,526
	250,000 to 499,999	1	\$239,526	\$239,526	\$239,526	\$239,526
	100,000 to 249,999	1	\$220,000	\$220,000	\$220,000	\$220,000
	50,000 to 99,999	2	\$193,072	\$193,072	\$189,000	\$197,144
	25,000 to 49,999	1	\$145,000	\$145,000	\$145,000	\$145,000
	10,000 to 24,999	8	\$135,525	\$140,795	\$87,600	\$177,960
	5,000 to 9,999	8	\$102,575	\$97,796	\$71,757	\$144,000
	2,500 to 4,999	7	\$84,845	\$78,592	\$57,000	\$137,017
	Under 2,500	12	\$77,970	\$72,300	\$45,000	\$136,887
North Dakota	Total	1	\$142,000	\$142,000	\$142,000	\$142,000
	10,000 to 24,999	1	\$142,000	\$142,000	\$142,000	\$142,000
Ohio	Total	39	\$112,284	\$110,344	\$65,000	\$176,000
	50,000 to 99,999	3	\$139,760	\$140,780	\$102,500	\$176,000
	25,000 to 49,999	7	\$116,035	\$107,000	\$67,295	\$150,000
	10,000 to 24,999	10	\$118,247	\$119,751	\$90,000	\$127,345

State	Population Group	Number Reporting	Annual Base Salary			
			Mean	Median	Minimum	Maximum
Ohio, cont.	5,000 to 9,999	10	\$112,546	\$103,511	\$94,562	\$160,000
	2,500 to 4,999	6	\$95,722	\$98,100	\$71,774	\$127,000
	Under 2,500	3	\$89,673	\$69,320	\$65,000	\$134,700
Oklahoma	Total	17	\$122,758	\$123,000	\$60,000	\$244,608
	500,000 to 1,000,000	1	\$244,608	\$244,608	\$244,608	\$244,608
	50,000 to 99,999	1	\$165,400	\$165,400	\$165,400	\$165,400
	25,000 to 49,999	3	\$131,895	\$131,000	\$123,000	\$141,685
	10,000 to 24,999	3	\$128,333	\$129,000	\$126,000	\$130,000
	5,000 to 9,999	4	\$112,903	\$111,930	\$103,000	\$124,752
	2,500 to 4,999	4	\$93,646	\$102,291	\$60,000	\$110,000
	Under 2,500	1	\$70,000	\$70,000	\$70,000	\$70,000
Oregon	Total	22	\$122,351	\$121,978	\$62,400	\$210,000
	100,000 to 249,999	1	\$210,000	\$210,000	\$210,000	\$210,000
	50,000 to 99,999	1	\$137,806	\$137,806	\$137,806	\$137,806
	25,000 to 49,999	2	\$167,434	\$167,434	\$167,000	\$167,867
	10,000 to 24,999	5	\$131,620	\$131,000	\$117,000	\$141,000
	5,000 to 9,999	7	\$120,962	\$117,926	\$106,650	\$137,950
	2,500 to 4,999	3	\$99,284	\$91,296	\$85,000	\$121,555
	Under 2,500	3	\$68,787	\$65,000	\$62,400	\$78,961
Pennsylvania	Total	37	\$115,731	\$109,484	\$57,500	\$182,255
	50,000 to 99,999	1	\$182,255	\$182,255	\$182,255	\$182,255
	25,000 to 49,999	8	\$134,478	\$135,000	\$108,000	\$148,000
	10,000 to 24,999	16	\$122,789	\$115,754	\$92,500	\$169,750
	5,000 to 9,999	10	\$87,323	\$87,210	\$57,500	\$105,500
	2,500 to 4,999	2	\$102,431	\$102,431	\$100,800	\$104,062
Rhode Island	Total	5	\$129,799	\$125,600	\$111,500	\$165,000
	25,000 to 49,999	2	\$142,500	\$142,500	\$120,000	\$165,000
	10,000 to 24,999	2	\$126,248	\$126,248	\$125,600	\$126,896
	5,000 to 9,999	1	\$111,500	\$111,500	\$111,500	\$111,500
South Carolina	Total	15	\$122,148	\$127,500	\$60,000	\$177,975
	25,000 to 49,999	3	\$160,992	\$175,000	\$130,000	\$177,975
	10,000 to 24,999	3	\$134,747	\$135,240	\$115,000	\$154,000
	5,000 to 9,999	6	\$104,850	\$104,250	\$88,000	\$129,800
	2,500 to 4,999	3	\$105,299	\$127,500	\$60,000	\$128,398
South Dakota	Total	4	\$104,125	\$106,910	\$80,175	\$122,504
	10,000 to 24,999	2	\$117,662	\$117,662	\$112,819	\$122,504
	5,000 to 9,999	1	\$101,000	\$101,000	\$101,000	\$101,000
	Under 2,500	1	\$80,175	\$80,175	\$80,175	\$80,175
Tennessee	Total	7	\$126,121	\$130,500	\$72,000	\$170,456
	25,000 to 49,999	1	\$170,456	\$170,456	\$170,456	\$170,456
	10,000 to 24,999	4	\$122,431	\$122,750	\$110,000	\$134,222
	5,000 to 9,999	2	\$111,334	\$111,334	\$72,000	\$150,668
Texas	Total	57	\$168,192	\$159,500	\$79,500	\$315,000
	Over 1,000,000	1	\$252,000	\$252,000	\$252,000	\$252,000
	500,000 to 1,000,000	1	\$315,000	\$315,000	\$315,000	\$315,000
	250,000 to 499,999	2	\$249,000	\$249,000	\$220,000	\$278,000
	100,000 to 249,999	3	\$246,661	\$238,000	\$225,000	\$276,983
	50,000 to 99,999	5	\$230,011	\$223,510	\$186,000	\$292,500

State	Population Group	Number Reporting	Annual Base Salary			
			Mean	Median	Minimum	Maximum
Texas, cont.	25,000 to 49,999	10	\$187,276	\$182,901	\$154,289	\$226,526
	10,000 to 24,999	17	\$152,263	\$150,800	\$113,000	\$210,000
	5,000 to 9,999	9	\$130,372	\$130,000	\$100,000	\$159,500
	2,500 to 4,999	7	\$111,973	\$108,222	\$79,500	\$179,837
	Under 2,500	2	\$106,750	\$106,750	\$92,000	\$121,500
Utah	Total	11	\$124,690	\$127,500	\$69,500	\$160,000
	100,000 to 249,999	1	\$148,491	\$148,491	\$148,491	\$148,491
	50,000 to 99,999	1	\$160,000	\$160,000	\$160,000	\$160,000
	25,000 to 49,999	5	\$124,121	\$124,104	\$110,000	\$135,000
	10,000 to 24,999	1	\$140,000	\$140,000	\$140,000	\$140,000
	5,000 to 9,999	1	\$158,000	\$158,000	\$158,000	\$158,000
	2,500 to 4,999	1	\$75,000	\$75,000	\$75,000	\$75,000
	Under 2,500	1	\$69,500	\$69,500	\$69,500	\$69,500
Virginia	Total	20	\$146,561	\$148,950	\$40,000	\$267,000
	100,000 to 249,999	1	\$267,000	\$267,000	\$267,000	\$267,000
	50,000 to 99,999	1	\$210,000	\$210,000	\$210,000	\$210,000
	25,000 to 49,999	4	\$176,854	\$184,428	\$150,841	\$187,720
	10,000 to 24,999	6	\$150,373	\$150,118	\$122,000	\$188,000
	5,000 to 9,999	5	\$125,953	\$140,000	\$95,363	\$150,000
	2,500 to 4,999	1	\$78,795	\$78,795	\$78,795	\$78,795
	Under 2,500	2	\$68,000	\$68,000	\$40,000	\$96,000
Washington	Total	17	\$151,361	\$153,000	\$98,000	\$183,872
	50,000 to 99,999	4	\$175,641	\$173,066	\$172,560	\$183,872
	10,000 to 24,999	11	\$148,416	\$150,000	\$115,500	\$174,000
	5,000 to 9,999	1	\$140,000	\$140,000	\$140,000	\$140,000
	Under 2,500	1	\$98,000	\$98,000	\$98,000	\$98,000
West Virginia	Total	1	\$102,000	\$102,000	\$102,000	\$102,000
	10,000 to 24,999	1	\$102,000	\$102,000	\$102,000	\$102,000
Wisconsin	Total	33	\$100,885	\$97,649	\$65,000	\$170,760
	50,000 to 99,999	1	\$170,760	\$170,760	\$170,760	\$170,760
	25,000 to 49,999	2	\$142,500	\$142,500	\$135,000	\$150,000
	10,000 to 24,999	10	\$118,516	\$120,446	\$98,039	\$131,060
	5,000 to 9,999	8	\$87,810	\$89,611	\$65,000	\$100,256
	2,500 to 4,999	6	\$88,627	\$84,357	\$75,000	\$108,400
	Under 2,500	6	\$75,672	\$68,750	\$65,000	\$112,912
Wyoming	Total	2	\$94,250	\$94,250	\$75,000	\$113,500
	10,000 to 24,999	1	\$113,500	\$113,500	\$113,500	\$113,500
	2,500 to 4,999	1	\$75,000	\$75,000	\$75,000	\$75,000

