

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Agenda Item: 4a

Item to be presented by: TLS

DATE: January 23, 2018

SUBJECT: 2016/17 Public Water System Interconnection Study results

DEPARTMENT: WPCA

RECOMMENDED ACTION – Review the Interconnection Study report from Tighe & Bond Engineers, Middletown, Connecticut.

BACKGROUND – **Executive Summary**

Numerous public water systems and a history of water quality and quantity issues have made the creation of a town-operated public water utility a priority for the Town of East Hampton, CT and the Connecticut Department of Health (DPH). Previous efforts to develop the Cobalt Landing Wellfield and Centralized Water System have not moved forward due to the high expense and public opposition. The East Hampton Water Development Task Force sought to investigate the possibility of an interim solution and retained Tighe & Bond to perform a study to identify excess water available from existing public water systems and develop alternatives for connecting and consolidating several smaller systems into a larger interconnected system that could service the high priority downtown area near intersection of Main Street and Route 66. The interconnected system would provide short-term relief for downtown businesses, residents, and community members, while providing a base revenue stream to help fund development of the Centralized Water System, which would ultimately provide the long-term solution to the Town's water supply needs.

This report summarizes existing supplies that are potentially available for interconnection and projects anticipated demands in the downtown area that is expected to be served by the interconnected system. We have identified seven existing sources that may be available to supply water to the interconnected system. However, projected demands show that these sources will not be adequate to meet the DPH-required 15% margin of safety during maximum demand days. The report presents the following three alternatives for interconnection of the existing systems, each with a focus on providing water to customers along Route 66, Route 196, and Main Street (Route 66/downtown loop), which the Task Force has identified as a high priority service area. All the alternatives will continue to serve the existing customers served by each of the available supply sources (e.g., Royal Oaks, Village Center, Stop and Shop, High School, Edgemere, and Bellwood Court) and will include a water storage tank and two wellfields with treatment facilities.

- **Alternative 1:** Service to Route 66/downtown loop including 312 new customers in the loop and along supply routes to the Route 66/downtown loop and pipelines in North Main Street, South Main Street and Walnut Avenue to connect wellfields to the downtown area.
- **Alternative 2:** Service to Route 66/downtown loop including about only 95 new customers and existing customers, pipelines in North Main Street, South Main Street and Walnut Avenue to connect wellfields to the downtown area.
- **Alternative 3:** Service to Route 66/downtown loop including about only 95 new customers and existing customers. This alternative is similar to Alternative 2 except a pipeline beneath Lake Pocotopaug will be provided instead of a pipeline in North Main Street to connect Edgemere supply to the downtown area and will not connect Bellwood Court since a connection cannot be made to the pipeline beneath the lake.

As noted above, the existing available supply cannot meet the necessary demand of any of the listed alternatives, and the development of new wells and treatment facilities providing an additional 75-100 gpm will be required to meet the projected demands. Opinions of Probable Costs were prepared for each alternative, ranging \$22.0M to \$23.0M, with Alternative 2 being the least costly and Alternative 3 being the costliest. Estimated costs did not include funds for acquisition of existing supplies not currently owned by the Town or acquisition of land for new well development.

This study concludes that there is inadequate supply to meet the water demands of the downtown area, and that even if substantial new sources can be located and developed, water quality will likely be poor and will require treatment. In addition, these new sources would be abandoned in the future if a centralized system is provided. Based on the significant cost of the interconnected system, we recommend that the Task Force:

- (1) continues to pursue development of the Cobalt Landing Wellfield and Centralized Water System by updating projected costs and re-evaluate phasing options to minimize initial capital investment and
- (2) further pursues feasibility of purchasing water from the Metropolitan District Commission (MDC) via construction of a new interconnection with the Town of Portland.

ALTERNATIVE ACTIONS – at the discretion of the Town Council

FISCAL IMPACT – None at this time

TOWN OF EAST HAMPTON AGENDA REPORT

AGENDA ITEM: loa

DATE: January 09, 2018

SUBJECT: **Town & Board of Education gasoline**

DEPARTMENT: All

BACKGROUND

East Hampton along with other Town's in Connecticut solicited through the Capital Region Purchasing Council (Solicitation #663) unleaded gasoline. East River Energy is the low bidder for both Option A: Differential and Option B: Fixed Mark-up pricing for the Town. Calendar year gasoline usage are estimated to be as follows:

Town: 20,000

BOE: 12,000

Option A: The differential price is $-\$.0138$ per gallon.

Option B: The differential price (fixed mark-up) is $+\$.0677$ per gallon.

Option A: The differential for regular unleaded gasoline will be deducted from the New Haven Harbor OPIS Daily Rack Average Posting, date of delivery. The differential listed above excludes all applicable taxes.

Option B: Fixed price. The Total Fixed price is calculated by adding the Fixed Mark-Up (above) to the NYMEX settle price. Mark-up includes any and all costs of manufacture and delivery.

Example: The lock in price as of January 9, 2018 was $\$1.9913$ gal. + tax/fees.

RECOMMENDED MOTION

Resolved that the Finance Director be authorized to purchase unleaded gasoline from East River Energy through December 31, 2018.

ALTERNATIVE ACTIONS

Issue our own bid.

FISCAL IMPACT The cost for all unleaded gasoline for the calendar year is estimated to be $\$60,000$.

East Hampton Bathroom Partitions Bid Results						
Company	C&A Const.	J. Sallèse	Construction Specialties	Pelletier Const.	Door & Sec.	Chris Witham
Memorial School						
Base Proposal	\$3,085.00	2,245.00	2,450.00	3,300.00	1,893.75	3,310.00
Expanded Proposal						
Boys near gym		1,650.00	1,698.00	2,800.00		2,835.00
Girls 29		2,060.00	1,942.00	2,700.00		3,395.00
Girls 25		2,060.00	1,942.00	2,700.00		3,395.00
Girls 15		2,900.00	2,496.00	3,000.00		4,230.00
Expanded subtotal	7,525				6,363.80	
Sub Total	10,605.00	11,015	10,528.00	14,500.00	8,257.55	17,165.00
Center School						
Base Proposal	9,340.00	8,875.00	6,810.00	8,500.00	7,120.37	8,945.00
Expanded Proposal Girls	2,870.00	2,200.00	1,942.00	4,325.00	1,772.27	3,395.00
Sub Total	12,210.00	11,075.00	8,752.00	12,825.00	8,892.64	12,340.00
Middle School						
Base Proposal	13,585.00	14,200.00	11,348.00	12,000.00	11,535.74	14,966.00
Expanded Proposal	2,775.00	1,535.00	1,524.00	3,800.00	613.55	2,560.00
Sub Total	16,360.00	15,735.00	12,872.00	15,800.00	12,149.29	17,526.00
Total All Locations	\$39,175.00	\$37,825.00	32,152.00	43,125.00	29,299.48	47,031.00
Expanded Proposal Reduction Items 7,8,9 &10	7,525.00	8,670.00	8,078.00	11,200	6,363.80	13,855.00
Adjusted Project Price	\$31,650.00	\$29,155.00	\$24,074.00	\$31,925.00	\$22,935.68	\$33,176.00

Toilet Partitions
REQUEST FOR PROPOSAL
RFP- # 2017-1129
November 30, 2017

The East Hampton Board of Education (hereinafter referred to as the Board), will accept proposals from a qualified company (herein after referred to as vendor, firm or bidder) for installation of Toilet Partitions in schools operated by the Board in accordance with the enclosed terms and conditions, specifications, and requirements. There are 3 school locations where partitions will be installed, Memorial School, Center School and the Middle School. The partitions will be installed in place of the existing partitions and will generally mimic the current configurations. It should be noted, where there is a current partition that was installed to provide an accessible situation, it will be incumbent upon the proposer to ensure the new configuration meets the accessible requirements. This will be for size, door swing and accessible partition elements such as grab bars. This may require some slight configuration changes, door swing and partition angles. All replacement enclosures and urinal screen replacements shall include all new hardware, doors, panels, fasteners, posts, door locks, mounting brackets, screws, head rail supports, anchoring hardware and trim. If possible, all installations shall utilize current mounting bracket holes or locations so as to minimize wall penetrations if possible. This applies to walls, floors, wall tile and ceramic tile. Partition color for Memorial School shall be Blue to match the newer installed partitions, all shall have non-corrosive supports. Partitions at Center School and Middle school shall be Almond color. Color verification with the Facilities Director shall be made prior to start of job. This project requires the proposer to remove all old partitions from the site and be responsible for proper disposal. In addition, all site clean-up is the responsibility of the proposer. All safety standards shall be followed with full protection for the students and staff and all areas shall be isolated with barrier material. Noise shall be minimized so there is no interruption of classroom activity. Work can be scheduled during the occupied day, but coordination will be required with the facilities personnel and administration at each school. Plan view drawings of each building have been attached to the RFP; however it is incumbent on each vendor to validate field measurements and to ensure accuracy.

