

AUTHORIZING RESOLUTION OF THE

AGENDA
ITEM # 7a

East Hampton Town Council

CERTIFICATION:

I, Sandra M. Wieleba, the Town Clerk of the Town of East Hampton, do hereby certify that the following is a true and correct copy of a resolution adopted by the Town Council at its duly called and held meeting on February 14, 2017, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the Town Council may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Michael Maniscalco, as Town Manager of the Town of East Hampton, is authorized and directed to execute and deliver any and all documents on behalf of the Town Council and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

The undersigned further certifies that Michael Maniscalco now holds the office of Town Manager and that he has held that office since July 1, 2012.

IN WITNESS WHEREOF: The undersigned has executed this certificate this 15th day of February 2017.

Sandra M. Wieleba, Town Clerk

EAST HAMPTON CT RESIDENTS' 2017 COMMUNITY SURVEY

Revised with permission from the AARP 2015 Community Survey

1. How would you rate East Hampton as a place for people to live as they age?

- Good
- Fair
- Poor

2. How important is it for you to be able to live independently in your own home as you age?

- Very important
- Somewhat important
- Not very important

3. Do you need to make changes to your home to enable you to stay in your home as you age?

- Yes
- No

4. Would you prefer to live in affordable local senior housing?

- Yes
- No

5. Would you prefer to live in a local assisted living setting?

- Yes
- No

6. Are there enough housing options in East Hampton as you age?

- Yes
- No

If no, what type of housing do you need?

- a. Private detached one level
- b. Multi family (multigenerational)
- c. Senior apartments
- d. Assisted living

7. Respond if your needs are being met for each of the following health-related areas.

	Yes	No	Not Applicable
a. Wellness classes in areas such as weight control and exercise	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₀
b. Fitness activities specifically geared towards older adults	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₀
c. Conveniently located health and social services	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₀
d. A service that helps seniors access health and supportive services.....	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₀
e. Conveniently located emergency care centers.....	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₀

- f. Easy to find information on local health and supportive services..... ₁ ₂ ₀
- g. Home care services including health, personal care and housekeeping.. ₁ ₂ ₀
- h. Well-trained affordable certified home health care providers..... ₁ ₂ ₀
- i. Safe and convenient areas to walk..... ₁ ₂ ₀
- j. A variety of health care professionals including specialists..... ₁ ₂ ₀
- k. A convenient and affordable grocery store..... ₁ ₂ ₀
- l. Organizations, groups and/or churches to join..... ₁ ₂ ₀
- m. Safe and secure neighborhood..... ₁ ₂ ₀

8. Respond if your needs are being met for each of the following transportation issues.

- | | Yes | No | Not
Applicable |
|---|---------------------------------------|---------------------------------------|---------------------------------------|
| a. Accessible and convenient public transportation | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ | <input type="checkbox"/> ₀ |
| b. Affordable public transportation | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ | <input type="checkbox"/> ₀ |
| c. Reliable public transportation | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ | <input type="checkbox"/> ₀ |
| d. Transportation to out of town medical appointments | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ | <input type="checkbox"/> ₀ |
| e. Safe well maintained roads all year round | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ | <input type="checkbox"/> ₀ |

9. Do you have or will you have enough money to support yourself during your retired years?

- Yes
- No

10. Do you have or will you have to continue to work during your retired years due to financial needs?

- Yes
- No

11. Are you or will you be financially able to remain in East Hampton during your retired years?

- Yes
- No

12. Are you male or female?

- ₁ Male
- ₂ Female

13. What was your age as of your last birthday? [AGE IN YEARS]

14. Are you of Hispanic, Spanish, Latino origin or descent?

- ₁ Yes
- ₂ No

15. What is your race? [CHECK ALL THAT APPLY]

- ₁ White or Caucasian
- ₂ Black or African American
- ₃ American Indian or Alaska Native
- ₄ Asian
- ₅ Native Hawaiian or other Pacific Islander
- ₆ Other, please specify: _____

16. What is the highest level of education you have completed?

- ₁ K-12th grade (no diploma)
- ₂ High school graduate, GED or equivalent
- ₃ Post-high school education/training (no degree)
- ₄ 2-year college degree
- ₅ 4-year college degree
- ₆ Post-graduate study (no degree)
- ₇ Graduate or professional degree(s)

17. What is your current marital status?

- ₁ Married
- ₂ Not married, living with partner
- ₃ Separated
- ₄ Divorced
- ₅ Widowed
- ₆ Never married

18. What was your annual household income before taxes in 2015?

- ₁ Less than \$10,000
- ₂ \$10,000 to \$19,999
- ₃ \$20,000 to \$29,999
- ₄ \$30,000 to \$49,999
- ₅ \$50,000 to \$74,999
- ₆ \$75,000 to \$99,999
- ₇ \$100,000 to \$149,999
- ₈ \$150,000 or more

Please use the space on the back of this page for any additional comments.