Appendix B: County CAO Base Salaries by State and Population, 2016

State	Population Group	Number reporting	Annual Base Salary			
			Mean	Median	Minimum	Maximum
Alabama	Total	2	\$177,500	\$177,500	\$116,000	\$239,000
	500,000 to 1,000,000	1	\$239,000	\$239,000	\$239,000	\$239,000
	25,000 to 49,999	1	\$116,000	\$116,000	\$116,000	\$116,000
Alaska	Total	1	\$159,000	\$159,000	\$159,000	\$159,000
	2,500 to 4,999	1	\$159,000	\$159,000	\$159,000	\$159,000
Arizona	Total	2	\$159,540	\$159,540	\$151,080	\$168,000
	100,000 to 249,999	2	\$159,540	\$159,540	\$151,080	\$168,000
California	Total	4	\$253,409	\$256,804	\$181,104	\$318,926
	Over 1,000,000	1	\$318,926	\$318,926	\$318,926	\$318,926
	250,000 to 499,999	1	\$267,607	\$267,607	\$267,607	\$267,607
	100,000 to 249,999	2	\$213,552	\$213,552	\$181,104	\$246,000
Colorado	Total	10	\$158,199	\$155,621	\$112,414	\$203,975
	500,000 to 1,000,000	1	\$169,500	\$169,500	\$169,500	\$169,500
	250,000 to 499,999	2	\$186,915	\$186,915	\$169,855	\$203,975
	50,000 to 99,999	2	\$162,500	\$162,500	\$145,000	\$180,000
	10,000 to 24,999	4	\$143,414	\$152,000	\$112,414	\$157,241
	5,000 to 9,999	1	\$140,000	\$140,000	\$140,000	\$140,000
Florida	Total	4	\$156,920	\$146,540	\$124,600	\$210,000
	100,000 to 249,999	1	\$210,000	\$210,000	\$210,000	\$210,000
	50,000 to 99,999	1	\$167,150	\$167,150	\$167,150	\$167,150
	25,000 to 49,999	2	\$125,265	\$125,265	\$124,600	\$125,930
Georgia	Total	10	\$142,580	\$146,800	\$69,000	\$260,000
	500,000 to 1,000,000	1	\$260,000	\$260,000	\$260,000	\$260,000
	100,000 to 249,999	3	\$164,333	\$160,000	\$146,000	\$187,000
	50,000 to 99,999	3	\$142,057	\$147,600	\$115,000	\$163,571
	25,000 to 49,999	1	\$97,375	\$97,375	\$97,375	\$97,375
	10,000 to 24,999	2	\$74,625	\$74,625	\$69,000	\$80,250
Idaho	Total	1	\$155,400	\$155,400	\$155,400	\$155,400
	10,000 to 24,999	1	\$155,400	\$155,400	\$155,400	\$155,400
Illinois	Total	3	\$146,650	\$140,000	\$119,950	\$180,000
	250,000 to 499,999	1	\$180,000	\$180,000	\$180,000	\$180,000
	100,000 to 249,999	2	\$129,975	\$129,975	\$119,950	\$140,000
Kansas	Total	3	\$101,240	\$100,971	\$100,000	\$102,748
	50,000 to 99,999	1	\$100,971	\$100,971	\$100,971	\$100,971
	25,000 to 49,999	2	\$101,374	\$101,374	\$100,000	\$102,748
Louisiana	Total	1	\$180,834	\$180,834	\$180,834	\$180,834
	100,000 to 249,999	1	\$180,834	\$180,834	\$180,834	\$180,834
Maryland	Total	2	\$120,888	\$120,888	\$113,000	\$128,775
	25,000 to 49,999	2	\$120,888	\$120,888	\$113,000	\$128,775
Michigan	Total	9	\$120,190	\$126,464	\$77,500	\$167,202
	500,000 to 1,000,000	1	\$167,202	\$167,202	\$167,202	\$167,202
	250,000 to 499,999	2	\$148,010	\$148,010	\$138,269	\$157,750
	100,000 to 249,999	1	\$138,317	\$138,317	\$138,317	\$138,317
	50,000 to 99,999	2	\$111,086	\$111,086	\$95,707	\$126,464
	25,000 to 49,999	2	\$90,250	\$90,250	\$82,500	\$98,000
	10,000 to 24,999	1	\$77,500	\$77,500	\$77,500	\$77,500

State	Population Group	Number reporting	Annual Base Salary			
			Mean	Median	Minimum	Maximum
Minnesota	Total	3	\$116,079	\$118,000	\$111,488	\$118,750
	25,000 to 49,999	2	\$114,744	\$114,744	\$111,488	\$118,000
	10,000 to 24,999	1	\$118,750	\$118,750	\$118,750	\$118,750
Missouri	Total	1	\$108,200	\$108,200	\$108,200	\$108,200
	100,000 to 249,999	1	\$108,200	\$108,200	\$108,200	\$108,200
Nevada	Total	1	\$224,000	\$224,000	\$224,000	\$224,000
	250,000 to 499,999	1	\$224,000	\$224,000	\$224,000	\$224,000
New Hampshire	Total	1	\$104,000	\$104,000	\$104,000	\$104,000
	100,000 to 249,999	1	\$104,000	\$104,000	\$104,000	\$104,000
New Mexico	Total	3	\$184,283	\$186,000	\$176,300	\$190,550
	50,000 to 99,999	2	\$183,425	\$183,425	\$176,300	\$190,550
	10,000 to 24,999	1	\$186,000	\$186,000	\$186,000	\$186,000
New York	Total	6	\$124,919	\$127,171	\$100,000	\$145,000
	100,000 to 249,999	1	\$136,341	\$136,341	\$136,341	\$136,341
	50,000 to 99,999	3	\$134,333	\$140,000	\$118,000	\$145,000
	25,000 to 49,999	2	\$105,086	\$105,086	\$100,000	\$110,171
	10,000 to 24,999	1	\$186,000	\$186,000	\$186,000	\$186,000
North Carolina	Total	11	\$157,479	\$176,000	\$99,000	\$206,170
	250,000 to 499,999	2	\$199,685	\$199,685	\$193,200	\$206,170
	100,000 to 249,999	4	\$173,113	\$179,500	\$133,000	\$200,450
	50,000 to 99,999	3	\$147,483	\$149,000	\$112,086	\$181,362
	25,000 to 49,999	1	\$99,000	\$99,000	\$99,000	\$99,000
	5,000 to 9,999	1	\$99,000	\$99,000	\$99,000	\$99,000
North Dakota	Total	1	\$128,750	\$128,750	\$128,750	\$128,750
	10,000 to 24,999	1	\$128,750	\$128,750	\$128,750	\$128,750
Ohio	Total	1	\$130,000	\$130,000	\$130,000	\$130,000
	100,000 to 249,999	1	\$130,000	\$130,000	\$130,000	\$130,000
Oregon	Total	2	\$186,255	\$186,255	\$182,510	\$190,000
	250,000 to 499,999	2	\$186,255	\$186,255	\$182,510	\$190,000
Pennsylvania	Total	1	\$99,600	\$99,600	\$99,600	\$99,600
	100,000 to 249,999	1	\$99,600	\$99,600	\$99,600	\$99,600
South Carolina	Total	4	\$194,750	\$182,000	\$145,000	\$270,000
	250,000 to 499,999	2	\$229,000	\$229,000	\$188,000	\$270,000
	100,000 to 249,999	2	\$160,500	\$160,500	\$145,000	\$176,000
Virginia	Total	13	\$180,560	\$152,490	\$103,000	\$321,642
	Over 1,000,000	1	\$321,642	\$321,642	\$321,642	\$321,642
	250,000 to 499,999	2	\$247,824	\$247,824	\$243,647	\$252,000
	100,000 to 249,999	1	\$188,500	\$188,500	\$188,500	\$188,500
	50,000 to 99,999	3	\$188,575	\$174,724	\$145,000	\$246,000
	25,000 to 49,999	4	\$139,158	\$142,779	\$118,585	\$152,490
	10,000 to 24,999	1	\$116,135	\$116,135	\$116,135	\$116,135
	5,000 to 9,999	1	\$103,000	\$103,000	\$103,000	\$103,000
Wisconsin	Total	7	\$138,014	\$132,668	\$110,000	\$182,956
	100,000 to 249,999	2	\$157,812	\$157,812	\$132,668	\$182,956
	50,000 to 99,999	2	\$151,739	\$151,739	\$143,477	\$160,000
	25,000 to 49,999	2	\$116,000	\$116,000	\$110,000	\$122,000
	10,000 to 24,999	1	\$115,000	\$115,000	\$115,000	\$115,000
Wyoming	Total	1	\$124,225	\$124,225	\$124,225	\$124,225
	10,000 to 24,999	1	\$124,225	\$124,225	\$124,225	\$124,225



Office of the PLANNING & ZONING OFFICIAL
JEREMY DECARLI
jdecarli@easthamptonct.gov

MEMORANDUM

To: Michael Maniscalco, Town Manager
From: Jeremy DeCarli, Planning & Zoning Official
Date: June 5, 2017
Re: Certified Local Government Program

The Certified Local Government (CLG) program is a preservation partnership established by the National Park Service (NPS) in 1966 between the municipality, the State Historic Preservation Office (SHPO), and the National Park Service. The purpose of the program is to encourage local participation in the preservation of historic structures and resources. The approach includes local interests and concerns being integrated into the identification, evaluation, nomination, and protection of historic resources through an open, public process. In addition, it encourages the creation of historic districts or historic property legislation where they do not exist, or updating current legislation where necessary.