The new partitions shall be the typical headrail-braced powder coated steel units with matching urinal separation panels to match. It is up to each proposer to visit the locations and validate all partitions measurements. However, the summary of the number of stalls and type provides a very good order of magnitude. Vendors can visit the sites on December 12, 2017 starting at 2:30 p.m. at the Middle School, followed by Center School and then Memorial School. When visiting each school location, vendors MUST check in at the main office of each school to announce their presence and obtain clearance and a visitor's badge. An escort will be provided at each school.

GENERAL INSTRUCTIONS TO BIDDERS/PROPOSERS

- 1.0 The attached proposal is signed by the proposer with full knowledge of and agreement with the general specifications, conditions and requirements of this request for proposal.
- 1.1 Submit proposal in an envelope marked with the bidder's name and address on the upper left-hand corner. Proposal shall be made out in the exact form of enclosed proposal form on bidder's letterhead and shall be signed by an officer of the company/corporation. Proposals are to be plainly marked in the lower left-hand corner as stated above.
- 1.2 Proposals received later than the date and time specified will not be considered. Amendments to or withdrawals of proposals received later than the date and time for bid/proposal opening will not be considered.
- 1.3 All deliveries of commodities hereunder shall comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut. Purchases made by the Board are exempt from the payment of Federal Excise Taxes and the State of Connecticut Sales Tax and such taxes must not be included in Bid prices.
- 1.4 The Board reserves the right to reject any and all proposals, to waive technical defects and to make such awards, including accepting a proposal, although not the low proposal, as it is deemed to be in the best interests of the Board.
- 1.5 The Board may withhold acceptance of work and payment, thereof, when it is determined that said work or materials do not meet the specified requirements. Payment will not be made until corrections are made which are acceptable to Board officials and/or their authorized agent.
- 1.6 The Board may make such investigation as deemed necessary to determine the ability of the proposer to discharge his contract. The proposer shall furnish the Board with all such information and data as may be required for that purpose. The Board reserves the right to reject any proposal if the proposer fails to satisfactorily convince the Board that he/she is properly qualified by experience and/or does have the facilities to carry out the work called for herein. Conditional proposals will not be accepted. East Hampton Board of Education will undertake any investigation which it may deem necessary to determine each vendor's suitability and qualifications.
- 1.7 Specifications cannot be relieved by anyone other than the assigned agent for the Board.
- 1.8 All work done under this proposal must comply with all State and Town Codes and licensed tradesmen will be used where applicable. Permits, if required, are the responsibility of the proposer.

1.9 Payments for labor and materials will only be made upon installation. No payments will be made for material stored on the site.

1.10 Offer of Gratuities: Proposer warrants, represents, and certifies that no elected or appointed official or employee of the East Hampton Board of Education has, or agrees to, benefit financially or materially from this procurement. This proposal may be terminated by Board without liability attaching to the Board if it is determined that gratuities of any kind were either offered to, or received by, any of the aforementioned officials or employees from the Proposer, the Proposer's agent(s), representatives(s) or employees(s).

1.11 Americans with Disabilities Act: The Proposer shall comply with the Americans with Disabilities Act in accordance with Public Law 101-336 and any other applicable federal laws and regulations.

1.12 Proposer must complete the Affirmative Action Policy (Exhibit A), Tax Affidavit (Exhibit B) & Certificate of Non-Collusion (Exhibit C) to be submitted with the proposal. Sign and attach along with your proposal.

1.13 Proposal Schedules Exhibit D1 must be included with your bid and must be signed by a duly authorized representative of the company.

1.14 Proposer must complete the References form (Exhibit E).

1.15 Any alleged oral agreements or arrangements made by proposers with any Board employee will be disregarded in any proposal evaluation or associated award.

1.16 The Board may delete, supersede or modify any of these standard instructions for a particular proposal.

1.17 Exhibit F includes floor plans for Memorial School, Center School and Middle School.

1.18 Exhibit G is a quick reference guide for partition styles and quantity within the bathroom facilities at each school.

Questions for the purpose of clarifying the proposal must be submitted in writing and must be received by the Donald A. Harwood, Facilities Director no later than noon on December 15, 2017. Questions must be delivered, faxed or e-mailed to the following:

East Hampton Board of Education
94 Main Street
East Hampton, CT 06424
Attn. Don Harwood

Fax # 860-365-4004

E-mail: donharwood@easthamptonct.org

PREPARATION OF PROPOSALS

Proposals shall be submitted by using the Proposal Format that accompanies this request. However, it must be on the proposer's letterhead. Submit one (1) ORIGINAL and one (1) EXACT COPY. Proposers should submit proposals in a clear, concise and legible manner to permit proper evaluation of responsive bids.

Proposals Due: 10 AM, December 20, 2017

PROPOSAL SUBMISSION

Proposals are to be submitted in a sealed envelope marked with the proposer's name and address on the upper left-hand corner and addressed as follows:

Toilet Partitions
Attention: Donald A. Harwood
Facilities Director
94 Main Street
East Hampton, CT 06424

Please be advised that the person signing the formal proposal must be authorized by your organization to contractually bind your firm with regard to prices and related contractual obligations for the delivery period requested.

No oral, telephonic, or faxed proposals will be considered. No telephone corrections, deletions, or additions will be accepted.

2. Proposal Opening Time & Location: 10 AM, December 20, 2017; Location 94 Main Street East Hampton CT

a) Proposal shall be received at the office of the Facilities Director, East Hampton Board of Education 94 Main Street, prior to the advertised hour of opening, at which time all proposals will be publicly opened and read aloud.

b) A proposer may withdraw a proposal at any time prior to the above scheduled date and time. Any proposal received after the above scheduled date and time shall not be considered or opened.

3. INQUIRIES AND SITE VISITS

a) All inquiries and site visits regarding this request shall be answered and completed by December 15th after which time no additional questions will be accepted. To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all proposers will be made available in writing or by Fax as appropriate to all proposers. **It should be noted, that if you would like to receive a copy of any of the questions from other proposers and the corresponding responses, you must submit your e-mail to us by 12-15-17 so that responses can be sent to you.**

b) Additionally, after proposals are received, the Town reserves the right to communicate with any or all of the proposers to clarify the provisions of Proposals. The Town further reserves the right to request additional information from any proposer at any time after proposals are opened.

c) It is the sole responsibility of the responding firm to verify any addendums that may have been issued relating to this request prior to submission of a proposal. Failure to submit a proposal that does not address any changes or addendums may result in a disqualification of a bid submission.

4. AWARD AND AUTHORITY

The Business Manager of East Hampton Public Schools will issue notification of award in writing following approval by the East Hampton Town Council. The Town of East Hampton Purchasing Department will issue a purchase order. The award may be base proposal, expanded proposal or both.

5. PRICING

All prices quoted are to be firm for a period of ninety (90) days following the proposal opening. Special consideration will be given to responses that can expedite the work.

6. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS

Any assignment or subcontracting by a proposer, vendor, or contractor for work to be performed, or goods and/or services to be provided, in whole or in part, and any other interest in conjunction with Town procurement shall not be permitted without the express written consent of the Town of East Hampton.

7. HOLD HARMLESS CLAUSE

The Proposer further agrees to indemnify, hold harmless and defend the Town /BOE from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under this Contract, whether or not due in whole or in part of any act, omission or negligence of the Owner or any of his representatives or employees.

8. WORK REGULATIONS AND STANDARDS

All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations.

9. REFERENCES

All responders to this request shall submit with their proposal (See Attached Form) at least three (3) references for similar services and products specified supplied to other towns, cities or municipalities herein. (List primary contact names, addresses and phone numbers, etc.). It is the intention of the Town to contact all references listed. There must be 3 project references for projects in New England, one of which shall have been done in Connecticut at least one of which was a school project. The references must be for projects using the same film and installation method that the vendor is submitting in his bid response. This would supersede all other reference requirements in the bid.

10. Insurance:

Contractor shall not commence work under this Contract until it has obtained all insurance required under this Section, nor shall the Contractor allow any sub-contractor to commence work on its sub-contract until all similar insurance required of the sub-contractor has been obtained. Certificates of Insurance shall be forwarded to the School Business Manager, 94 Main Street, East Hampton, CT 06424, attention Karen Asetta.

Contractor shall assume any and all deductibles in the described insurance policies. The Contractor's insurers shall have no right of recovery or subrogation against the Board and the described insurance shall be primary coverage. Any failure to comply with the claim reporting provisions of the policy shall not affect coverage provided to the Board.

Each required insurance policy shall not be suspended, voided, cancelled or reduced except after thirty (30) days prior written notice by certified mail has been given to the Board. "Claims made" coverage is unacceptable, with the exception of Professional Liability. Contractor agrees that he/she will not use the defense of sovereign immunity the adjustment of claims or in the defense of any suit, unless requested by the Board.

A) Commercial General Liability

\$1,000,000 Combined Single Limit per occurrence for bodily injury, personal injury and property damage. Coverage shall include Premises and Operations, Independent Contractors, Products and Completed Operations, Contractual Liability and Board Form Property Damage coverage. If a general aggregate is used, the general aggregate limit shall apply either separately to the project or the general aggregate limit shall be twice the occurrence amount.