*SPONSORED BY THE
EAST HAMPTON
COMMISSION ON AGING*



**Thank you for completing the survey.
Return your completed survey to the East Hampton Stop and Shop,
Town Hall, Senior Center, East Hampton Public Library or Middle Haddam Library**

**CLEAN ENERGY COMMUNITIES PROGRAM
MEMORANDUM OF UNDERSTANDING**

This Clean Energy Communities Program – Memorandum of Understanding (“Agreement”) is made between the CONNECTICUT GREEN BANK (“Green Bank”), a quasi-public agency of the State of Connecticut, having its offices at 845 Brook Street, Rocky Hill, Connecticut 06067, and the Town of EAST HAMPTON (“Municipality”), a Connecticut municipality. GREEN BANK and Municipality are individually referred to as a “Party” or collectively as “Parties” to this Agreement.

WHEREAS, GREEN BANK, which is charged under the Connecticut General Statutes (“Conn. Gen. Stat.”) Section 16-245n, to promote and support the growth, development, and commercialization of clean renewable energy sources and to stimulate demand for clean renewable energy and the deployment of clean renewable energy sources;

WHEREAS, Municipality has committed to the “Clean Energy Communities Program” under which it agrees to reduce energy use in municipal facilities and to obtain a percentage of the annual electricity usage for its municipal properties from clean, renewable sources, as evidenced by the attached Exhibit A, the “Clean Energy Communities Municipal Pledge,” which is incorporated into this Agreement;

WHEREAS, Municipality has supported clean energy by at least 17% of the annual electricity usage for municipal facilities for the fiscal year 2017 and intends to gradually build up to reach the goal of 20% by 2018;

WHEREAS, Municipality acknowledges that clean, renewable sources are those defined as Connecticut Class I renewable energy sources or meeting Green-e certification standards;

WHEREAS, Municipality acknowledges that certain action steps to support clean energy may be substituted in lieu of making a clean energy purchase; and

WHEREAS, as of the date of this Agreement, municipality has earned three (3) rewards through the Renewable Energy track of the Clean Energy Communities program according to program data;

THEREFORE, in consideration of the foregoing and the mutual benefits and detriments described herein, GREEN BANK and Municipality acknowledge their understandings as follows:

Section 1. Condition of Funding. This Agreement is contingent upon sufficient funds being available in the future from GREEN BANK under the Clean Energy Communities Program (“Program”). The Project will be placed on GREEN BANK’s contingent funding waiting list upon GREEN BANK’s receipt of this Agreement duly executed by both Parties. Failure by Municipality to return the signed Agreement to GREEN BANK in a timely manner may result in GREEN BANK withdrawing this contingent funding offer.

Section 2. Key Terms.

- (a) Municipality is a Clean Energy Community;
- (b) Subject to Section 1 above, the Municipality is eligible to receive from GREEN BANK, at no expense, three (3) rewards, valued at \$4,500 each.
- (c) Municipality has advised that it wishes to redeem its rewards to purchase and install six (6) solar powered flagpole and spotlight units at various municipal facilities.
- (d) GREEN BANK will pay Municipality the total sum of up to \$13,500. Payment will be made in one installment upon written request from Municipality accompanied by documentation of the purchase such as a scope of work or invoice.
 - a. Municipality shall select a contractor from which to purchase and/or install the flagpole and spotlight units.
 - b. Before the Green Bank is to make a payment to the Municipality, the Municipality must provide the Green Bank with a scope of work, an invoice or other documentation of the purchase of the flagpole and spotlight units as well as any additional information reasonably requested by Green Bank.
- (e) **Municipality shall collaborate with GREEN BANK to prepare any press releases and to plan for any dedication ceremony related to these projects or this program;**
- (f) GREEN BANK shall not be obligated to provide the funding for this project if there are insufficient funds for such purpose because of any legislative or regulatory action expressly curtailing, reducing, or eliminating GREEN BANK funding.

Section 3. Role of the Principal Contacts.

- (a) GREEN BANK's principal contact for this Agreement is Bob Wall, Associate Director of Outreach; 860-257-2354, Bob.Wall@CTGreenBank.com.
- (b) Municipality's principal contact for this Agreement is _____.
- (c) These principal contacts will be responsible for the joint coordination of activities and resolution of issues cutting across organizational lines in their respective organizations.

Section 4. Liability.

1. Municipality shall bear sole liability for all claims against the GREEN BANK arising out of the projects described above in Section 2(c) including all claims for damages asserted by third-parties to this Agreement.
2. Municipality agrees to indemnify GREEN BANK in all claims alleged against Municipality as a result of the expressed liabilities set forth in (1) of this Section.

Section 5. Miscellaneous.

- (a) This Agreement may only be modified or amended by a writing executed by all of the Parties to the Agreement.
- (b) In no event shall this Agreement be deemed to give any rights or entitlements to any third party, this Agreement being solely for setting forth the understandings of the Parties.
- (c) This Agreement shall be governed and construed in accordance with the laws of the State of Connecticut and shall be subject to all applicable laws governing the subject matter hereof.
- (d) This Agreement may be executed in counterparts, each of which shall be deemed an original but all of which together shall constitute the same instrument.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the last date upon which the Parties have affixed their signatures below.