A Certified Local Government assumes a leadership role in the preservation of the Town's historic resources by having a formal role in the National Register of Historic Places nomination process and receiving technical and advisory services from the State Historic Preservation Office. Requirements include enforcing legislation for the designation and protection of historic properties, establishing a review commission, maintaining a survey and inventory of historic properties, providing for adequate public participation in preservation efforts and nomination of properties to the National Register, and providing adequate staffing levels to ensure that the SHPO has regular access to a full-time employee to ensure compliance with the program. Furthermore any adverse activity affecting and property within the historic district commissions jurisdiction and listed in the Connecticut Historic Resources Inventory is to be monitored and reported to the SHPO.

Benefits of becoming a Certified Local Governments include participating in the establishment of regional and state historic preservation objectives, access to technical and advisory services from the SHPO office, and eligibility to apply for grants from the Certified Local Government grant fund when available.

In order to become a CLG, a written request must be submitted to the State Historic Preservation Office. The SHPO will determine eligibility and forward the decision on to the Secretary of the Interior for concurrence and a written agreement will be executed between the Town and the SHPO. A municipality may choose to request decertification at any time through a written request.

Attached to this memo are several supporting documents including the CLG Procedures manual, Application Checklist, and a sample CLG application form the Town of Clinton.

What is a CLG?

A Preservation Partnership between a municipality, the State Historic Preservation Office, and the National Park Service that ensures:

- Historic preservation issues are understood and addressed at the local level and are integrated into the local planning and decision-making process at the earliest possible opportunity;
- Local interests and concerns are integrated into the identification, evaluation, nomination, and protection processes of the SHPO;
- Information concerning local historic preservation issues is provided to the SHPO and to the public;
- Local historic districts and/or historic property legislation and commissions are established in towns where they do not exist;
- Existing local historic district and/or historic property legislation is updated as necessary;
- Existing Connecticut Historical Resource Inventory Information is made available to local communities to use in identifying and defining community and neighborhood development and conservation areas.

What are the Benefits?

Certified Local Governments:

- Assume a leadership role in the preservation of a community's prehistoric and historic resources;
- Have a formal role in the National Register of Historic Places nomination review process;
- Participate in the establishment of regional and state historic preservation objectives;
- Are eligible to apply for grants from a designated Certified Local Government fund established annually by the SHPO whenever such funds are available;
- Receive technical and advisory services from the SHPO

How does our Municipality become a CLG?

The National Historic Preservation Act Amendments of 1980 contains the following five broad standards which must be met by a local government seeking certification.

- Enforce appropriate state and local legislation (pursuant to CGS 7-147) for the designation and protection of historic properties;
- Establish an adequate and qualified historic preservation review commission by state and/or local legislation;
- Maintain a system for the survey and inventory of historic properties;
- Provide for adequate public participation in the local historic preservation program, including the process of recommending properties to the National Register.
- Satisfactorily perform the responsibilities delegated to it under the National Historic Preservation Act Amendments of 1980 and those specifically designated to it by the SHPO.

THE PROCESS:

- Chief elected official submits a written request with supporting documentation to the SHPO requesting to be certified
- SHPO determines eligibility and forwards decision to the Secretary of the Interior for concurrence.
- Written agreement outlining responsibilities of the CLG is executed

Connecticut CLGS

Berlin	New Fairfield
Bridgeport	New Haven
Brookfield	New London
Canton	New Milford
Chaplin	Norwich
Cheshire	Old Lyme
Clinton	Old Saybrook
Colchester	Orange
Colebrook	Plymouth
Danbury	Ridgefield
East Hartford	Roxbury
East Lyme	Salisbury
Fairfield	Simsbury
Glastonbury	Southbury
Greenwich	South Windsor
Groton	Stamford
Guilford	Suffield
Hamden	Tolland
Hartford	Vernon
Harwinton	Waterford
Hebron	Westport
Killingly	Windham
Ledyard	Windsor
Lyme	Woodbury
Milford	Woodstock

Rev. May 2016

CONNECTICUT CERTIFIED LOCAL GOVERNMENT PROCEDURES

2017

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
State Historic Preservation Office

State of Connecticut

Dannel P. Malloy, Governor
Catherine Smith, Commissioner
Kristina Newman-Scott, State Historic Preservation Officer

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STATE HISTORIC PRESERVATION REVIEW BOARD

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Dr. Kenneth L. Feder
Ms. Cece Saunders
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Mr. Christopher Wigren

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U.S. Department of the Interior, National Park Service
Washington, D.C. 200013-7127

CONNECTICUT CERTIFIED LOCAL GOVERNMENT PROCEDURES

2016

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1. INTRODUCTION

The passage by Congress in 1966 of the National Historic Preservation Act established a preservation partnership between the federal government and the states. The Historic Preservation Fund of the National Park Service, U.S. Department of the Interior, is used for a program of identification, evaluation, and protection of historic properties within the states. In Connecticut these funds are administered by the State Historic Preservation Office of the Department of Economic and Community Development (SHPO).

The success of the federal-state partnership as well as the recognition of the growing level of expertise found at the local level prompted Congress to expand the partnership to provide for participation by local governments. The National Historic Preservation Act Amendments of 1980 (P.L. 96-515) contain the legal basis for the new federal-state-local preservation partnership. The federal law directs the State Historic Preservation Officers and the U.S. Secretary of the Interior to certify local governments to participate in this partnership and specifies several requirements which local governments must meet. The purpose of this document is to outline how the partnership has been implemented in Connecticut.

2. DESCRIPTION AND STATEMENT OF PURPOSE

The Certified Local Government program is designed to promote the preservation of prehistoric and historic sites, structures, objects, buildings, and historic districts by establishing between local governments and the State Historic Preservation Office (SHPO) of the Department of Economic and Community Development, which seeks to encourage and expand local involvement in preservation issues. Such a partnership will help to ensure that:

- Historic preservation issues are understood and addressed at the local level and are integrated into the local planning and decision-making process at the earliest possible opportunity;
- Local interests and concerns are integrated into the identification, evaluation, nomination, and protection processes of the State Historic Preservation Office;
- Information concerning local historic preservation issues is provided to the State Historic Preservation Office and to the public;
- Local historic districts and/or historic property legislation and commissions are established in towns where they do not exist;
- Existing local historic district and/or historic property legislation is updated as necessary;
- Existing Connecticut Historical Resource Inventory Information is made available to local communities to use in identifying and defining community and neighborhood development and conservation areas.

By participating in the identification, evaluation, and protection of historic resources within their communities, Certified Local Governments:

- Assume a leadership role in the preservation of a community's prehistoric and historic resources;
- Have a formal role in the National Register of Historic Places nomination review process;
- Participate in the establishment of regional and state historic preservation objectives;
- Are eligible to apply for grants from a designated Certified Local Government fund established annually by the State Historic Preservation Office whenever such funds are available;

- Receive technical and advisory services from the State Historic Preservation Office;
- Receive grant applications, orientation and technical materials, and training from the State Historic Preservation Office on an annual basis.

3. **DEFINITIONS**

For purpose of clarity, the following definitions shall apply throughout these procedures:

- (a) “local government” means a town, city, borough, consolidated town and city, or consolidated town and borough of the state;
- (b) “historic preservation review commission” or “commission” means a board, council, commission, or other similar body established by state and/or local legislation, including but not necessarily limited to a local historic district and/or property commission established by local ordinance pursuant to Connecticut General Statutes, Section 7-147 a-y.
- (c) “CLG” means a Certified Local Government;
- (d) “Certified Local Government” means any local government certified as meeting the requirements set forth in these procedures and formally certified by the State Historic Preservation Office;
- (e) “SHPO” means the State Historic Preservation Office;
- (f) “Secretary” means the Secretary of the Interior;
- (g) “SHPB” means the State Historic Preservation Board established pursuant to Connecticut General Statutes, Section 10-321q, and federal regulations as specified 36 CFR 61.4;
- (h) “36 CFR 61-qualified” means meeting the minimum federal professional qualifications specified in 36 CFR 61, Appendix A;
- (i) “NPS” means the National Park Service, United States Department of the Interior.

4. **ELIGIBLE ENTITIES**

Any general-purpose political subdivision of the state such as a town, city, borough, consolidated town and city, or consolidated town and borough which meets the criteria set forth in these procedures is eligible to apply for certification.

5. **MINIMUM REQUIREMENTS**

The National Historic Preservation Act Amendments of 1980 contain the following five broad standards which must be met by a local government seeking certification.

- (a) Enforce appropriate state and/or local legislation for the designation and protection of historic properties:
- (b) Establish an adequate and qualified historic preservation review commission by state and/or local legislation;
- (c) Maintain a system for the survey and inventory of historic properties;
- (d) Provide for adequate public participation in the local historic preservation program, including the process of recommending properties to the National Register.
- (e) Satisfactorily perform the responsibilities delegated to it under the National Historic Preservation Act Amendments of 1980 and those specifically designated to it by the SHPO.

Each state must ensure that CLGs satisfy the minimum requirements and may also specify additional requirements. The above minimum requirements for certification of local governments in Connecticut are defined and amplified below.

- (a) **Enforce appropriate state and/or local legislation for the designation and protection of historic properties.**

There shall be a local ordinance enacted in accordance with Connecticut General Statutes, Section 7-147 a-y, as amended, and other state statutes that provide for the protection of cultural resources.

- (b) **Establish an adequate and qualified historic preservation review commission by state and/or local legislation.**

The National Historic Preservation Act Amendments of 1980 define a historic preservation review commission as follows:

A board, council, commission, or other similar collegial body which is established by state and/or local legislation from among:

- (1) professionals in the disciplines of architecture, history, architectural history, planning, archaeology, or historic preservation-related disciplines, to the extent such professionals are available in the community concerned and willing to serve, and
- (2) such other persons as have demonstrated special interest, experience, or knowledge in history, architecture, or knowledge in history, architecture, or related disciplines and as will provide for an adequate and qualified commission.