B) Workers' Compensation and Employers Liability

Statutory coverage shall be in compliance with the Compensation laws of the State of Connecticut. Coverage shall include Employer's Liability with minimum limits of \$100,000 each accident, \$500,000 disease-policy limit, \$100,000 each employee. With respect to all operations the Contractor performs and all those performed for the Contractor by sub-contractor(s), the Contractor, and sub-contractor(s) if used, shall carry Workers Compensation Insurance at statutory coverage limits and/or, as applicable, insurance required in accordance with the U. S. Longshoremen's and Harbor Workers Compensation Act, the Federal Employers Liability Act, all in accordance with the requirements of the laws of the State, and the laws of the United States respectively.

C) Automobile Liability

\$1,000,000 Combined Single Limit Automobile Liability insurance shall be maintained against claims for damages resulting from bodily injury, including wrongful death, and property damage which may arise from the operations of any owned, hired or non-owned automobiles used by or for the Contractor in any capacity in connection with carrying out this contract.

If a general aggregate is used, the general aggregate limit shall apply either separately to the project or the general aggregate limit shall be twice the occurrence amount.

D) Minimum Scope of Insurance

All Liability insurance policies shall be written on an "occurrence" basis only. All insurance coverage is to be placed with insurers authorized to do business in the East Hampton Board of Education and must be placed with an insurer that has an A.M. Best's Rating of no less and A-, VII. All certificates of insurance shall be filed with the East Hampton Board of Education on the standard Accord Certificate of Insurance form showing the specified insurance and limits. The Board shall be named as an Additional Insured. The Contractor's insurer shall have no right of recovery of subrogation against the Board and the Contractor's insurance shall be primary coverage.

11. Payments against a Contract Award

In no case, shall the Contractor bill the Board for amounts in excess of the amount(s) indicated in the final Contract Award Schedule agreed to and accepted by both parties through this proposal. Any authorized or agreed additional charges can only be approved for payment by means of an amendment to the contract.

12. Representations and Warranties

Contractor represents and warrants to the Board that:

- A) It is a duly and validly existing corporation under the laws of the Connecticut and authorized to conduct its business in the State of Connecticut in the manner contemplated by this Proposal.
- B) It will comply with all applicable State and Federal laws and municipal ordinances in satisfying its obligations to the Board under and pursuant to this Proposal;
- C) The execution, delivery and performance of this Proposal by Contractor will not violate, be in conflict with, result in a breach of or constitute (with or without due notice and/or lapse of time) a default under any of the following, as applicable: (i) any provision of law; (ii) any order of any court or any governmental department, commission, Town, bureau, agency, office, council, institution or instrumentality (collectively, "Agencies"); or (iii) any indenture, agreement, document or other instrument to which it is a party or by which it may be bound;
- D) It is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal or State department or agency;
- E) Neither it nor any of its members, directors, officers, shareholders, partners, managers, principal officers, or employees have, within the three years preceding this Proposal, in their current or former job, been convicted of, or had a civil judgment rendered against them or any of their current partners, managers, principal officers or any person who would perform any Office Equipment services, for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract. This includes, but is not limited to, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- F) Neither it nor any of its members, directors, officers, shareholders, partners, managers, principal officers, or employees nor any person who would perform any services under this Proposal, is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated above;
- G) It has not within the three years preceding this Proposal had one or more public transactions (Federal, State or local) terminated for cause or default;

- H) Is in compliance with all of the requirements necessary to the obtaining of a current Certificate of Good Standing or Legal Existence issued by the Connecticut Secretary of State;
- I) It has paid all workers' compensation second injury fund assessments concerning all previous work done in Connecticut;
- J) It has a record of compliance with OSHA regulations without any unabated, willful or serious violations;
- K) It owes no unemployment compensation contributions;
- L) It is not delinquent in the payment of any taxes owed, or that it has filed a sales tax security bond, and it has, if and as applicable, filed for motor carrier road tax stickers and has paid all outstanding road taxes; and
- M) All of its vehicles have current registrations and, unless such vehicles are no longer in service, it shall not allow any such registrations to lapse

13. Non-discrimination

Sign and attach Exhibit A along with your proposal.

14. Availability of Funds

In the event that operational or capital budget funds involved in this procurement are reduced or eliminated, the Board reserves the right to cancel this contract within thirty (30) days after written notification to the successful vendor.

15. Entire Contract

Board intends to issue purchase orders only and that this document embodies the entire agreement between the Board and Contractor on conditions specified in this document, whether expressed or implied, written or oral. No changes, amendments or modifications of any of the terms or conditions of this Contract are valid unless reduced to writing and signed by both parties.

16. Termination of contract

A contract awarded as a result of this RFP may be terminated as follows:

- 1) Mutual agreement of the contraction parties specifying the terms of termination and the effective date, which shall be no less than 120 days after the date the non-terminating party receives notice.

2)By the Board if the successful Supplier fails to fulfill in a timely and proper manner the obligations as set forth in the contract, or if the successful Supplier violates any of the agreements or stipulations as set forth in this agreement. The Board will have the right to terminate this contract by giving written notice to the contractor of such termination and specifying the effective date thereof, at least 30 days before the effective date of such termination.

17. RFP EVALUATION CRITERIA

Representatives of the East Hampton Board of Education will evaluate the proposals and rank them from the one most likely to the one least likely to meet the needs of the Board and satisfy the requirements of the RFP. The Board may call for interviews to clarify information and request proof of concepts received in the proposal.

In addition to interviews, or if the proposals are very closely ranked, the Board reserves the option to enter into discussion on pricing and/or other portions of the proposal, and may request Best and Final offers if it is determined to be in the Board's own best interest. However, offering firms are cautioned that the Board may proceed with an award on the basis of information received in the original proposal and subsequent interviews (if held) without calling for additional discussions or Best and Final offers.

Evaluation of the proposal will be based on the following criteria. The Board may elect to evaluate based on overall ranking, rating or assigned points. The following criteria are listed in order of greatest importance:

- Cost of solution
- Experience and capabilities of vendor, including demonstrated successes installing partitions in CT locations and schools
- References
- Responsiveness – the ability of the firm to provide all information at time of proposal submittal

18. WARRANTIES

A copy of all applicable warranties must be submitted in full detail. At project closeout, provide to Owner or Owners Representative an executed current copy of the manufacturer's standard limited warranty against manufacturing defect, outlining its terms, conditions, and exclusions from coverage.

19. DELIVERY

Installation shall be scheduled with the Board of Education Facilities Department. All work must be done in a manner that will not interfere with student work or the safety of the building occupants. All Proposers should include the cost of any work that may be disruptive to the school and may need to be performed off-hours (weekends, evening). Normal work hours are considered 07:00 to 23:00 M-F.

20. SPECIFICATIONS

a) Each Proposer will be held responsible to have studied the Specifications, visit the sites (if necessary), regarding the proposed work, satisfied itself regarding all existing conditions and measurements, and to have included in the proposal an amount sufficient to cover all work.

b) Should any Proposer find discrepancies in the Specifications, or be in doubt as to the exact meaning, notify the Board at once. The Board may then, at their option, issue Addenda clarifying same. The Board shall not be responsible for oral instructions or misinterpretations of Specifications.

c) The Town reserves the right to require any or all Bidders to submit statements as to previous experience in performing comparable work; and as to financial and technical organizations and resources available for this work. The mere opening and reading aloud of a bid shall not constitute or imply the Town's acceptance of the suitability of a Bidder or the bid, nor shall possession of Drawings or Specifications constitute an invitation to bid. The competency and responsibility of Bidders as well as the number of working days required for completion will be considered in making an award.

In addition to the detailed specifications below, all vendors must comply with the following:

- Installer must be certified to install the manufacturers' product that meets the specifications within the scope of work.
- Must have been in business a minimum of 5 years
- Lead installer must have a minimum of 5 years of experience
- Bidder must have at least 3 references for partition installation work, one of which must be from jobs in CT, and *at least* one of which must be a school reference
- Vendor and manufacturer must warrant the partitions.
- All work must be performed in a professional manner.
- Workers will be required to check -in at each building and must wear an ID at all times.
- Workers shall not fraternize with the students.
- The partitions shall be fitted and bonded securely to the surface in accordance with the manufacturer instructions.
- The bidder is responsible for preparing and cleaning surfaces prior to and after installation.
- Work site will be left clean and all scrap and rubbish from installation removed at the end of each day or installation.
- No profanity is allowed.
- No smoking is allowed.
- No alcohol or drugs are permitted.

PRODUCT REQUIREMENTS AND SPECIFICATIONS TO BE INSTALLED

- **Powder Coated Steel Partitions**

Installation of the first partition must be completed and reviewed by the Facilities Director for evaluation of surface preparation techniques and application workmanship. Do not proceed with remaining work until workmanship, color, style are approved by the Facilities Director.