CONNECTICUT GREEN BANK

TOWN OF EAST HAMPTON

Signature

Signature

Bryan T. Garcia

Michael Maniscalco

President & Chief Executive Officer

Town Manager

Date

Date

EXHIBIT A

CLEAN ENERGY COMMUNITIES MUNICIPAL PLEDGE

The Clean Energy Communities program is an initiative funded by both the Clean Energy Finance and Investment Authority (CEFIA-formerly known as the Connecticut Clean Energy Fund) and the Connecticut Energy Efficiency Fund. CEFIA and the Energy Efficiency Fund develop programs which collectively seek to have Connecticut cities and towns both reduce energy use and increase support for clean, renewable energy for municipal facilities. The Energy Efficiency Fund programs are administered by The Connecticut Light and Power Company, The United Illuminating Company, Yankee Gas Services Company, The Southern Connecticut Gas Company, and/or Connecticut Natural Gas Corporation (collectively, "the Companies")

By applying currently available energy efficiency and clean, renewable energy technologies the Town of East Hampton can save money, create a healthier environment and strengthen local economies; and accordingly, the Town of East Hampton makes the following Clean Energy Communities Municipal Pledge:

1. The Town of East Hampton pledges to reduce its municipal building energy consumption by 20% by 2018. Building energy consumption shall be determined by benchmarking municipal building energy consumption to a baseline fiscal year. The Town of East Hampton can elect from the following fiscal years to determine its energy baseline year: 2008-2009, 2009-2010, 2010-2011, or 2011-2012.
 - a. The Town of East Hampton will seek to reduce its municipal building energy consumption for municipal facilities by at least 20% by 2018. The schedule follows:
 - i. Fiscal Year 2012-2013: 5% Reduction
 - ii. Fiscal Year 2013-2014: 8% Reduction
 - iii. Fiscal Year 2014-2015: 11% Reduction
 - iv. Fiscal Year 2015-2016: 14% Reduction
 - v. Fiscal Year 2016-2017: 17% Reduction
 - vi. Fiscal Year 2017-2018: 20% Reduction
 - b. The Town of East Hampton will work with the Companies, contractors or other entities to benchmark all of its municipal buildings (including board of education buildings) to determine all municipal building energy usage.
 - c. Beginning July 1, 2015, the Town of East Hampton agrees to provide documentation of its municipal building energy consumption on an annual basis by the end of the first quarter of the following fiscal year.
 - d. The Town of East Hampton pledges to create its own Municipal Action Plan (MAP) to determine its path in reducing its energy consumption. The Town of East Hampton may satisfy this requirement by submitting a pre-existing municipal energy plan, sustainability plan, climate change action plan or similar document.
 - e. There is no penalty if the Town of East Hampton fails to meet the reduction amounts set forth in the schedule above. However if these reduction targets are not met starting July 1, 2015, the Town of East Hampton will not be eligible to receive Bright Ideas Grants from the Connecticut Energy Efficiency Fund and Companies under the Clean Energy Communities program.
2. The Town of East Hampton pledges to purchase 20% of its municipal building electricity from clean, renewable energy sources by 2018.
 - a. The Town of East Hampton will seek to make a voluntary purchase of at least 20% of the electricity for municipal facilities from clean, renewable energy sources by annual CEC program requirements. The schedule follows:
 - i. Fiscal Year 2012-2013: 15% Purchase
 - ii. Fiscal Year 2013-2014: 16% Purchase
 - iii. Fiscal Year 2014-2015: 17% Purchase

Town of East Hampton Communities MOU

- iv. Fiscal Year 2015-2016: 18% Purchase
- v. Fiscal Year 2016-2017: 19% Purchase
- vi. Fiscal Year 2017-2018: 20% Purchase

b. The Town of East Hampton agrees to provide CEFIA documentation of its municipal clean energy purchases on an annual basis by the end of the first quarter of the following fiscal year. CEFIA intends to request documentation of municipal clean energy purchases for FY2011-2012 in July 2012.

c. The Town of East Hampton acknowledges that clean, renewable sources are those defined in section 16-1 of the general statutes as Connecticut Class I renewable energy sources or meeting Green-e® Energy certification standards.

d. The Town of East Hampton may satisfy the voluntary purchase requirement by purchasing Green-e® Energy certified Renewable Energy Credits (RECs), enrolling one or more municipal facilities in the GTCleanEnergyOptions™ program, installing renewable energy systems (provided that the RECs associated with such system(s) are quantifiable and not held by a third-party) or any combination thereof.

e. There is no penalty if the Town of East Hampton fails to meet the items set forth in the schedule above; however, the Town of East Hampton will not be eligible to receive incentive rewards from CEFIA under the Clean Energy Communities program.

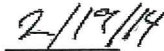
3. The Town of East Hampton agrees to promote energy efficiency and clean, renewable technologies in its community. The Town of East Hampton is encouraged to establish a Clean Energy Task Force, or comparable body. This entity will assist the municipality in meeting the Clean Energy Communities Municipal Pledge and to perform education and outreach among residents, businesses and institutions within the community concerning energy efficiency and clean, renewable energy programs.

By taking the pledge and meeting the Clean Energy Community Program requirements outlined by CEFIA and the Connecticut Energy Efficiency Fund, the Town of East Hampton may qualify, subject to the terms of separate formal contracts, for the following grants:

- a. CEFIA. For every 100 points, the Town of East Hampton may earn a 1 kilowatt (or equivalent) clean energy system.
- b. Energy Efficiency Fund. For every 100 points, the Town of East Hampton may earn a Bright Idea Grant that can be used for energy-saving projects. The Town of East Hampton is eligible for two Bright Idea Grants per fiscal year.