Minimum qualifications and governing procedures of a historic preservation review commission are as follows:

- (1) All meetings shall fulfill the responsibilities of Connecticut General Statutes, Section 1-21 a-k, as amended;
- (2) Except and unless otherwise specified or allowed by statute, there shall be at least five regular commission members and three alternate members, all of whom have a demonstrated interest, competence, or knowledge in historic preservation.
- (3) There shall be at least two 36 CFR 61, Appendix A-qualified members in the professions of architecture, historic architecture, history, architectural history, or archaeology, to the extent available in the community. Other professions represented on the commission may include, but not necessarily be limited to, planning, real estate, building trades, landscape architecture, or law. In all cases, however, members must have a demonstrated interest in the field of historic preservation.

All members of the commission shall, at a minimum, have a demonstrated interest in historic preservation;

- (4) Should the expertise for the review of National Register nominations or other actions normally reviewed by a professional not be available in the community, the CLG may acquire it through consulting or by other means that the SHPO determines appropriate, e.g., universities, private preservation organizations, or regional commissions;
- (5) Members' terms of office shall be at least five years and staggered;
- (6) Vacancies on the commission shall be filled within 90 days;

- (7) Rules of procedure and/or regulations shall be established and made public;
- (8) There shall be at least four meetings per year, held at regular intervals in a public place, advertised in advance, and open to the public;
- (9) Review decisions shall be made in a public forum and applicants notified of meetings and advised of decisions;
- (10) Written guidelines shall be established and used for the conservation of designed local historic districts and properties when considering certificates of appropriateness for alterations, demolitions, or additions;
- (11) Written minutes of actions of the commission shall be available for public inspection;
- (12) A written annual report, due August 30, of commission activities, cases, decisions, special projects, qualifications of members, etc., shall be kept on file and available for public inspection;
- (13) Any adverse activity affecting any property in the commission's jurisdiction which is listed in the Connecticut Historic Resources Inventory shall be monitored and reported to the SHPO;
- (14) There shall be commission representation at least one informational or educational meeting per year, conducted by or approved by the SHPO and pertaining to the work and functions of the commission or to historic preservation;
- (15) All members shall abide by the Connecticut State Code of Ethics and all pertinent state policies concerning conflict of interest.

At a minimum, a historic preservation review commission shall carry out the following duties:

- (1) Conduct or cause to be conducted a continuing survey of cultural resources in the community according to the guidelines established by the SHPO in Section (c) below;
- (2) Review recommendations for designation of local historic districts and properties;

- (3) As necessary, revise, modify, or otherwise update written guidelines for the conservation of designated local historic districts, buildings, objects, and sites.
- (4) Act in an advisory role to other officials and departments of the local government regarding the protection of local cultural resources;
- (5) Act as liaison on behalf of the local government to individuals and organizations concerned with historic preservation;
- (6) Work toward the continuing education of citizens within the CLG's jurisdiction regarding historic preservation issues and concerns:
- (7) Review all proposed National Register nominations for properties within the boundaries of the CLG's jurisdiction as described in Section (d) below:

(c) **Maintain a system for the survey and inventory of historic properties:**

Survey Standards:

The CLG shall establish a process for undertaking a survey of the cultural resources within its jurisdiction. Where surveys have already been undertaken or are underway, a process for the continuation, maintenance, and organization of the survey data shall be defined. All survey activities shall be coordinated with and complementary to the Connecticut Historic Resources Inventory so that data may be integrated with the SHPO comprehensive historic preservation planning process and the State Historic Preservation Office Strategic Plan.

The SHPO shall provide the framework and guidelines to assist the CLG in undertaking a community-wide comprehensive survey. The guidelines shall include a methodology for organizing existing survey data and establishing priorities for new surveys.

All new survey information shall be recorded on inventory forms approved by the SHPO in accordance with established survey standards outlined in the SHPO's Connecticut Historic Resource Survey Manual and most current Grants Manual. Originals of all survey inventory forms shall be provided to the SHPO. Members of the historic preservation review commission and the chief elected official of the CLG shall be encouraged to participate in the review of local survey reports. Input from the general public, other agencies or departments of the CLG, and relevant professionals within the community shall also be encouraged.

- (d) **Provide for adequate public participation in the local historic preservation program, including the process of recommending properties to the National Register of Historic Places.**

Procedure for Review of Nominations to the National Register of Historic Places

- (1) All meetings shall fulfill the requirements of Connecticut General Statutes, Section 1-21 a-k, as amended.
- (2) The SHPO and the CLG shall work together to provide ample opportunity for public participation in the nomination of properties to the National Register. All reports submitted by the CLG to the SHPO regarding the eligibility of properties shall be submitted on forms provided or approved by the SHPO for this purpose, and shall include assurances of public input. The CLG shall retain a list of all persons contacted during the evaluation period and note comments received. If a public meeting was held, a list of the individuals attending shall be included in the report.
- (3) When a historic preservation review commission reviews a nomination which requires review input from a 36 CFR 61- qualified professional in a particular discipline and that discipline is not represented on the commission, the commission shall obtain a recommendation from a 36 CFR 61-qualified input from a such a professional in an appropriate discipline from a non-commission source before rendering its decision.

Timetable

- (1) Before a property within the jurisdiction of the CLG may be considered by the State Historic Preservation Board to be nominated to the Secretary for inclusion on the National Register, the SHPO shall notify the owner, the applicable chief elected official, and the historic preservation review commission at least 60, but no more than 120, days prior to the scheduled consideration. The notification shall be accompanied by all information on the nomination that is provided to the members of the State Historic Preservation Board for their consideration, which information shall be available for public inspection.
- (2) The historic preservation review commission, after reasonable opportunity for public comment, shall prepare a report on a form or forms approved by the SHPO as to whether or not such property, in its opinion, meets the criteria of the National Register. Within 60 days of notice from the SHPO, the chief elected official shall

transmit the report of the commission and his or her recommendation to the SHPO. Except as provided in (3) below and the National Historic Preservation Act, as amended, Section 101 (c)(2)(B), after receipt of such report and recommendation, or if no such report and recommendation are received within 60 days, the SHPO shall make the nomination. The SHPO may expedite such process with the concurrence of the CLG.

- (3) If both the historic preservation review commission and the chief elected official recommend that a property not be nominated to the National Register, the SHPO shall take no further action unless, within 30 days of the receipt of such recommendation by the SHPO, an appeal is filed with the SHPO. If such an appeal is filled, the SHPO shall follow the procedures for making a nomination pursuant to the National Historic Preservation Act, as amended, Section 101(a). Any report and recommendations made under this section shall be included with any nomination submitted by the SHPO to the Secretary.

- (e) **Satisfactorily perform the responsibilities delegated to it under the National Historic Preservation Act Amendments of 1980 and those specifically designated to it by the SHPO.**

General Requirement

The responsibilities delegated to the CLG shall be complementary to and carried out in coordination with those of the CHC as outlined in Section 36 CFR 61.4(b).

Staff Requirements

- (1) In order to undertake satisfactorily such administrative requirements as record-keeping, annual report preparation, and grant administration, the CLG shall employ or have regular access to the equivalent of one full-time staff person with expertise in administration.
- (2) The SHPO shall consider proposals alternative staffing for local governments whose resources (financial and/or available professionals) do not meet the requirement for one full-time equivalency. Such alternatives shall ensure that adequate administrative/professional expertise exists to allow the CLG to undertake its responsibilities. Staff requirements may vary according to the types of programs the CLG undertakes and the duties delegated to it. The SHPO shall discuss staff requirements with the local government prior to its application for certification.

- (3) Staff shall be approved by the SHPO to ensure that necessary skills are available to carry out specific programs and duties of the CLG.

6. CERTIFICATION APPLICATION REQUIREMENTS

The chief elected official of the local government shall request certification as a CLG from the SHPO. The request shall include the following:

- (a) Written assurance by the chief elected officials that the local government fulfills the requirements outlined in Section 5 above;
- (b) Copies of the local historic district/property study committee report(s) and/or ordinance(s) adopted pursuant to Connecticut General Statutes, Section 7-147, a-y, as amended, containing but not necessarily limited to the following:
 - (1) Statement of purpose;
 - (2) Definitions;
 - (3) Specific membership and duties of the historic preservation review commission;
 - (4) Criteria and procedures for designation of local historic districts and/or properties;
 - (5) Provisions for public notification of public hearings on designation;
 - (6) Mandatory review of alterations, demolitions, or new construction within the boundaries of listed local historic districts and/or properties;
 - (7) Specific guidelines to be used by the historic preservation review commission, such as the U.S. Secretary of the Interior's Standards and Guidelines for Rehabilitation. (Note: The US Secretary of the Interior's Standards for Rehabilitation may be adopted pursuant to the ordinance to fulfill this requirement.);
 - (8) Specific time frames for review of alternatives;
 - (9) List of local historic districts and/or properties designated under the ordinance, together with boundary maps and statements of historical and/or architectural significance for each district/property;
 - (10) Penalties for non-compliance with local historic preservation ordinance;

****Note:** Any ordinance which specifically indicates that it has been enacted pursuant to Connecticut General Statutes, Section 7-147 a-y, and

incorporates all the powers and duties described therein shall be considered to contain the specifics of (1) through (7) above.