DELIVERY, STORAGE, AND HANDLING

A. Store products in manufacturer's unopened packaging until ready for installation.

B. Store and dispose of hazardous materials, and materials contaminated by hazardous materials, in accordance with requirements of local authorities having jurisdiction.

INSTALLATION LOCATIONS OF BATHROOM PARTITIONS ARE AS FOLLOWS:

- East Hampton Middle School, 19 Childs Road
- Center School, 7 Summit Street (also located to the rear of 57 and 59 Main Street)
- Memorial Elementary School, 20 Smith Street:

East Hampton Toilet Partitions Proposal

DUE: December 20, 2017, 10 AM

PROPOSAL

THE UNDERSIGNED AFFIRMS AND DECLARES that this proposal is executed with full knowledge and acceptance of the specifications, requirements, terms and conditions contained herein and with complete understanding and full compliance of system requirements and hereby submits this proposal for the request noted above and certifies that this proposal meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted. Any alternate proposals are presented in a similar format to those requested and are attached herein. It is understood that the Town reserves the right to reject any or all proposals or waive any formalities in this request.

This proposal is submitted in full compliance with all Specifications and General Terms and Conditions except as noted below under exceptions. Proposal shall be defined as noted below. Each school shall be bid with three options; Base Bid (represents high priority areas denoted on school specific window dimension spread sheets). Expanded Bid (represents remaining windows not included in Base Bid). Sub Total (Bundled price of both Base Bid and Expanded Bid per school). Finally a total price shall be provided denoting all schools and all options added together.

Proposal Format:

LOCATION & PRICE FOR ALL LABOR AND MATERIALS (Three School Locations)

Memorial Elementary School

- Base Proposal \$
- Expanded Proposal
 - Boys (near gym) \$
 - Girls (across from room 29) \$
 - Girls (across from room 25) \$
 - Girls (across from room 15) \$
- Sub Total \$

Center School

- Base Proposal \$
- Expanded Proposal Girls (across from music room) \$
- Sub Total \$

East Hampton Middle School

- Base Proposal \$
- Expanded Proposal (boys locker room)\$
- Sub Total \$

TOTAL PROPOSED ALL LOCATIONS: \$

Pricing is Firm Fixed Pricing (FFP) and shall remain in effect for 90 days.

TOTAL PROPOSED: Includes all labor, materials, demolition, removal and equipment as specified herein.

Company Name by (Signature)

Print Name Title

Address

Telephone Email

List references for similar services provided for at least Three (3) clients in the past five (5) years (attach any other client references if desired). PLEASE NOTE IT IS THE BOARD'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.

CLIENT 1:

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s):

CLIENT 2:

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s):

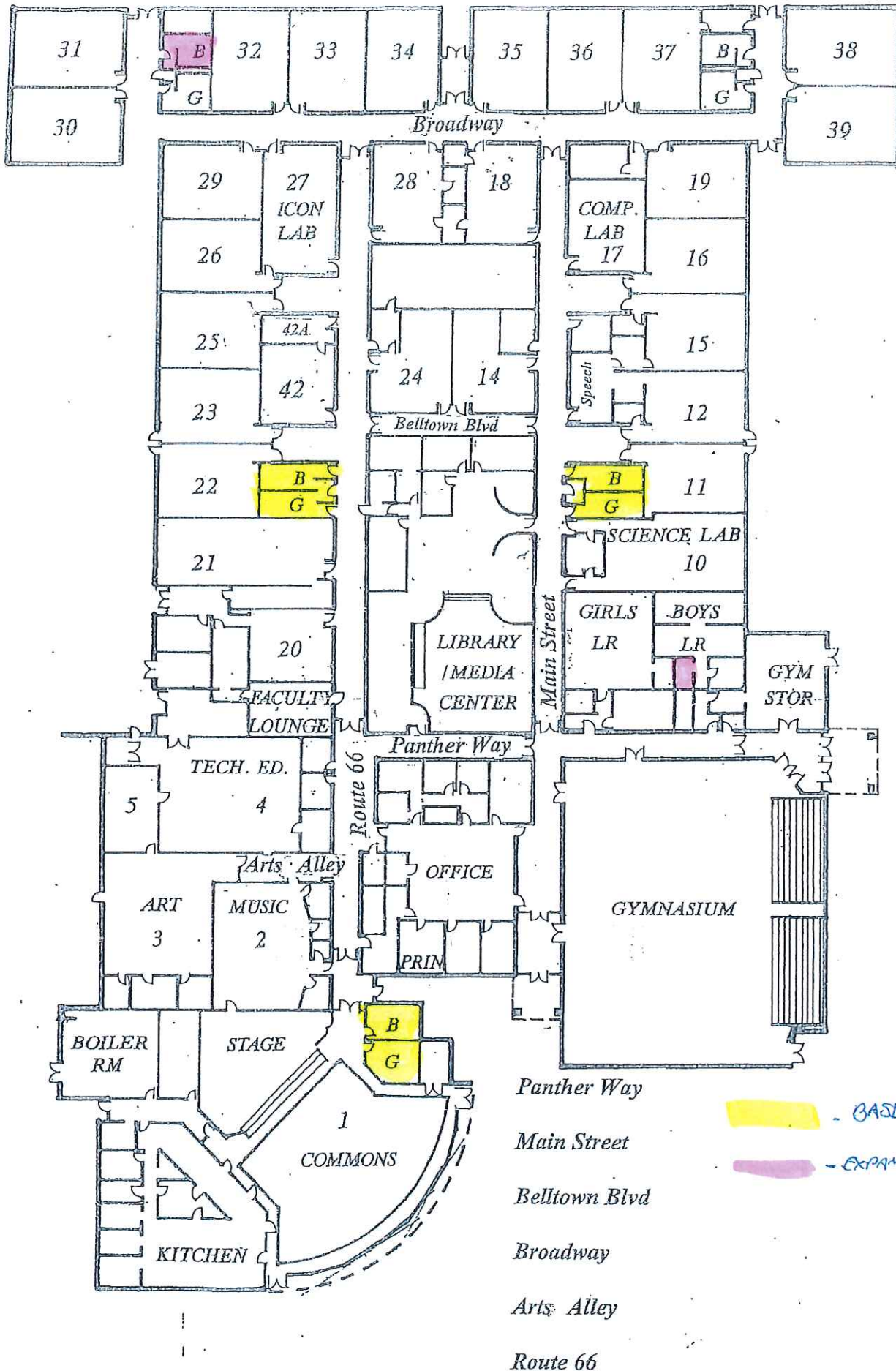
CLIENT 3:

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s):

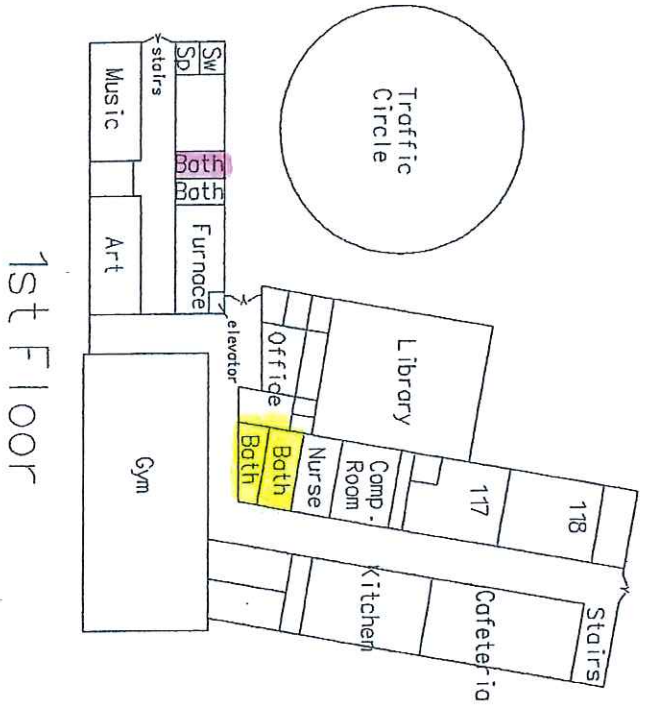
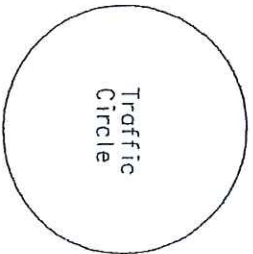


- BASE PROPOSAL
 - EXPANDED PROPOSAL

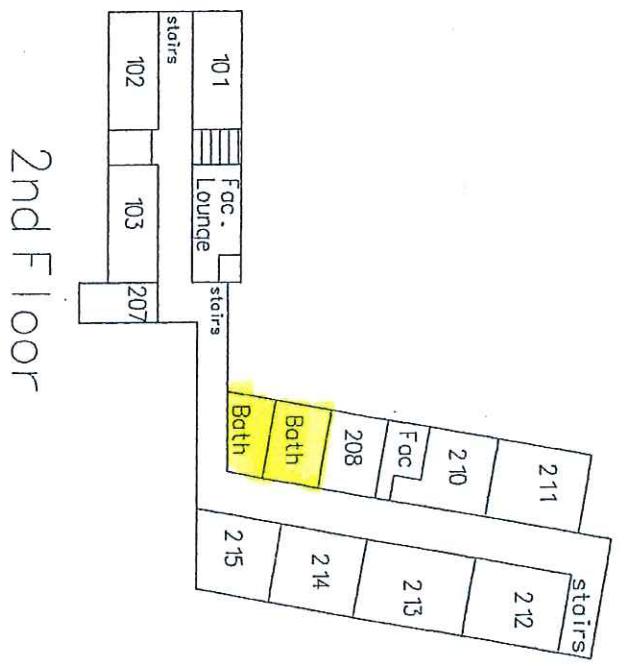
EAST HAMPTON MIDDLE SCHOOL

Center School

Playground



Bevin Blvd.