Michael Maniscalco*
Town Manager
Town of East Hampton



Date

* The Town of East Hampton understands that the Clean Energy Communities Municipal Pledge is not a contract, and that CEFIA, the Energy Efficiency Fund, and the Companies have not contracted, committed, agreed or promised, to perform or incur any obligations, in any manner, hereunder.

TOWN OF EAST HAMPTON
LEGAL NOTICE

Public notice is hereby given that the Town Council will consider a waiver of the bidding procedure at the Town Council's regular meeting on Tuesday, February 28, 2017, at 6:30 p.m., in the East Hampton Middle School Library. Said waiver is requested by the Town Manager pursuant to the East Hampton Purchasing Ordinance #12.07, Section 7, for the selection of the Owner's Project Manager for the Town Hall/Police Department project.

Town Council

Patience Anderson, Chairperson
Ted Hintz, Jr., Vice Chairperson
Pete Brown
Melissa Engel
Mark Philhower
Josh Piteo
Kevin Reich

OPM: Scope of Services

The Owner's Project Manager ("OPM") services requested are not intended to duplicate the Construction Manager's ("CM's") services, or the Architect's or the Architect's or Town of East Hampton's ("Town") other Consultants. This OPM shall fully understand the contracted services of the CM and Architect, as well as all other Town held contracts related to this project. This OPM shall act as the knowledgeable project construction representative for the Town of East Hampton. It is expected that the OPM will provide senior staff that are familiar with both design and construction of similar projects and are capable of questioning design/construction decisions which may otherwise lead to increased cost exposure for the project. This OPM shall also shepherd the project through all the State and Local government required regulations, submissions and approvals. This OPM shall also provide administrative support services for the project, to the Building Committee.

The Scope of Services:

Core responsibilities, acting as Town's Project Manager / Town of East Hampton's advocate:

- Provide expertise and a knowledge base for State and local regulations that will be required for the delivery of the completed project.
- Assistance in passage of Town referendum and any planning and zoning requirements (Mike M to confirm)
- Coordinate and supervise the obtaining of all planning and building approvals required for the project.
- Supervise consultants in the execution of all necessary site investigation and preparation activities. Advise the Town of any unexpected/important results that could have a material effect on the project and recommend to the Town appropriate actions.
- Initiate and supervise all measures to be taken in preparing the site for construction, especially as related to the results of the site investigation and the on-site logistics for construction.
- In concert with the Town, negotiate with state and local authorities regarding all site-related traffic and transportation issues.
- Facilitate problem solving and communication among all project team members.
- Provide construction status updates at each regularly scheduled Building Committee meeting.
- Provide monthly budget updates at scheduled Building Committee meetings.

State and Local Government interface

- In conjunction with the architectural firm, construction manager and Building Committee, manage the project costs through to project completion.
- Manage the maintenance of project records as required for the town to archive.

Administration

- Prepare and publish all Building Committee meeting Agendas.
- Prepare and publish all Building Committee meeting Minutes. Scope includes being in attendance at all Building Committee meetings, providing the minute taker, recording, writing and providing the minutes for Building Committee review, posting both the draft and then approved minutes in accordance with state and local statutes for timeliness.
- Prepare and provide all Invoices for each scheduled committee meeting.
- Prepare and provide all committee meeting packets for each scheduled meeting.
- Prepare, advertise, bid, and recommend Architect, consultant and CM firms through RFQ/RFP process.

Design Phase

- In consultation with Town, the production of a draft program for the Project (hereafter referred to as the "Draft Program") upon conclusion of highest and best use analysis. OPM shall update or modify the Draft

Program from time to time upon the request of Town and otherwise when OPM deems necessary. All material revisions to the Draft Program shall be subject to Town's approval.

- Coordinate with Architect and other design professionals the programming of Town's needs for the project.
- Evaluate the current status of the Project's concept with regard to its construction/design and financial feasibilities.
- Compile the relevant information, including, without limitation, area breakdown, budgets for construction, equipment and other project costs and project schedule, and incorporate it into the Draft Program.
- Incorporate subsequent changes to the project into the Draft Program as and when they occur.
- Determine the scope of performance of Architect, design professionals and other consultants; in consultation with Town negotiate commercially reasonable terms for the relevant contracts.

- Organize and conduct regular meetings with the Architect and other design professionals during the design of the project. Advise and consult with the Town on modifications and improvements, make recommendations on design, construction feasibility, time requirements and factors related to cost. The Town, in its sole discretion, may attend all design meetings.