- (c) Resumes demonstrating the interest of each member of the historic preservation review commission in historic preservation, including, where appropriate, credentials or member expertise in fields related to historic preservation. If the minimum number of 36 CFR 61. Appendix A professionals is not represented, information on demonstrated effort to recruit such professionals shall be included;
- (d) Copy of the local historic preservation plan, if available, or a statement describing the local preservation program, including survey, designation, and protection activities.
- (e) Statement of how staff requirements will be met which is acceptable to the SHPO.
- (f) A copy of the municipality's conflict of interest policy established pursuant to C.G.S., Section 7-479, or an affidavit from the municipality's chief executive officer stating that the municipality will adhere to the General provisions outlined by said statute in all Certified Local Government program-related activities.
- (g) A statement outlining the process utilized by the municipality to appoint members to its local historic district and/or property commission and an assurance that the municipality will make a reasonable and good faith effort to ensure that at least 2 of this commission's members/alternates meet the professional requirements outlined in 36 CFR 61 Appendix A.
- (h) A copy of the local historic district(s) and/or properties commission's rules of procedure and/or regulations promulgated pursuant to the local historic preservation ordinance.
- (i) Contact person and information .at municipal offices.

7. PROCESS FOR CERTIFICATION

- (a) The SHPO shall respond to the chief elected official of the local government within 60 days of receipt of an adequately documented written request.
- (b) If the SHPO determines that the local government fulfills the requirements for certification, he or she shall forward his or her decision to the Secretary, or the Secretary's designee, for confirmation. A written agreement which describes the specific responsibilities of the CLG shall be prepared by the SHPO and submitted to the Secretary at the same time.
- (c) The SHPO shall notify the local government within 15 days of receipt of the Secretary's confirmation or denial.
- (d) The local government shall be certified to participate in the national historic preservation program when certified and confirmed by the SHPO and the Secretary and after the agreement noted in (b) above is fully executed. The SHPO shall forward to the secretary a copy of the approved request and the executed certification agreement.
- (e) Following approval by the SHPO and the NPS, the local government shall be certified in accordance with the provisions of a written certification agreement between the SHPO and the local government until formally decertified by the NPS. (See Section 9 (c) "Program Decertifications.")

8. REQUIREMENTS FOR PERFORMANCE ASSESSMENT

- (a) In order to determine that the CLG is satisfactorily performing the responsibilities delegated to it by the SHPO, the CLG shall submit an annual report of the activities of the historic preservation review commission. The report shall include, but is not limited to, number of cases reviewed, new designations, revised resumes of commission members, appointments to the commission, attendance records, and all minutes relating to the evaluating of National Register nominations. Activities performed by the CLG shall meet the applicable Secretary of the Interior's Standards and Guidelines stated in the written CLG agreement. The annual report shall also include the results of the goals and objectives contained in the annual letter; see (d) below.
- (b) The annual report shall be due August 10 of each year, covering the period July 1 to June 30 (i.e., municipal fiscal year). The SHPO shall review the report within 30 days of its receipt.
- (c) Notification of historic preservation review commission meetings shall be provided throughout the year to the SHPO.
- (d) An annual letter outlining the goals and objectives of the CLG for the coming year shall be submitted to the SHPO at the same time as the annual report.
- (e) Continued certification shall be based on the SHPO's monitoring of the CLG's performance, annual report, and annual letter.

9. PROGRAM MONITORING, EVALUATION, AND DECERTIFICATION

(a) PROGRAM MONITORING

The SHPO shall monitor all program-related activities on an ongoing basis. SHPO program monitoring may consist of, but will not necessarily be limited to, reviewing reports, ordinance, commission meeting minutes, and/or other written documents produced by the CLG, and attendance by SHPO staff at municipal board/commission/staff meetings related to historic preservation issues. Where appropriate, the SHPO shall seek to provide advice and comment on the CLG's program activities as part of the monitoring process.

(b) PROGRAM EVALUATION

Timetable

No less often than once every three years, the SHPO shall evaluate the CLG. Such evaluation shall take place on-site in the community. The SHPO shall notify the CLG at least 30 days before as proposed date for evaluation. With its request for an evaluation date, the SHPO shall supply the CLG with any special instructions. The CLG shall accept the date or, no later than 15 days after the first notification, request an alternate date.

Purpose

The on-site evaluation visit will demonstrate to the SHPO how the CLG has continued over time to meet the five minimum requirements of the CLG program as defined in Section 5 of this manual. The SHPO will be looking for documentation that the CLG's performance of its required and optional responsibilities has been consistent with the identification, evaluation, and protection priorities of the comprehensive state historic preservation planning process.

Checklist

During the on-site evaluation, the SHPO shall ask the following questions, request the following materials, and review the following activities:

TO REVIEW MINIMUM REQUIREMENT (a):

Enforce appropriate state and/or local legislation for the designation and protection of historic properties.

Did the CLG:

- (1) Keep its local legislation for the designation and protection of historic properties in effect during the entire time period?
- (2) Appropriately enforce this local legislation?
- (3) Supply copies of new ordinances, amendments, regulations, by laws, or guidelines developed and approved during the time period to govern preservation activities? If yes, do these materials conform with Connecticut General Statutes and the regulations concerning the CLG program?
- (4) List and provide boundary descriptions and location maps for any new historic districts and individual historic properties designated under the legislation during the time period?

TO REVIEW MINIMUM REQUIREMENT (b):

Establish an adequate and qualified historic preservation review commission by state and/or local legislation.

Did the CLG:

- (1) Maintain a full complement of members and alternate members on the commission during the entire time period?
- (2) Provide a resume for each new member or alternate member of the commission and note how each meets the selection standards specified in Section 5(b)(3) above?
- (3) Make reappointments to the commission in a timely fashion?
- (4) Make a good faith effort to appoint/maintain at least two 36 CFR 61, Appendix A-qualified professionals as members or alternates on the commission?
- (5) Provide an acceptable resume for each new commission staff member?
- (6) Review all proposed National Register nominations for properties in its jurisdiction?
- (7) Define changes (if any) to the review procedures that the commission follows when conducting its required review of National Register nominations in its jurisdiction?
- (8) Ensure that the commission met at least four times each year?

- (9) Allow and encourage the commission to act in an advisory role to other officials and departments of the local government regarding the protection of local cultural resources?
- (10) Allow and encourage the commission to act as liaison on behalf of the local government to local individuals and organizations concerned with historic preservation?
- (11) Allow and encourage the commission to provide for the continuing education of citizens within its jurisdiction regarding historic preservation issues and concern?
- (12) Provide the SHPO with a written annual report of the commission's activities, cases, decisions, special projects, etc., by August 10 of each year? Was this report also kept on file locally and made available for public inspection?
- (13) Ensure attendance by a representative of the commission at not less than one statewide informational or educational workshop per year, conducted or approved by the SHPO and pertaining to the work and functions of preservation commissions established under local ordinance pursuant to Connecticut General Statutes, Section 7-147 a-y?

TO REVIEW MINIMUM REQUIREMENT (c):

Maintain a system for the survey and inventory of historic properties.

Did the CLG:

- (1) Maintain its system for the survey and inventory of historic resources during the entire time period?
- (2) Ensure that the survey program met all the requirements of the SHPO's Statewide Historic Resources Inventory program and the Secretary of the Interior's Standards for identification?
- (3) Update local survey inventories as necessary and assess what survey and inventory activities remain to be addressed in the future?
- (4) Document how many properties were surveyed and inventoried during the period under evaluation and note how their documentation met stated goals?

- (5) Provide the SHPO with an estimate of how many additional properties in the CLG's jurisdiction will be surveyed and inventoried during the next three years?

TO REVIEW MINIMUM REQUIREMENT (d):

Provide for adequate public participation in the local historic preservation program, including the process of recommending properties to the National Register.

Did the CLG:

- (1) Fulfill all responsibilities and requirements of Connecticut General Statutes, Section 1-21 a-k?
- (2) Maintain its program for public participation for required and additional activities during the entire time period?
- (3) Define any changes to the ongoing program for public participation?

TO REVIEW BASIC REQUIREMENT (e):

Satisfactorily perform the responsibilities delegated to it under the National Historic Preservation Act Amendments of 1980 and those specifically designated to it by the SHPO.

Did the CLG:

- (1) Fulfill these responsibilities?

Action

The on-site evaluation by SHPO staff shall generally take no more than one day. The CLG shall make all relevant records and materials available to the SHPO. Within 65 days of the on-site evaluation, the SHPO shall supply a written summary evaluating the CLG's program operation and administration. The summary shall include, where appropriate:

- (1) COMMENTS – explanatory or informational notations provided by the SHPO with respect to an evaluation component.
- (2) RECOMMENDATIONS – advisory notations from the SHPO designed to assist the CLG's development and increase its effectiveness in the performance of its required and optional historic preservation activities.

- (3) REQUIREMENTS – used only to identify any corrective measures which the CLG must implement within a specific timeframe in order to reestablish Certification Agreement compliance.

(c) PROGRAM DECERTIFICATION

Involuntary Decertification

For all “Requirements,” the CLG shall have a period of not less than 45 nor more than 120 days, depending on the corrective measures required, to implement improvements. If the SHPO determines that sufficient improvement has not occurred by the end of the specified timeframe, the SHPO may recommend decertification of the CLG to the Secretary, citing specific reasons for the recommendation. The SHPO shall notify the chief elected official of the CLG in writing of his/her intention to recommend decertification at least 15 days prior to forwarding the recommendation to the NPS Regional Office, which shall have 30 days in which to review and issue a determination to decertify. The SHPO shall inform the CLG of the final NPS determination within 15 days of receiving written notification of said determination.