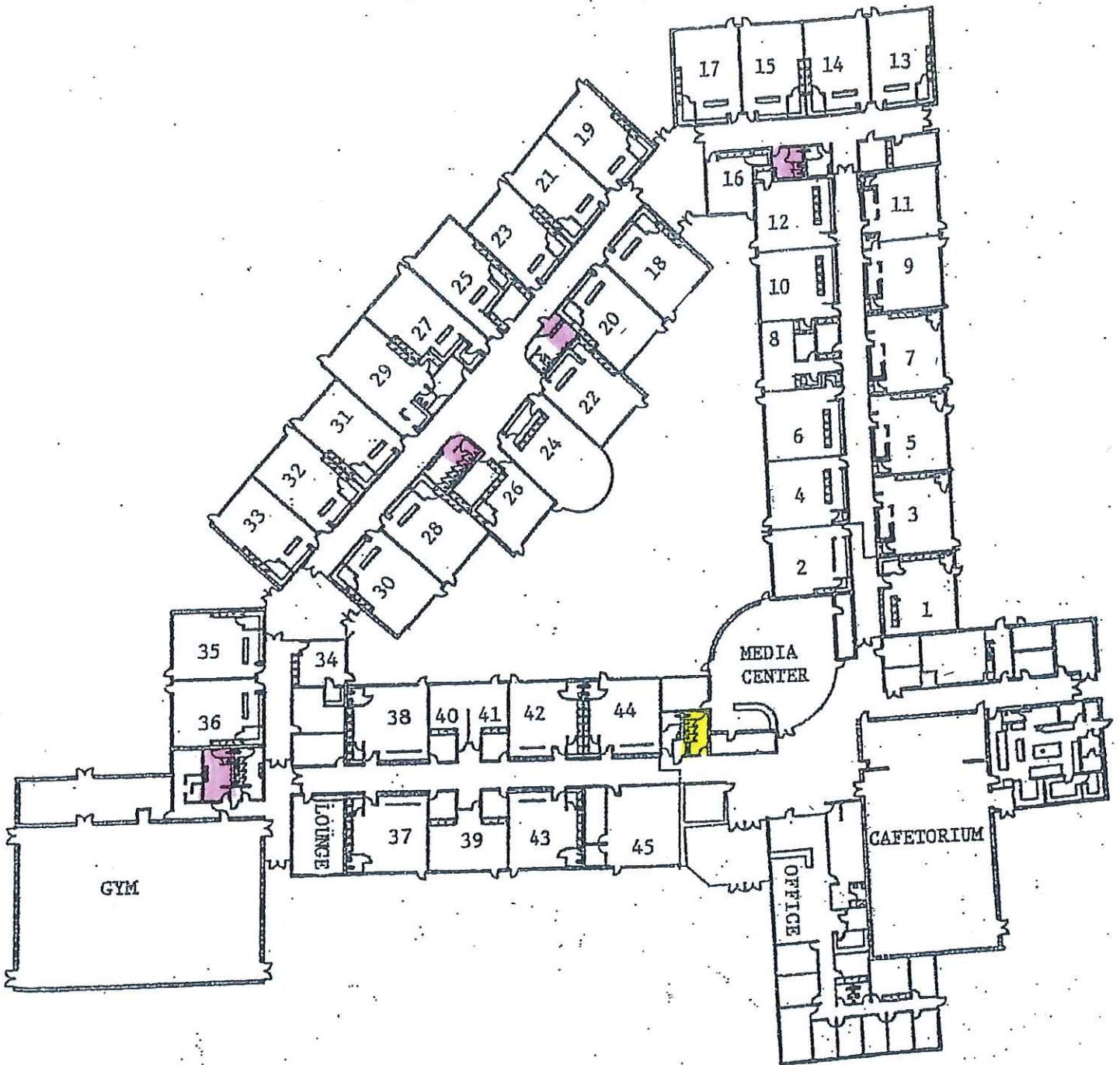


BASE PROPOSAL

EXPANDED PROPOSAL

201	205
stairs	stairs
202	204
203	

3rd Floor



- BASE PROPOSAL
- EXPANDED PROPOSAL

**MEMORIAL ELEMENTARY SCHOOL
FLOOR PLAN**

Quick Reference Guide for Toilet Stall/Partition Configurations:

Middle School:

- Boys (near room 22) – 1 HC accessible stall, 2 small urinal partitions & 1 full height urinal partition
- Girls (near room 22) – 4 stalls
- Boys (near room 10) – 1 HC accessible stall, 1 regular stall, 2 small urinal partitions & 1 full height urinal partition
- Girls (near room 10) – 4 stalls
- Boys (near Commons) – 1 HC accessible stall, 1 regular, 1 urinal separator partition
- Girls (near Commons) - 1 HC accessible, 3 regular stalls
- Boys (locker room) – 1 regular stall
- Boys (across from room 31 – 1 HC accessible stall

Center School:

- Boys (near room 121) - 1 HC accessible stall & 1 regular stall, 2 small urinal partitions
- Girls (near room 121) - 1 HC accessible stall & 2 regular stalls
- Boys (near room 215) - 1 HC accessible stall & 1 regular stall, 2 small urinal partitions
- Girls (near room 121) - 1 HC accessible stall & 2 regular stalls
- Girls (near music room) –1 HC accessible stall & 2 regular stalls

Memorial School:

- Girls (across from music room) - 1 HC accessible stall & 2 regular stalls
- Girls (across from room 31) -3 regular stalls
- Girls (across from room 23) - 3 regular stalls
- Girls (across from room 15) - 1 HC accessible stall & 3 regular stalls
- Boys (across from gym) - 1 HC accessible stall & 1 regular stalls
 - Note: for Memorial School, partition color needs to match the blue on the newer partition walls that are currently installed and will not be removed.

Chapter 117. PURCHASING

[HISTORY: Adopted by the Town Council of the Town of East Hampton 10-30-2001 (Ord. No. 12.07). Amendments noted where applicable.]

GENERAL REFERENCES

Code of Ethics -See Ch. E.

§ 117 -1. Declaration of policy.

It is the intent of the Town to provide consistent rules for the purchase of equipment, services, ~~and~~ supplies and materials to facilitate efficient municipal operations and to provide fairness to all parties, including but not limited to individuals, corporations, or government agencies whose equipment, services and supplies are purchased by the Town of East Hampton, including the Board of Education. Purchases shall be made considering price, quality and availability as important determining factors in the selection of equipment, services and supplies.

Where Federal or State law or regulations including grant requirements require other procedures, such other procedures will be followed in lieu of those specified within this policy.

The Town Council may delegate their responsibility under this ordinance to other town boards, and committees.

Responsibility for Compliance

Compliance with this Purchasing Policy shall be monitored as follows:

- The Town Manager shall bear primary, non-delegable responsibility for ensuring compliance with this policy. ~~For purchases made by the Board of Education, The Superintendent of Schools shall bear primary, non-delegable responsibility for ensuring compliance with this policy for purchases made by the Board of Education (BOE).~~
- All employees, including Department Heads, supervisors and any other authorized personnel who make purchases for the Town are responsible for following the provisions outlined in this policy and the purchasing procedures manual when making purchases with Town funds.

§ 117 -2. Definitions.

As used in this chapter, the following terms shall have the meanings indicated as follows:

BID / REQUEST FOR PROPOSAL (RFP)

A notice in writing in a sealed envelope delivered to the Town Manager (or designee) or Superintendent of Schools (or designee), as the case may be, by a specified date, to be opened in public at a specified date and time by the Town Manager (or designee) or by the Superintendent of Schools (or designee), as the case may be, whereby a vendor informs the Town of the price for which he/she shall furnish supplies, materials, equipment, or services to the Town.

CAPITAL EQUIPMENT

Equipment, including rolling stock, vehicles, machinery, etc., other than supplies, which is used to provide a service to the community.

QUALIFIED

Meeting such qualifications as the Town may set forth in its requests for bids, quotations, or proposals.