- Work with Architect and other design professionals to clarify the details of the building systems and equipment affecting the project, including structural, mechanical, heating, ventilating and air conditioning, electrical, plumbing, energy conservation, environmental conditions and internal traffic flows.
- Coordinate the submission to the Town for its approval at the end of each major stage of the design process all major construction plans and specifications and quality standards.
- Perform an internal review of the plans and specifications and consider practical time and/or money saving alternatives. These reviews generally include:
 - 1) the analysis of systems, system components, assemblies, materials and equipment to take advantage of current and projected construction market conditions; and
 - 2) where appropriate, materials, construction techniques, fabrication and installation methods.
- Review the technical specifications of the project elements to take advantage of economies of scale, to expedite construction, and to confirm availability and quality of materials.
- Review plans and specifications with respect to adaptability of design to staged construction, and make recommendations for early purchase and fabrication of long-lead items.
- Review plans and specifications with respect to new and innovative techniques which may produce savings in time and/or money while maintaining or improving quality.
- Review plans and specifications with respect to construction feasibility and speed.
- Review plans and specifications with respect to their compliance with standard practices, codes and new technology or industry trends (Discuss police station and public safety requirements).
- Examine alternative systems, materials or techniques in connection with the bid review process.
- Provide value engineering and cost analyses.
- When complete, review the final plans and specifications for conformance with the Draft Program and the Town's requirements. Submit the final design development plans and specifications to the Town Building Committee for its approval.
- Incorporate all relevant changes to the project as a result of these activities into the Draft Program.
- Advise the Town of suggested revisions to the plans and specifications.
- Advise and support Architect and other design professionals in preparing and submitting all required documents for the issuance of necessary building permits.
- Assist the consultant team in obtaining all site approvals, building permits, utility permits and other government approvals, authorizations, licenses and permits necessary for the construction of the project.

- Confirm with CM that all permits and other documentation required to commence construction have been obtained.

Construction Phase

- Review the CM's preparation of the site logistics plan for construction which will designate routes and procedures for material delivery, hoists, cranes, fences and sidewalk bridges, protection (netting, cables, etc.), location of equipment, storage area, field offices, shanties, parking, and any other information required by any federal, state or city authorities.
- Review Construction Manager's bid format and instructions for each package to provide for proper response to bids; verify compliance with Town procurement laws; specify where alternate bids are acceptable and specify where special time frames or deadlines apply.
- Review list of Construction Manager's bid packages for all materials and work and coordinate between each bid package and review for clear definitions of and responsibilities for the work.
- Determine which subcontractors and suppliers are to be included on the list of bidders, and discuss with Town the acceptability of such list of bidders proposed by CM.
- Respond to questions raised during the bidding period. Conduct pre-bid conferences with the CM to devise strategy for bids and awards, in compliance with Town procurement requirements.
- Authorize CM to conclude contracts with the subcontractors and suppliers selected to execute the work only after appropriate negotiations. All awards will be subject to the approval of Town.
- Provide Town with a summary of each bid award, including the rationale for specific awards.
- Obtain evidence of insurance coverage for the project as required under the Architect's agreement, the CM's agreement, and other agreements with consultants.
- Management / oversight of the construction mobilization, shop drawing/submittal review process, RFI's, ASI's, fabrication, installation, and all associated construction activities.
- Management of all Town held contracts, including the Architect, CM, commissioning agent, civil engineer (confirm) and any other Town held contracts.
- Prepare and process all invoicing & payment requisitions.
- Review of all professional service change in services & construction change orders.
- Review & input regarding any claims. (Does not include legal representation).
- Attendance and participation at subcontractor meetings.
- Provide the Building Committee with written quarterly reports, which also include an updated budget on a Building Committee approved form.
- Assist in the coordination and smooth transition of the Town Hall and Police Station moves both out of and into each phase of the completed project.
- Assist with the certificate of occupancy process.
- Conduct a weekly site tour during every week in which construction activities occur. This includes a face to face communication with the Town Manager, Chief of Police, facilities director (others?).

Project Meetings

- Participate in construction meetings as Town's advocate.
- Facilitate problem solving and communication among the project team.
- Attend additional meetings in which the Town's attendance is advisable (as notified by the CM or Architect or Building Committee).

Request for Information (RFI's)

- Track and facilitate the timely resolution of CM RFIs to avoid construction delays or unnecessary expenditures.

Submittals

- Provide oversight, implementation and expediting of the construction submittal process on the Town's behalf to ensure compliance with project requirements.
- Identify and facilitate the resolution of required information or selections such as colors, sizes and finishes.

Schedule Control

- Review, provide comment and make recommendations to the CM baseline and progress schedule submittals.

CM and Architect Change Order Review

- Provide detailed review of CM and Architect requests for change orders as well as recommendations for their disposition.

CM and Architect Progress Payment Review

- Review and approve monthly CM and Architect applications for progress payments.

CM Contract Compliance

- Provide ongoing overview of CM's reporting process and technical execution of the work.

Construction Quality Control

- Ensure CM compliance with project quality control program.
- Participate in the certificate of occupancy process.

Municipality's Vendors

- Assist municipality with the procurement, coordination and management of all municipality-supplied vendors such as materials testing, building signage, furniture, fixtures and equipment.
- Oversee / manage FF&E procurement & installation process . . .(Confirm)
- Assist with FF&E invoicing review and processing (with Architect assistance/verification) (Confirm).
- Oversee/manage closeout process for all Town held contracts.

Move Management

- Oversee the relocation, storage, and disposition of FF&E, existing and new as directed (Confirm).
- Assist with FF&E invoicing review and processing (in collaboration with Architect) (Confirm).

Punch list through each Phase of Construction and Project Closeout

- Cost tracking and management.
- Oversee/manage all punch list activities, towards a successful completion
- Assist Architect and the Town in the preparation of final project punch lists and facilitate their timely completion.
- Ensure all building commissioning and turnover is completed.
- Assist in the receipt, transfer and storage of attic stock materials.
- Review all warranty documentation, as-built documents and operations and maintenance manuals to ensure compliance with project specifications.
- Within 60 days of Closeout Phase completion, provide all project records to the Town.