If the CLG is decertified, the CHC may terminate any financial assistance and conduct a closeout review of any grants received from the SHPO by the CLG.

Voluntary Decertification

Any CLG may formally request decertification at any time and without future prejudice by providing the SHPO with a written request for voluntary decertification from the chief elected official. Said request shall be forwarded by the SHPO to the NPS for final approval. The SHPO shall notify the CLG of its formal decertification by the NPS within 15 days of receiving written notice of said action by the NPS.

10. TRANSFER OF HISTORIC PRESERVATION FUNDS (CLG Grants)

- (a) A minimum of 10% of Connecticut's annual appropriation from the Historic Preservation Fund of the U.S. Department of the Interior shall be designated for funding projects undertaken by CLGs, as provided by Congress. All grants shall be selected on a matching basis for funding of specific projects or activities which meet the federal and state criteria for use of funds.
- (b) In any year in which the annual Historic Preservation Fund appropriation to the states exceeds \$65,000,000, one half of the excess shall also be transferred to CLGs according to procedures to be provided by the Secretary.
- (c) Any local government which has been certified is eligible to apply to the SHPO for funds but it does not automatically receive funds. Grants are selected on the basis of published criteria that may change each year. If a local government receives a grant one year, it does not mean a grant will be available to it the following year.
- (d) The SHPO shall seek a reasonable distribution between rural and urban areas in the awarding of grants.
- (e) Applications shall be ranked by the SHPO on a competitive basis. Priority shall be given to projects which (1) assist the local government in establishing a process for incorporating into the community' planning process the consideration of historic preservation goals and objectives; (2) increase the community's awareness and understanding of historic preservation; (3) increase the capability and effectiveness of the local government in addressing local historic preservation issues and needs; and (4) address the state comprehensive historic preservation planning process (information on the process shall be available annually from the SHPO).
- (f) In general, eligible activities shall include any project which furthers the goals of identification, evaluation, nomination, and protection of the community's cultural resources. Examples are survey, nomination of properties to the National Register, public education programs, planning studies, research, publication of local landmarks legislation, development of a comprehensive historic preservation plan, and such other eligible activities as allowed by the U.S. Department of the Interior and the State of Connecticut. Additional information shall be available annually from the SHPO.
- (g) The amount awarded to any applicant shall be sufficient to produce a specific impact.

- (h) A CLG receiving funds shall (1) maintain an adequate financial management system as specified in OMB Circular A-102. Attachment G "Standards for Grantee Financial Management System"; (2) adhere to all requirements of the National Register Programs Guideline (NPS-49); (3) adhere to any requirements mandated by Congress regarding the use of such funds; and (4) adhere to all requirements of the Grants Manual of the SHPO.
- (i) Indirect cost rates shall not be allowed.
- (j) Use of federal funds shall be limited by all existing restrictions imposed by the federal government. Such funds cannot be used as matching share for other federal grants.

The intent of Historic Preservation Fund assistance is to augment, not replace, existing local commitment to historic preservation activities.

- (k) A local government may be certified and may participate in review and approval of National Register nominations whether or not it elects to apply for grants from the Historic Preservation Fund.
- (l) Information concerning the awarding of funds shall be available from the SHPO upon request.

CLG Application Checklist:

First, please read the enclosed Certified Local Government Procedures to get an understanding of the program, its responsibilities and benefits. I have also provided a synopsis, but the procedures expand on the basic principles.

When you are ready to apply:

The application is not as much a form as it is a compilation of documents. Please refer to the list of required documents below. These are based on the CERTIFICATION APPLICATION REQUIREMENTS outlined in Section 6, page 13 of the CLG Procedures.

The chief elected official of the local government shall request certification as a Certified Local Government from the Connecticut Commission on Culture and Tourism, which acts as the State Historic Preservation Office (SHPO). The request shall include the following documents. For your reference, included in this packet is an example of appropriate documentation related to each exhibit.

Exhibit A: Written assurance by the chief elected official that the local government fulfills the program requirements as described in the Certified Local Government program manual.
See enclosed example

Exhibit B Copy of the local historic district/property study report(s) and/or ordinance(s) adopted pursuant to C.G.S., Section 7-147.
If you do not have a locally designated property or district, please contact me and I will be happy to assist you with this process first.

Exhibit C: Resumes of Commission members
Self-explanatory

Exhibit D: Copy of the local historic preservation plan, if available, or a statement describing the existing/proposed local preservation program, including survey, designation, and protection activities.
This can be your local historic district commission handbook

Exhibit E: Statement of how staff requirements will be met which is acceptable to the CHC.
See enclosed example

Exhibit F: A copy of the municipality's conflict of interest policy
Self-explanatory

Exhibit G: A statement outlining the process utilized by the municipality to appoint members to its local historic district and/or property commission.
See enclosed example

Exhibit H: A copy of the rules of procedure of your local historic district commission or local historic properties commission
See enclosed example

Exhibit I: The name, mailing address and phone number, fax and e-mail address of the municipality's CLG Program Coordinator or Contact.

The Procedures require that "In order to undertake satisfactorily such administrative requirements as record-keeping, annual report preparation, and grant administration, the CLG shall employ or have regular access to the equivalent of one full-time staff person with expertise in administration."

*This does not have to be a position dedicated to CLG administration, but it must be someone at Town Hall that the SHPO can contact and be assured of timely response to any requests. Often it is the grants administrator or someone in the planning office.
See enclosed example*

Please submit the documents with a cover letter (see sample letter in packet) from your chief elected official to:

Mary Dunne
Local Government Grants Coordinator
Connecticut Commission on Culture and Tourism
One Constitution Plaza
Second Floor
Hartford, CT 06103

Please do not hesitate to call me if you have any questions about the required documentation.

Mary Dunne
mary.dunne@ct.gov
(860) 256-2756

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See enclosed example*

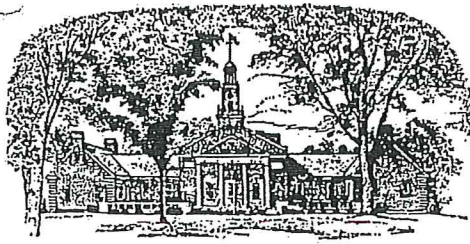
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Mary Dunne
Local Government Grants Coordinator
Connecticut Commission on Culture and Tourism
One Constitution Plaza
Second Floor
Hartford, CT 06103

Please do not hesitate to call me if you have any questions about the required documentation.

Mary Dunne
mary.dunne@ct.gov
(860) 256-2756

SAMPLE CLG CERTIFICATION APPLICATION



TOWN OF CLINTON, CONNECTICUT

May 27, 2009

Mary Dunne
Local Government Grants Coordinator
Connecticut Commission on Culture and Tourism
One Constitution Plaza
Second Floor
Hartford, CT 06103

Dear Ms. Dunne:

The Town of Clinton is pleased to submit its application to become a Certified Local Government. The Town of Clinton understands the value of historic preservation for the enhancement of community character and spirit. We are very fortunate to have an incredibly rich history and architectural heritage that needs to be studied, preserved, and communicated to the public. The designation as a Certified Local Government (CLG) would provide Clinton another tool to ensure that its rich past is not lost but rather preserved and celebrated.

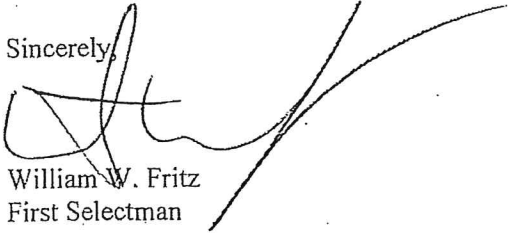
As First Selectman of the Town, I believe that Clinton meets the eligibility requirements for CLG status. The Town enacted an ordinance on October 17, 1979 providing for the protection of Clinton's cultural resources. It is this legislation that established the Town's Historic District Commission and on Local Historic District in town.

The Historic District Commission has worked tirelessly to communicate Clinton's assets to its residents and to achieve state and federal designation of these assets. Though the Historic District Commission and the town government have had success in regards to historic preservation, the challenging work continues. We will continue to encourage public participation and feedback in the local historic preservation program, including in the process of recommending properties to the National Register.

Many projects would benefit from the availability of grant funds through the CLG program and Clinton would work closely with the CT Commission on Culture and Tourism to ensure appropriate grant administration including required reporting.

We hope that you will look favorably on our application. If you have any questions regarding this application, please do not hesitate to call me at (860) 669-9333.

Sincerely,



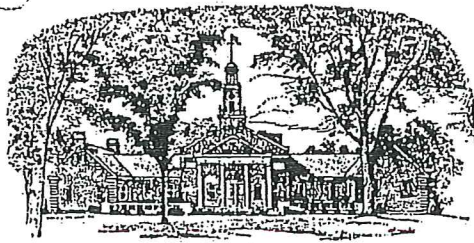
William W. Fritz
First Selectman

CC: Lawrence A. Ouellette, Jr., Historic District Commission Chairman

2009 JUN -1 AM 9:00
STUART
AND POLICE

EXHIBIT A
ASSURANCE LETTER

Please see attached letter.



TOWN OF CLINTON, CONNECTICUT

May 27, 2009

Ms. Mary Dunne
Connecticut Commission on Culture and Tourism
Historic Preservation and Museum Division
One Constitution Plaza, 2nd Floor
Hartford, CT 06103

Dear Ms. Dunne:

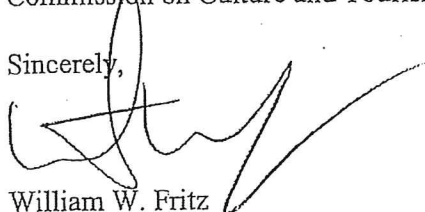
The Town of Clinton is requesting certification as a Certified Local Government from the State Historic Preservation Office. The Town of Clinton fulfills the program requirements as described in the Certified Local Government Program manual.