QUOTATION

A notice, in writing, whereby a vendor informs the Town of the price for which he/she will furnish supplies, materials, equipment or services to the Town. A written promise from a supplier, vendor, contractor or professional guaranteeing the cost of specific supplies, materials, equipment or services. Any and all quotes deemed not to be in the best interests of the Town Joint Facilities may be rejected and any quote deemed to be in its best interests may be accepted.

RESPONSIBLE

Having the experience and financial strengths, in the reasonable judgment of the Town, necessary to perform in the delivery of services, materials, equipment or supplies.

SERVICES

Includes contractual services rendered to the Town by a vendor.

SUPPLIES

Goods in a manufactured state kept in the ordinary course of business for regular use or consumption.

MATERIALS

Basic ingredients in a relatively raw, unrefined or unmanufactured state that may be worked into a more finished form (i.e., sand, wood, asphalt).

~~Includes supplies and materials used in the daily operation of the Town.~~

TOWN

All Town agencies, including the Board of Education and excluding Town of Colchester-Town of East Hampton Joint Facilities (Joint Facilities).

STUDENT EDUCATIONAL

Shall mean tuition paid to public or private institutions as well as special education services provided to children as identified in the child's Individualized Educational Program (IEP).

LEGAL SERVICES

Services provided by firms and individuals licensed to practice law in the state of Connecticut.

PROFESSIONAL ENGINEERING

Means a person or firm who is licensed to practice in the State of Connecticut and qualified by reason of his knowledge of mathematics, the physical sciences and the principles of engineering, acquired by professional education and practical experience, to engage in engineering practice, including rendering or offering to render to clients any professional service such as consultation, investigation, evaluation, planning, design or responsible supervision of construction, in connection with any public or privately-owned structures, buildings, machines, equipment, processes, works or projects in which the public welfare or the safeguarding of life, public health or property is concerned or involved.

§ 117-3. Purchases of capital equipment, services, materials and supplies.

All purchases in excess of \$2,000 -require a purchase order, standing purchase order or requisition. The following requirements shall govern the purchase of supplies, equipment and services:

- A. If the estimated value is less than \$105,000, the department or agency head may make the purchase after careful review of the most competitive price considering the quality of the proposed purchased items.
- B. If the estimated value is equal to or greater than \$510,000 but less than \$240,000, the purchase may be made with the approval of the Town Manager or his designee (or in the case of ~~the~~ Board of Education ~~purchasesoperating budget~~, the Superintendent of Schools or his designee) after the department head or agency head has received at least three written quotations, and the purchase shall be the lowest qualified and responsible quote. If for any reason three quotes are not obtained, the purchase may be made after providing written documentation for the files, indicating why three quotes could not be obtained.
- C. If the estimated value is equal to or greater than \$240,000, the purchase shall generally be made from the lowest qualified and responsible bidder using a sealed bid procedure described in § 117-5 below, with two exceptions hereafter described. The award shall be made by the Town Council or, in the case of ~~Education purchases~~~~the School operating budget~~, the Board of Education, unless it is a joint bid with another Town agency, in which case the Council shall make the award. The first exception is where the proposal of the lowest qualified and responsible bidder exceeds the Town's budget for the item, in which case the Town may reject all proposals by majority vote of the Town Council or Board of Education, as the case may be. The second exception applies where it is deemed to be in the best interests of the Town of East Hampton to make the award to a bidder other than the lowest qualified and responsible bidder. This latter exception requires an affirmative vote of 3/4 of the elected membership of the Town Council at a regular or special meeting.
- D. Contracts for service and/or maintenance shall be acquired or bid in accordance with the

provisions of this section. Such contracts may be entered for periods renewable on a month-to-month basis and shall be terminable upon written thirty-day notice by the Town/Board of Education or the vendor/supplier. Such contracts shall remain in effect until such termination and shall not require quotation or re-bid until such termination.

E. Splitting of contracts to avoid any of the limits of this section shall be prohibited.

F. ~~F.~~ Consulting services shall be acquired through a "Request For Proposal" process, unless a written justification is provided to the Town Council or Board of Education that a single source is uniquely qualified to provide the desired services.

§ 117-4. Exemptions.

Exceptions to bid requirements that do not require Town Council approval for purchase

The items listed below will not require sealed bids and are exempt from the requirements of §117-3, but do require Town Manager approval or, in the case of Education purchases, the Superintendent of Schools.

A. Legal, physician, professional engineering and, student educational services.

~~A.~~ Auditing services shall be exempt and shall be approved by the Board of Finance. Consulting services shall be acquired through a "Request For Proposals" process, unless a written justification is provided to the Town Council or Board of Education that a single source is uniquely qualified to provide the desired services.

- B. Purchases made from any agency or office of the federal, state or local government or other governmental unit, or nonprofit organization or sole-source supplier shall be exempt.
- C. Nothing in this chapter shall prohibit the Town from purchasing items under state bids and/or contracts and/or participation in regional purchasing councils who have used a sealed bid procedure.
- D. Nothing in this chapter shall prohibit the Town from contracting for repairs of an immediate nature for health and safety reasons and to prevent damage or injury.
- E. Materials. When multiple suppliers of material are not within the transportable range, the Public Works Department shall be exempt from the requirements of § 117-3. In such case, the Public Works Department shall seek to obtain the best price within the transportable range.
- F. Existing maintenance or service contracts which have no fixed duration shall remain in effect on a renewable basis and shall not be subject to the acquisition and/or bid requirements outlined in §117-3 until such time as said contract is terminated in accordance with §117-3D.

G. Purchases of used equipment where comparable bids are unavailable, and it has been determined by the Town Manager that the purchase of a particular piece of equipment is of good value to the Town, shall be exempt.

H. ~~Services~~ These furnished by a monopoly utility.

I. Annual maintenance agreements that are provided by a specialized vendor for specialized types of equipment. i.e., telephone or computer system service contract.

J. Those exempted or determined by law.

K. On-Line Reverse Auctions pursuant to State Public Act 08-141 approved June 5, 2008.

L. Items that will maintain consistency with other like items previously purchased.

M. The purchase of surety bonds and insurance shall be exempt

§ 117-5. Sealed bid procedure.

A. All requests for bids shall be advertised in a newspaper suitable for notifying multiple prospective bidders or advertised on the State of Connecticut Department of Administrative Services Web page. *Editor's Note: The Department of Administrative Services Web page can be accessed at www.das.state.ct.us.* When necessary, the Town shall also directly solicit potential qualified sources for bids. The goal shall be to obtain at least three bids. If, however, after due diligence has been exercised, fewer than three bids have been received, the Town may award the contract if it is in the best interest of the Town.

B. A copy of the invitation to bid or the legal notice will be posted at the Town Hall in the office of the Town Clerk until the bids have been opened.

C. ~~C.~~ Bid documents shall be available to all firms indicating an interest in bidding. A fee may or may not be charged for bid documents.

~~C. Special consideration shall be given to Bids from organizations which file taxes within the Town after bids are considered for qualification and responsibility.~~

D.

§ 117-6. Insurance and licensing requirements.

All parties employed by the Town to perform work on Town-owned property shall carry the required level of insurance coverage, indemnity, and hold the Town harmless. The Town shall be named as additional insured on the insurance certificate. When required by law (such as the trades, etc.), all parties performing work for the Town shall have and maintain the required licenses and/or certifications to perform such work.

§ 117-7. Waivers.

With a vote of 3/4 of the elected membership of the Town Council, at a regular or special meeting, the Town Council may waive the bidding procedure with regard to any purchase upon finding that such waiver is in the best interest of the Town. Such waiver shall include in the record the reasons for the Council's action. Public notice shall be given at least seven days in advance of any vote to consider a waiver of the bidding procedure.

§ 117-8. Nondiscrimination.

Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. 1). Purchasing shall be conducted without regard to the political affiliation, race, sex, age, religion, national origin, disability, ~~residence~~, familial relationship or business associations of vendors and/or contractors. All purchasing will comply with the provisions of applicable state and federal laws pertaining to civil rights, equal opportunity and affirmative action.

§ 117-9. Conflicts of interest.

The Ethics Resolution as adopted and amended by the Town Council shall be applicable to this chapter. *Editor's Note: See Ch. E, Code of Ethics.*

§ 117-10. LOCAL VENDOR PREFERENCE

For all bids and quotes submitted for purchases, exceeding \$20,000, any qualified and registered local vendor who has submitted a bid or quote not more than 5% higher than the lowest qualified bid or quote will be awarded the contract or purchase order, so long as such local vendor agrees to provide the goods or services which are the subject of such contract or purchase order at the same price as the lowest qualified bid or quote received. In the event that more than one local vendor submits a bid or quote not more than 5% higher than the lowest qualified bid or quote, the award shall be to that local vendor originally submitting the lowest qualified bid or quote.

For purposes of this section, a qualified and registered local vendor is defined as one who maintains a principal place of business within the Town limits of East Hampton by occupying real property in which to conduct such business or by paying ad valorem taxes on business property to the Town. Evidence of the maintenance of such principal place of business may include the ownership or long-term lease of real estate from which the principal place of the business is operated or the payment of property taxes on the personal property of the business to be used in the performance of the bid. This section shall not apply in any situation where the preference created by this section would violate Federal or state law or any existing contracts.