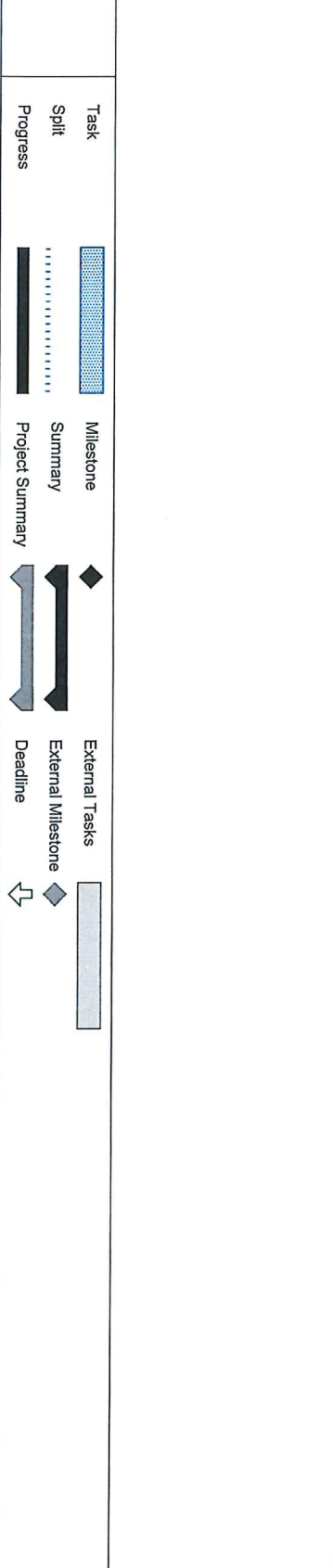
End Scope

Attachments:

1. Project Schedule
2. Sample; Invoice package w/ Budget update.
3. Sample; Building Committee Meeting Package including Agenda and Minutes.
4. Sample; Quarterly progress report prepared for Town Council including quarterly budget.

East Hampton Town Hall

ID	Task Name	Duration	Start	Finish	1/1	1/22	2/12	2/14	3/5	3/26	4/16	5/7	5/28	6/18	7/9	7/30	8/20	9/10	
1	Building Committee (BC) Tasks	12 days	Tue 2/7/17	Wed 2/22/17															
2	Interview Building Committee	6 days	Tue 2/7/17	Tue 2/14/17															
3	Select Building Committee Members	1 day	Tue 2/14/17	Tue 2/14/17															
4	Release Architectural RFP to BC for Review	1 day	Fri 2/17/17	Fri 2/17/17															
5	First Building Committee Meeting	1 day	Tue 2/21/17	Tue 2/21/17															
6	BC Approves Architect RFP	1 day	Tue 2/21/17	Tue 2/21/17															
7	Town Council for approval / Release of RFP	1 day	Wed 2/22/17	Wed 2/22/17															
8																			
9	Architect Selection	95 days	Mon 2/13/17	Fri 6/23/17															
10	Release RFP For Bid	28 days	Mon 2/13/17	Wed 3/22/17															
11	Interview Finalists and Make Selection	1 day	Tue 3/28/17	Tue 3/28/17															
12	Award Contract To Architect	3 days	Wed 3/29/17	Fri 3/31/17															
13	Finalize Town hall needs and Design Program	3 wks	Mon 4/3/17	Fri 4/21/17															
14	Develop Conceptual Designs in Preparation for Referendum	6 wks	Mon 4/24/17	Fri 6/2/17															
15	Architect and Program Manager to Develop Construction Budget	4 wks	Mon 5/29/17	Fri 6/23/17															
16																			
17	Referendum Process	50 days	Mon 6/26/17	Fri 9/1/17															
18	Board Of Finance To Review Project Costs	15 days	Mon 6/26/17	Fri 7/14/17															
19	Board Of Finance Meeting	1 day	Mon 7/17/17	Mon 7/17/17															
20	Town Council To Approve The Resolution To Referendum	1 day	Tue 7/25/17	Tue 7/25/17															
21	Post The Notice in the paper	1 day	Fri 8/4/17	Fri 8/4/17															
22	Town Meeting	1 day	Tue 8/15/17	Tue 8/15/17															
23	Referendum September 1st or 15th	1 day	Fri 9/1/17	Fri 9/1/17															



Project: Project1
Date: Fri 2/10/17

Task Split Progress

Milestone Summary Project Summary

External Tasks External Milestone Deadline

Sirois, Cathy

From: Maniscalco, Mike
Sent: Friday, February 10, 2017 10:04 AM
To: Sirois, Cathy
Subject: FW: Follow up to our meeting

Include in the packet

Michael Maniscalco, MPA

Town Manager
Town of East Hampton
20 E. High St.
East Hampton CT, 06424

860-267-4468

[Please note the change in email to: mmaniscalco@easthamptonct.gov](mailto:mmaniscalco@easthamptonct.gov)

Follow us on Twitter @EHTown_manager

From: Maniscalco, Mike
Sent: Thursday, February 02, 2017 3:32 PM
To: 'bcut67@gmail.com' <bcut67@gmail.com>
Cc: Brown, Pete <pbrown@easthamptonct.gov>; Dinnean, Terence <tdinnean@easthamptonct.gov>; Sirois, Cathy <csirois@easthamptonct.gov>
Subject: Follow up to our meeting

Brian,

I wanted to follow up you after our meeting yesterday. As we discussed the Town will be capable of offering you a phased in period on your assessment consistent with state statute. We can either do a two year 50%, 50% or three year 33%,33%, 34%. In order for us to do this we will need to know which of these options works best for you before July 15, 2017.