The Town of Clinton will:

1. Enforce appropriate state and/or local legislation for the designation and protection of historic properties. *A local ordinance presently exists.*
2. Establish an adequate and qualified historic preservation review commission by state and/or local legislation. *A local Historic District Commission presently exists.*
3. Maintain a system for the survey and inventory of historic properties. *The survey and inventory of historic properties is performed by the local Historic District Commission.*
4. Provide for the adequate public participation in the local historic preservation program, including the process of recommending properties to the National Register. *Public meetings are held to provide for adequate public input.*
5. Satisfactorily perform the responsibilities delegated to it under the National Historic Preservation Act Amendments of 1980 and those specifically designated to it by the State Historic Preservation Office. *The Town of Clinton will ensure that adequate administrative/professional expertise exists to allow the CLG to undertake its responsibilities.*

The Town of Clinton, as a designated CLG, will file an annual report with the Connecticut Commission on Culture and Tourism by August 30th of each year.

Sincerely,



William W. Fritz
First Selectman

EXHIBIT B

NUMBERS 1 THROUGH 11

Please see attached Study Report for the Town of Harwinton

**ATTACH THE STUDY REPORT FOR YOUR
LOCAL HISTORIC DISTRICT OR PROPERTY**

EXHIBIT C

COMMISSION MEMBER RESUMES

LIST COMMISSIONERS AND ATTACH RESUMES FOR EACH

EXHIBIT D

LOCAL HISTORIC PRESERVATION PLAN

Please see the attached Plan of Conservation and Development, particularly pages 21-26, that outlines historic preservation and protection activities.

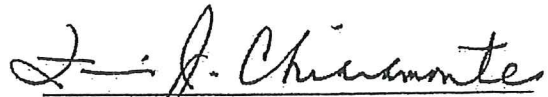
In addition, the Town of Clinton's Design Review Board follows the Ordinance regarding the process for granting Certificates of Appropriateness in alignment with the Secretary of the Interior's Standards for Rehabilitation.

ATTACH PLAN OF CONSERVATION AND DEVELOPMENT, LOCAL HISTORIC COMMISSION HANDBOOK, OR OTHER DESCRIPTION OF EXISTING OR PROPOSED LOCAL PRESERVATION PROGRAM INCLUDING SURVEY, DESIGNATION AND PROTECTION ACTIVITIES.

EXHIBIT E

STAFF REQUIREMENTS

The Town of Harwinton will ensure that when specific expertise is needed by the Harwinton Historic District and Historic Properties Commission, such approved and properly credentialed experts will be sought out and consulted.



Francis J. Chiaramonte
First Selectman

EXHIBIT F

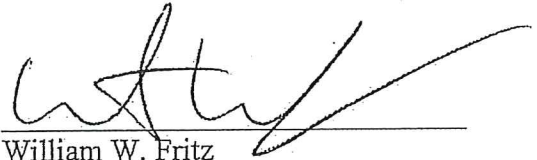
CONFLICT OF INTEREST POLICY

ATTACH A COPY OF YOUR MUNICIPALITY'S CONFLICT OF INTEREST POLICY

EXHIBIT G

APPOINTING MEMBERS

The Clinton Historic District Commission makes a reasonable and good faith effort to recruit members who have an interest in historic preservation and are qualified to serve as members of the Commission by posting any available openings on the bulletin board at Town Hall, by posting vacancies in the local newspaper, and by always being alert to qualified and interested parties in our day-to-day activities.



William W. Fritz
First Selectman

EXHIBIT H

RULES OF PROCEDURE

Please see attached copy of the Harwinton Historic District and Historic Properties Commission's Rule of Procedure.

ATTACH A COPY OF YOUR RULES OF PROCEDURE. ~~WE ARE NOT ASKING FOR AN EXAMPLE~~

EXHIBIT I

**CONTACT INFORMATION FOR CLG COORDINATOR
AND DESIGNATED TOWN STAFF**

Lawrence A. Ouellette, Jr., Chairman
Town of Clinton Historic District Commission
54 East Main Street
Clinton, CT 06413

Home Address:
11 Fernwood Lane
Clinton, CT 06413

Home Phone: 860-669-4585
Office Phone: 203-776-4546
E-Mail: louellette@lipplette.com

Jay Northrup
Town Planner
Clinton Town Hall
54 East Main Street
Clinton, CT 06413
Phone: (860) 669-6133
Fax: (860) 664-4469
JNorthrup@clintonct.org

Sirois, Cathy

From: Anderson, Patience
Sent: Wednesday, May 31, 2017 11:27 AM
To: Maniscalco, Mike
Cc: Sirois, Cathy
Subject: email from Elizabeth Regan from Rivereast
Attachments: Minutes Org Meeting 04Nov2015.doc; ROBERTS11th.pdf

Good Morning Michael,

We both received an email from Elizabeth Regan with regard to Robert's Rules of Order pertaining to the calling of a question/moving the question/calling for the vote.

I too have researched the matter and attached the Parliamentary Motions Guide and the minutes of our organizational meeting.

I have looked back to the Town Council's organizational meeting of November 4th 2015 where Robert's Rules of Order 11th Edition were adopted as part of rules and procedures.

I would like to seek guidance on how to address this issue since it has now come up twice during my time as Chair on Council.

It seems the best way to go forward is to share the attachments with the Town Council membership so we can all be schooled on the proper way to call or move a question.

It is truly unfortunate that actions were taken out of the rules we agreed to abide by, but lesson learned.

Clearly, neither I or any other Council member was aware that a 2nd was needed and a 2/3 vote needs to take place to close debate on a motion.

Good to know.

Thanks,
Patience

Town of East Hampton
Town Council Organizational Meeting
Wednesday, November 4, 2015
Town Hall Meeting Room

Minutes

Present: Council Members Patience Anderson, Pete Brown, Melissa Engel, Ted Hintz, Jr., Mark Philhower, Josh Piteo and Kevin Reich. Also present were Town Manager Michael Maniscalco and Town Clerk Sandra Wieleba.

Call to Order and Pledge of Allegiance

Town Clerk Sandra Wieleba called the organizational meeting to order at 6:00 p.m. All stood to recite the Pledge of Allegiance.

Administer the Oath of Office

Ms. Wieleba administered the oath of office to all members of the Town Council.

Election of Chairperson

A motion was made by Ms. Engel, seconded by Mr. Philhower, to nominate Patience Anderson as Chairperson. Voted (7-0).

Election of Vice Chairperson

A motion was made by Mr. Philhower, seconded by Ms. Engel, to nominate Ted Hintz, Jr. as Vice Chairman. Voted (7-0).

Adoption of Rules & Procedures (Robert's Rules)

A motion was made by Mr. Hintz, seconded by Mr. Philhower, to adopt Robert's Rules of Order 11th Edition. Voted (7-0).

Adoption of Regular Meeting Dates

A motion was made by Mr. Hintz, seconded by Mr. Philhower, to adopt the 2nd and 4th Tuesday for Town Council meetings. Voted (7-0).

Appointment of Two (2) Town Meeting Moderators

The Democratic Moderator will be Red McKinney. The Republic Moderator will be Steve Greco.

Town Manager Comments

Mr. Maniscalco congratulated the new Town Council members. He noted the next two years will be challenging working to address issues including dispatch, facilities, public safety and water as well as recruiting and retaining businesses and passing a budget that includes what the community needs. Staff members are ready to work with the Council to meet the needs of the community.

Adjournment:

The meeting adjourned at 6:07 p.m.

Respectfully submitted,

Cathy Sirois
Recording Secretary

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (11th Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 ND ?	DEBATE?	AMEND?	VOTE?
§21 Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20 Take break	I move to recess for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18 Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17 Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16 Close debate	I move the previous question	No	Yes	No	No	2/3
§15 Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (11th Edition)*

Incidental Motions - No order of precedence. Arise incidentally and decided immediately.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23 Enforce rules	Point of order	Yes	No	No	No	None
§24 Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25 Suspend rules	I move to suspend the rules which ...	No	Yes	No	No	2/3
§26 Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27 Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a division	Yes	No	No	No	None
§33 Parliamentary law question	Parliamentary inquiry	Yes (if urgent)	No	No	No	None
§33 Request information	Request for information	Yes (if urgent)	No	No	No	None

Motions That Bring a Question Again Before the Assembly - no order of precedence. Introduce only when nothing else pending.

§34 Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35 Cancel or change previous action	I move to rescind/ amend something previously adopted...	No	Yes	Yes	Yes	2/3 or maj. w/ notice
§37 Reconsider motion	I move to reconsider the vote ...	No	Yes	Varies	No	Majority



AGENDA
ITEM # 12

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

June 13, 2017

To: The East Hampton Town Council,

The documentation for the tax refunds listed below is available in the Office of the Collector of Revenue for your review. There is one refund totaling \$56.26.

Respectfully Submitted,

A handwritten signature in black ink that reads 'Kristy L. Merrifield, CCMC'.