This section shall not apply in those instances where the bid requested involves a cooperation purchasing arrangement between the Town and other municipalities or the State of Connecticut.



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

Retention of Excess Payments and Waiver of Tax Bills

Section 1:

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

Section 2:

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



MEMORANDUM

To: Melissa Engel, Town Council Chairperson
Michael Maniscalco, Town Manager
From: Jeremy DeCarli
Date: January 23, 2018
Re: Proposed Village Center TIF District

At the January 9, 2018 meeting of the Town Council, several concerns and questions were raised regarding the proposed TIF District Plan for the Village Center. The purpose of this memo is to address those questions and concerns.

1. *The Town should allow for public participation.*

The Planning and Zoning Commission must review the proposed plan at least 90 days before the Town Council acts to approve the plan and TIF district. Furthermore, the Council is required to hold at least one public hearing before taking action. (I incorrectly stated that a Public Hearing was not required.) The Council is welcome to hold more Public Hearings if it desirable.

2. *What does "frozen" assessments mean and how does that apply if the assessed value drops for any property"*

The word frozen has been removed from the document as it is somewhat misleading. The Original Assessed Value of the properties shown in Figure B is the baseline assessment for each property that TIF funding will be based on. Any increase in the assessment of any property will cause an increase in taxes, the difference of which will be deposited into the TIF District fund. In the event that an assessed value drops below the Original Assessed Value, TIF revenue will not be collected.

3. *The TIF District may take money away from being made available for a water system project.*

While it is true that the taxes collected on any increase in assessed value within the district will not go into the general fund, a main goal of the TIF District is to encourage redevelopment and growth. The creation of a TIF District in Windsor Locks was recently directly related to a major redevelopment now underway which will provide more revenue in the long run.

It is unlikely that the TIF district will generate enough revenue to fund a large scale water improvement; however, TIF funds can be designated toward that effort if the Town so desires. It is more likely that bonds or another revenue source outside of tax revenue will be needed for large scale water improvements.

4. *What other communities have implemented TIF districts in Connecticut?*

Canton, New Britain, Suffield, and Windsor Locks have implemented TIF Districts using the recent legislation.

5. *What happens if the TIF district expires while bonds are outstanding?*

The TIF district must remain in place while any bonds issued with TIF funding are outstanding.

6. *Can the profits of the sale of any Town owned buildings in the district (1 Watrous, 13 Watrous, or 94 Main) be applied to the revenue account for the TIF District?*

The revenue generated from a sale would not be put into the TIF revenue account. However, sale of any of those buildings to a private entity would cause those properties to go back on the grand list and the Town would see an immediate rise in revenue as a result.

7. *The TIF District is set up to run for 20 years which seems like a very long term commitment.*

The legislation allows municipalities to set a length of time for a TIF district that is appropriate for the community, there is no minimum. We have proposed a 20 year length for the Village Center TIF District. Anything shorter would not allow the Town to collect sufficient funds to meaningfully appropriate funds to any given project. The Council can extend the TIF District up to 50 years if it so chooses.

8. *Can a future Council dissolve the TIF District?*

The legislation allows the municipality to dissolve the TIF district or change the boundaries of the district; however, neither can be done if there are outstanding bonds issued with TIF district funds.

Other aspects of the legislation include:

- The ability and recommendation that the Town create an advisory board to oversee the district including expenditures and maintenance of the plan.
- There is no additional tax or assessment imposed above the normal amounts to property owners.
- A portion of the real property within a tax increment district shall meet at least one of the following criteria: (i) Be a substandard, insanitary, deteriorated, deteriorating or blighted area; (ii) be in need of rehabilitation, redevelopment or conservation work; or (iii) be suitable for industrial, commercial, residential, mixed-use or retail uses, downtown development or transit-oriented development.
- The municipality must review the Plan at least once every ten years, but may review it more often.



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

MEMORANDUM

To: Melissa Engel, Town Council Chairperson
Michael Maniscalco, Town Manager
From: Jeremy DeCarli
Date: January 23, 2018
Re: Changes to 1.23.2018 TIF Plan Draft

The following is a summary of the major changes made to the document since the December 27, 2017 draft document. Smaller grammatical changes have been made throughout.

- Page 4, 2nd Paragraph – Changed last sentence for clarification.
- Page 4, 6th Paragraph – Reference to Credit Enhancement Agreement Policy for clarification.
- Page 4, 7th Paragraph added to refer to the State Statutes for definitions.
- Page 6, Section II – Removed word frozen to clarify assessment cap.
- Page 7 – Removed municipal employee salary as an acceptable cost
- Page 10 – Removed 3 Barton Hill (Fire House) as a property of interest
- Page 13, 1st Paragraph - Added to clarify Assessment increase projections.
- Exhibit D – Added a Proposed Credit Enhancement Agreement Policy
- Exhibit E, F, and G added for future inserts.
- Exhibit H – Added as a potential resolution to be used.



Tax Increment Financing Guidebook

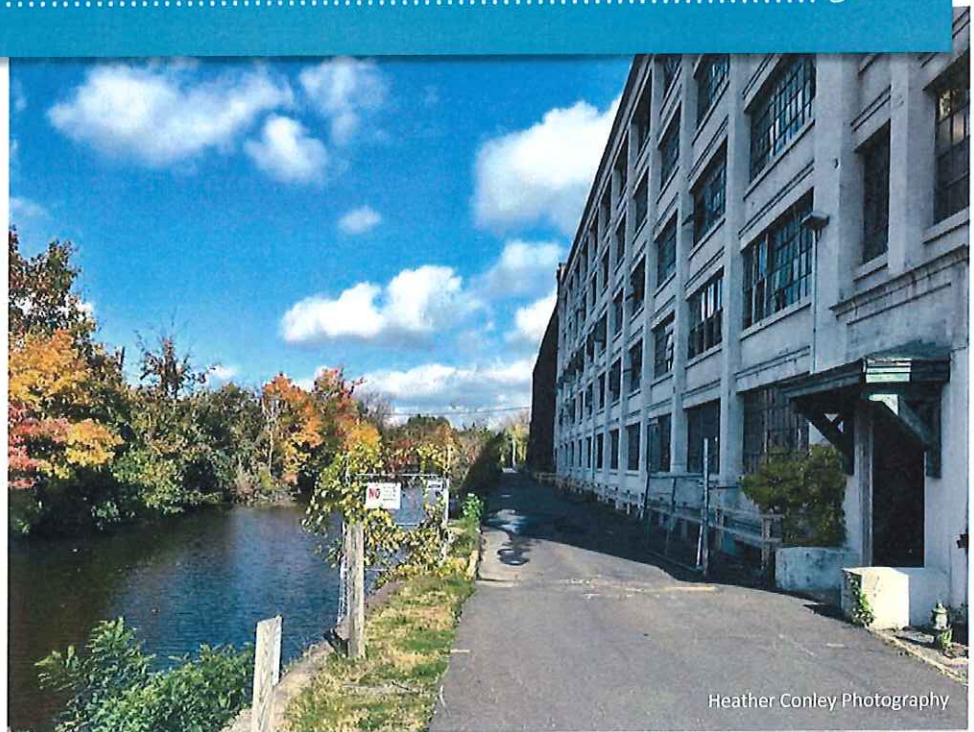
*A Beginner's Guide to Using TIF
in Connecticut's Downtowns and Main Streets*



June 2017
CONNECTICUT MAIN STREET CENTER
PO Box 270, Hartford, CT | 860.280.2337
www.ctmainstreet.org | info@ctmainstreet.org

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What is Tax Increment Financing?

TIF is...

We know in the current economic environment that it is becoming increasingly difficult for states to fund economic development. This is true in Connecticut, where the State has become fiscally stressed and municipalities must now guide their economic future. This involves finding new methods to finance economic and community development. Tax Increment Financing (TIF) is an important tool to achieve that goal.

TIF is a financing method used to catalyze economic development. It uses anticipated future increases in property tax revenues to generate incremental tax revenues from a specific development project or projects across a designated district to help pay for current costs associated with development. These can be public and/or private costs.

TIF is a local economic development policy and program that is enabled and guided by state law, Connecticut Public Act No. 15-57. It does not require State approval and its structure and details are determined by the local legislative process.

TIF is Not...