Also, at this point the property will be assessed based on the 1.3 million dollar value put on the building permits. We would be happy to work with you to ensure that this is the appropriate value for your property but will need access to additional information from you. Please feel free to contact me with any additional questions you may have.

Best,

Michael Maniscalco, MPA

Town Manager
Town of East Hampton
20 E. High St.
East Hampton CT, 06424

860-267-4468

[Please note the change in email to: mmaniscalco@easthamptonct.gov](mailto:mmaniscalco@easthamptonct.gov)



AGENDA
ITEM # 12

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

February 9, 2017

To: The East Hampton Town Council,

The documentation of the below listed tax refunds are available in the Office of the Collector of Revenue for your review. There are 13 refunds totaling \$2,293.85.

Respectfully Submitted,

Kristy L. Merrifield, CCMC
Collector of Revenue

0.00	*
95.90	+
73.31	+
747.19	+
17.78	+
351.95	+
41.66	+
213.59	+
420.90	+
7.52	+
155.50	+
149.18	+
17.37	+
2.00	+
2,293.85	*

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

The 250th Anniversary Committee held a workshop on January 30th to discuss fundraising. Funding for events such as the gala and the brew fest were discussed, along with business advertising and/or sponsorship.

Arts & Culture Commission

East Hampton Arts & Culture Commission met on January 19th at the Joseph N. Goff House Museum. The 2017-18 budget expenses for the 2017 budget were discussed. The total proposed budget is \$3085. Two \$500 grants will be offered in addition to a \$250 grant for an art/culture related project for the town's 250th anniversary. There are two vacancies on the commission and the need for a new town liaison and student liaison from the high school were discussed. Commissioners reviewed financial sheet from finance department. The Seamster Park Rebuild Committee is holding a photography competition fundraiser (East Hampton and animal themes) in February to raise funds for the rebuild effort of the park and has asked if any EHACC members would like to judge. One of the incentives to participate in the contest is to have winning photos included in a calendar offered through the Parks and Recreation department. Judging would be held March 1 to 15.

Board of Finance

A Regular Meeting of the Board of Finance was held at High School Library Media Center on January 17th. Discussion and action was taken on the following topics:

1. Capital Reserve Fund Appropriation for the Center School Boiler Project: Vote 7-0. Motion Passed.
2. Resolution appropriating \$475,000 for the Fuel Station Construction and Underground Fuel Storage Tank Removal Project and authorization of bonds and notes to be issued in the same amount to finance the appropriation: Vote 7-0. Motion Passed.
3. Approval of the Capital Improvement Plan 2018-2022 (after all discussed changes are reflected): Vote 7-0. Motion Passed.

Mr. Jylkka also shared the final reports on the FY16 Audit with the Board Members and stated that he will be inviting the Partner from the auditing firm to a future meeting in order to present the findings.

Brownfields Redevelopment Agency

The Brownfields Redevelopment Agency meeting for January was cancelled due to weather.

Clean Energy Task Force

The Clean Energy Task Force held their organizational meeting on January 3rd. Pat Petrone was elected as Chairperson, Kurt Reichenbach as Vice Chair. Projects from 2016 were discussed along with possible projects for 2017.

Commission on Aging

The Commission on Aging regular meeting was held on January 12th. The issue with CRT and senior meals was discussed along with the Everbridge system, a transportation listing for doctor's offices, the survey being submitted to the Town Council and the 250th Anniversary activities. A special meeting was held on January 26th with staff from CRT to discuss further the issue with meals at the Senior Center and Meals on Wheels.

Conservation-Lake Commission

The Conservation-Lake Commission held their regular meeting on January 12th. Discussed was the \$120,000 in Capital to be used to improve lake conditions. The Public Works department is planning on using that money to work on the catch basins on Clark Hill. During the meeting, some commission members questioned why that was the first thing to be tackled, as the 9 Point Plan has that as a third tier project, and there was a feeling that projects in the first or second tiers should be implemented first. The Commission approved the plans for the new dock at Sears Park boat launch and a new commercial building (Napa) at 00 E. High St. NEAR has been asked to submit the grant application for the 319 Federal Funds and to apply for a permit for an in-lake treatment.

Design Review Board

The Design Review Board held a special meeting on January 18th. Marquis signage was approved for Theater Square (11 N. Main). The new commercial building at 00 E. High St. was discussed with Mr. Flannery of T&O Enterprises. The Board made a number of recommendations for getting the building to look more colonial (like the style of CVS and the bank that it will be near), rather than the big metal buildings that are in the town. [Note: this application was later presented at the Inlands Wetlands meeting and the applicants followed the suggestions of the Design Review Board].