Kristy L. Merrifield, CCMC
Collector of Revenue

001

56 • 26 +

56 • 26 *

**BOARD AND COMMISSION SUMMARY
MAY, 2017****250th Anniversary Committee**

The 250th Anniversary Committee held a regular meeting on May 4. Spencer's Funeral Home will donate a plaque commemorating the 250th Anniversary elm tree planted at Sears Park. The Committee will participate in the Memorial Day Parade. Birthday Cards are out for signing through the end of June. Marchers dressed in any time period costuming (from present day back to 1767) will walk in the Old Home Day parade, carrying a 250th Anniversary banner. A potential EH Trivia Night, EH Longest Dinner Table and Block party were discussed.

Arts & Culture Commission

The East Hampton Arts & Culture Commission met on May 16 at Sears Park. The meeting featured a Student Art Award Presentation in the William O'Neill Performing Arts Gazebo; a discussion of Open Studio planned for Halloween weekend; a discussion of our budget which may be cut during the budget process by \$1500; a discussion of the EHACC grant programs including the \$250 grant and the \$500 Grant. Commissioners awarded \$500 grants to Creative Dance and EHHS student Rebecca White. Commissioners will attend the East Hampton Art Show on June 17 in the Village Center to select a piece of artwork which will be hung at the High School.

Board of Finance

A Regular Meeting of the Board of Finance was held in the Town Hall Meeting Room on May 15, 2017.

Tax Office related discussion:

- Mr. Hurst made a motion to approve the suspension of the accounts provided by the Tax Collector. The motion was seconded by Mr. Rose. Vote: 6-0. Motion Passed.
- Mr. Hurst made a motion to recommend to the Town Council that they adopt an ordinance authorizing the Tax Collector to retain overpayments if the amount is less than \$5.00 and an ordinance authorizing the Tax Collector to waive property taxes if the amount is less than \$5.00 (similar to existing ordinances in the Towns of Colchester and Hebron). The motion was seconded by Ms. Coshow. Vote: 6-0. Motion Passed.

Budget discussion: State related updates to date were discussed. A discussion with Council Chair Anderson was also had around next steps and proper communication to tax payers.

Brownfields Redevelopment Agency

The Brownfields Redevelopment Agency held their regular meeting May 22. Weise has been given a preliminary go-ahead to complete the work at 13 Watrous including fixing the flowing water. There was discussion on possibly installing a well for a resident at 4 Starr Pl as that property is currently drawing water from the dug well at 13 Watrous that the Agency would like to see abandoned.

Clean Energy Task Force

The Clean Energy Task Force held their regular meeting May 2. Liaisons will be attending the Town Facilities Building Committee meetings to get clean energy on their radar; the Task Force has offered for the Town's Eversource representatives to meet with the Town Facilities Building Committee. Discussion occurred on the possibility of a town NAA liaison for businesses that want to apply for grants to help them obtain solar or other types of clean energy; this would be a town staff person, not a volunteer from the committee.

Commission on Aging

The Commission on Aging met on May 11th. The Committee discussed the issues with the senior meals and CRT. The Committee voted to have a logo designed by Gioielli Design. They also reviewed the survey results.

Conservation-Lake Commission

The Conservation-Lake Commission held a regular meeting May 11. The application and fee for a permit for in-lake treatment was sent to Solitude, the treatment company, in hopes that it will be ready if needed this summer. Plans for renovations to an existing home at 57 Spellman Pt. Rd. were accepted. Moving forward Dr. George Knoecklein will be proving only minimal testing as required to keep the 319 Federal Funding plan in play per the request that no further funds are spent at this time.

Design Review Board

No meeting

Economic Development Commission

The Economic Development Commission held their regular meeting on May 16. Jeff Pugliese of the Middlesex Chamber of Commerce presented about their organization's benefits to EH businesses. The Village Center was discussed in detail, and Mr. Monahan wishes to create a focus group consisting of residents, business owners, Commission members, and more to discuss revitalization and issues obstructing such in the Village Center. There is a wish to create an accurate database of businesses in town; this will be discussed further in future meetings. Ellen Paul, Director of the Library, presented her idea to hold small business programming at the Library and received the full support of the EDC. Mr. Maniscalco discussed the idea of a tax increment district with the EDC.

Ethics Commission

No meeting

Fire Commission

The Board of Fire Commissioners held a regular meeting on May 8. The Chief was approved to purchase a used trailer to carry the UTV and related equipment. Dispatch issues were discussed, service seems to be improving. Discussion occurred on the Fire Marshal's need for more hours to provide required services; Chairman Salafia was going to get this on the Council's agenda.

High School Building Committee

The High School Building Committee held their regular meeting May 18. The inside of the building is done except for one classroom that still has a few minor changes and

interior painting that will take place in the summer. The site work and paving is anticipated to be complete before graduation. The pilot test for the water system that will hopefully treat the blue water is up and running; at the point of the meeting it was too soon to know if it was successful.

Inland Wetland Watercourses Agency

The Inlands Wetlands and Watercourses Agency held their regular meeting on May 31. An application for improvements to a home at 57 Spellman Point Rd. was approved. There was discussion on the possibility that the Conservation-Lake Commission may propose to this Agency that the upland review area around the lake be changed from 100' to 200'. A document regarding suggested guidelines for construction and repair of seawalls was approved for the P&Z and Building Departments to give to residents.

Joint Facilities

The meeting of the Colchester –East Hampton Joint Facilities Committee was held at the Colchester-East Hampton Waste Water Treatment Plant Meeting Room on Tuesday May 16th at 5:00 P.M. Mr. Clayton delivered the Joint Facilities Operations and Maintenance reports for March and April. He gave a brief overview of routine repairs. Key items discussed were; ongoing repairs/replacements at the Millstream Pump Station (PS), substantial repairs at the Raymond Brook PS, camera work done in April, and new operator started in March and a Hazardous Waste Collection Day held at the plant in April. Mr. Smith reported on the current operating budget and the status of the Barscreen Compactor and Auto Septage Station which should be ready in June and September respectively and the administrative office personnel reported on adding a Joint Facilities web page to the Town of East Hampton web site.

Library Advisory Board

The Library Advisory Board held their regular meeting May 1. New Library Director Ellen Paul gave her first Director's Report and discussed the direction she'd like to take the Library. Budget information, related to Town and State cuts was discussed in detail.

Middle Haddam Historic District Commission

The Middle Haddam Historic District Commission met on May 25th. Application #512 for a COA at 29 Middle Haddam Road to establish a parking lot and appropriate landscaping along Fern Lane for applicant Cobalt Lodge Health and Rehab Center. Approved.

Parks & Recreation Advisory Board

May Meeting Summary – At the May Parks and Recreation Advisory Board Meeting an Eagle Scout presented a possible project to build another shed at Sears Park to aid in storage. Jessica Rurka motioned to approve the potential project, Dick Edmonds seconded and all approved. Also discussed was the new upcoming Teen Scene program , Seamster Park playground fundraising efforts and spring and summer programs.

Planning & Zoning Commission

The Planning & Zoning Commission met on May 3rd.

- Amendments to East Hampton Zoning Regulations- Section 8.4.M, Special Regulations, Standards For Specific Uses, Accessory Dwelling Units- Continued

- Application of Susan Popielaski –ECO Coffee, 367 West High St, for Special Permit/Site Plan Modification. Map 01C/Block 10/Lot 1 – Continued
- Application of Main St Venture, LLC, 3 Main St, for a Text Amendment for PO/R Zone- Applicant not present – was continued.
- Application of Cobalt Lodge, 29 Middle Haddam Rd., for site plan modification for additional parking spots and a driveway. Map 01C/Block 9/Lot 7. – Continued for public hearing.
- Application of Main St Venture, LLC, 3 Main St, for zone change from R1 to PO/R. Map 05A/Block 62/Lot 11 – Denied.

Town Facilities Building Committee

The Town Facilities Building Committee held regular meetings on May 3rd, 10th, 17th and 24th. After much consideration the Committee decided to hire a Construction Manager for the project (rather than a General Contractor). The draft Construction Manager RFP/Q was reviewed. The architects met with all Town Departments and created an estimate for programming. The Committee decided what to present to the Council in regards to programming needs and specific cost related to potential additions of the BOE, Chatham Health and Probate Court spaces. Boundaries Civil Engineering firm contract was approved for pre-referendum services. The Mottos have contracted with a community outreach PR firm to provide information for this project to the public. Finance Director Jeff Jylkka presented the committee with a possible debt forecast for this specific project.

Water Development Task Force

The regular meeting of the Water Development Task Force was held at the Colchester-East Hampton Waste Water Treatment Plant Meeting Room on Thursday May 11th at 6:30 P.M. After a review of the 3 RFP's that were received, the Water Development Task Force decided on Tighe and Bond to do the East Hampton Interconnection Water Study. Monies for this project are coming from an already designated public water fund that is available and not yet spent. Mr. Smith will present the recommendation to the Town Council on June 13, 2017.

Water Pollution Control Authority

The regular meeting of the Water Pollution Control Authority Committee was held at the Colchester-East Hampton Waste Water Treatment Plant Meeting Room on Tuesday May 2nd at 6:00 P.M. After a final review, the members approved the 2017/18 fiscal year WPCA Operating Budget. The WPCA committee agreed on a recommended operating and revenue budget for 17/18 fiscal year Water Budget. The recommended Water Budget will be presented to the Town Council on May 9th for approval, if approved the Public Hearing for the Water Budget will be on June 6th at 6:30 pm at the WPCA plant meeting room. The committee also approved the Consumer Confidence Report for 2016. The Annual Report on Drinking Water will be submitted to the Dept. of Public Health and the Royal Oaks and Village Center property owners. The administrative office personnel reported on updates to the WPCA web page which is located on the Town of East Hampton web site.

Zoning Board of Appeals

No meeting