Economic Development Commission

The Economic Development Commission held their regular meeting on January 17th. At the regular meeting of March 21, East Hampton businesses will be invited to come and talk as well as hear from a representative of the Middlesex Chamber of Commerce on small business loan opportunities and advantages of becoming a member. Members have started to plan a business showcase event at the high school; target date is August 26.

Ethics Commission

No meeting

Fire Commission

The Board of Fire Commissioners held their regular meeting on January 9th. The Ladder Truck will be delivered the second week of February. It was also discussed that about \$7,800 will be returned to the Town by the manufacturer because of the delay. The three fire houses are being worked on to come up to code compliance per the Fire Marshal, they will be done by or before April. Possible Award Program changes were discussed; Chairman Salafia would like to see a written proposal from a subcommittee consisting of Commissioners and FD members.

High School Building Committee

The High School Building Committee held their regular meeting on January 19th. A meeting was held with the State DPH regarding the water problem at the school. A corrosion expert will be hired to look into the chemical composition of the water as the report regarding possible electrical problems was non-specific. If the corrosion expert finds something problematic, a water treatment system will be designed and implemented to abate the issue. The State is well aware of all issues regarding the water, and testing and State involvement were discussed at length. The project as a whole is still on schedule and on budget to be substantially completed by May.

Inland Wetland Watercourses Agency

The Inlands Wetlands and Watercourses Agency held their regular meeting on January 25th. An application for directional drilling at 135 Middle Haddam Road was continued, pending an investigation by a third soil scientist to give an opinion that will help the committee decide whether to approve (as they now have two opposing opinions from the applicants and the interveners). The application of the Town for replacement of the boat ramp at Sears Park was approved as was the application of T&O Enterprises for a new commercial building on E. High St.. An application for a re-subdivision at 109 Clark Hill was continued. The Agency also discussed adding an appendix to their regulations regarding suggestions to alternatives to concrete seawalls in the lake.

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 January 17th at 5:00 P.M. The Rotary Drum Thickener (RDT) project is substantially complete. Final payment was made in January. The Joint Facilities committee reviewed and discussed the recommended operating and revenue budget for 17/18 fiscal year. Any changes or correction will be made at the February 21st 2017 meeting.

Library Advisory Board

The Library Advisory Board met on January 9th. The board discussed the open Library Director position and the budget.

Middle Haddam Historic District Commission

The Middle Haddam Historic District Commission met on January 26th. Application #510 for a COA at 32 Middle Haddam Road to install 2 replacement windows and patio door - Application was approved & COA granted. Application #511 for COA at 41 Middle Haddam Road to build a barn/garage toward rear of property – Application was approved & COA granted.

Parks & Recreation Advisory Board

The Parks & Recreation Advisory Board met on January 3rd. The Board voted in a new Chairperson, Deb McKinney and Vice Chair, Tim Adams. Updates were provided on the Seamster Park Playground, winter programs, part time staff and the skate park.

Planning & Zoning Commission

The Planning & Zoning Commission met on January 4th. Election of officers – Kevin Kuhr was voted Chairman and Ray Zatorski was voted Vice-Chairman. There was continued discussion about amendments to the East Hampton Zoning Regs – Section 8.4.M. Application of Theater Square for a commercial sign – was scheduled to the next meeting (applicant absent). Pre-Application for Pelletier Development for a conservation subdivision on 37 S. Main – members provided suggestions & applicant will return at a later date. Application of Text Amendment, Active Adult Congregate & Senior Housing, Sections 4.2.D.1; 8.5.B; 8.5.C.1; 8.5.E; 8.5.G – discussed and scheduled for the next meeting. Application of T&O Enterprises East High St for New Commercial construction – application presented & discussed, was continued to the next meeting. Application of Clark Hill Estates, 109 Clark Hill for re-subdivision: application was set for a public hearing in February. Bond reduction request for Skyline Estates, Phase 1B-application was continued to Feb pending a review by Anchor Engineering and clarification. 2017 meeting dates approved.

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 January 12th at 6:30 P.M. After receipt of the scores from the WDTF for the five firms, the top three were Tighe and Bond, Milone and MacBroom and Lenard Engineering. The Task Force will request a follow up RPF from the three top firms. Items will include but are not limited to, a detailed approach of the Scope of Work (SOW), cost proposals, financing and grant options as well as a cost out from other available well locations. Mr. Barmasse and Mr. Smith will provide an update of the WDTF progress to the Town Council at the January 24th meeting. Mr. Smith gave a run down on the property located at South Main St which is owned by Pelletier Development. As a part of a conservation development proposal, a portion of the property would be given to the Town as open space for the possibility of securing a water source for the town.

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 January 3rd at 6:00 P.M. Huntington Voelker of 52 Chestnut Hill Rd East Hampton attended the meeting to voice his concerns of lack of water in the town center. He mentioned that there is a well on the American Legion property at 55 Main St that may be available to the Town for town water. Mr. Smith will contact the appropriate parties to check out the well. Mr. Barmasse also explained that the Water Development Task Force is currently researching the possibility of interconnecting individual wells for the purpose of town water use. Mr. Smith spoke to Rick Kelsey, Portland Director of Public Works regarding the sewer agreement. Mr. Kelsey said that St Clements hasn't done anything to date so, Portland has placed the project on hold till they hear from St Clements.

Zoning Board of Appeals

ZBA did not meet in January – no applications.