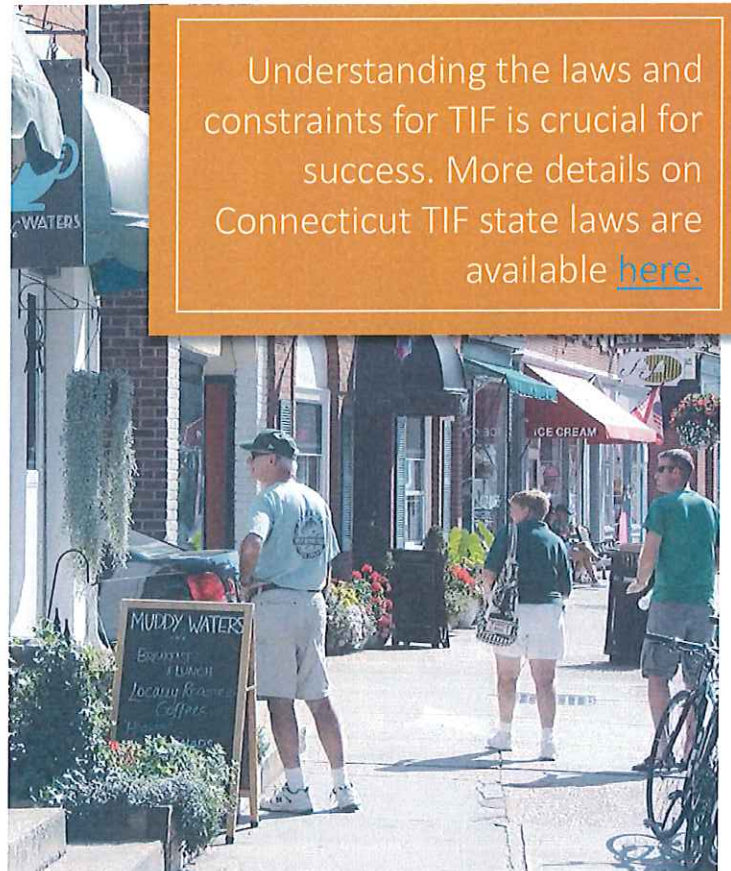
TIF is not a new tax or a special assessment on top of the existing property tax. Rather, TIF applies the same property tax rate used by a municipality for all properties and uses the same assessment process. However, with TIF, a portion of the new revenues that result from the development or other improvements can be designated by the local legislative body to pay for costs associated with the specific development and/or future economic development.

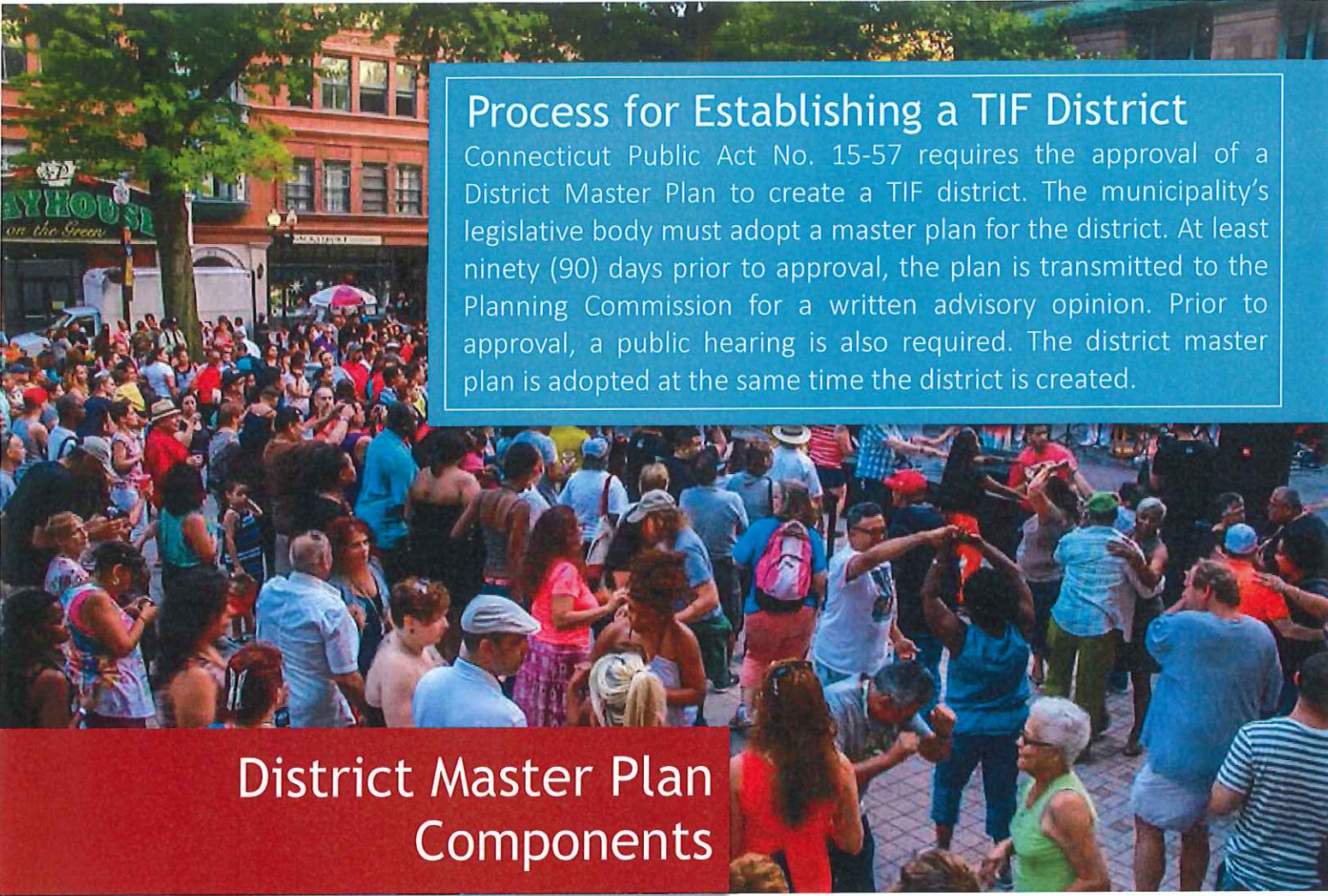
Why TIF?

TIF is a tool used to spur economic development. It creates a financing mechanism to support public and private investment for economic growth. While TIF leverages investment and economic activity within the district, when integrated with a community's economic and downtown plans, the community, region, and state benefit.

Why? Because downtowns are core assets for economic development. They are the centers for commercial activity, retail, workers and residents. Communities can have powerful visions for creating their downtowns; however, often there is a financing gap in achieving that vision. TIF is a tool that helps fill the gap so communities can realize their vision of downtowns as economic drivers.

Understanding the laws and constraints for TIF is crucial for success. More details on Connecticut TIF state laws are available [here](#).





Process for Establishing a TIF District

Connecticut Public Act No. 15-57 requires the approval of a District Master Plan to create a TIF district. The municipality's legislative body must adopt a master plan for the district. At least ninety (90) days prior to approval, the plan is transmitted to the Planning Commission for a written advisory opinion. Prior to approval, a public hearing is also required. The district master plan is adopted at the same time the district is created.

District Master Plan Components

1. The boundaries of the TIF district by legal description.
2. A list of the tax identification numbers for all lots or parcels within the tax increment district.
3. A description of the present condition and uses of all land and buildings within the tax increment district.
4. A description of the public facilities, improvements, or programs within the tax increment district anticipated to be added and financed in whole or in part.
5. A description of the industrial, commercial, residential, mixed-use, or retail development/improvements; downtown development; or transit-oriented development within the tax increment district to be financed in whole or in part.
6. A Financial Plan detailing the schedule of incremental tax revenues.
7. A plan for the proposed maintenance and operation of the tax increment district after the planned capital improvements are completed, if applicable.
8. The maximum duration of the tax increment district, which may not exceed a total of fifty tax years beginning with the tax year in which the tax increment district is established.



Financial Plan Components

1. Cost estimates for the public improvements and developments anticipated in the District Master Plan.
2. The maximum amount of indebtedness, if any, to be incurred to implement the District Master Plan.
3. Sources of anticipated revenues, including TIF and any other revenues, to be used for the District.
4. A description of the terms and conditions of any agreements, to set or hold the assessed value to a specific amount for a fix period of time, including any anticipated assessment agreements, contracts, credit enhancement agreements (CEA), or other obligations related to the District Master Plan.
5. Estimates of the increased assessed values of the tax increment district.
6. The portion of the increased assessed values to be applied to the District Master Plan as captured assessed values and resulting tax increments in each year of the plan. *Note: A municipality can designate an amount up to 100% of incremental value to be utilized for specified TIF purposes or any amount less than 100%. Whatever amount of incremental revenues that are not utilized for specified TIF purposes accrue to the General Fund and can be utilized through appropriations process for General Fund Purposes.*
7. Specify the portion of TIF revenues to be utilized for municipal purposes versus any to be utilized to support private developers through credit enhancement agreements or other mechanisms.

TIF Limitations

A municipality can have multiple TIF Districts; however, all districts combined are subject to limitations of:

The original assessed value of the tax increment district plus the original assessed value of all existing tax increment districts within the municipality may not exceed ten percent (10%) of the total value of taxable real property within the municipality as of October 1st of the year immediately preceding the establishment of the tax increment district. It can also be used to pay for projects, programs, and services directly as they occur, or a "pay-as-you-go" approach.

How can TIF revenues be used?

Connecticut TIF legislation enables a municipality to use TIF revenues to support or leverage projects and programs within or related to the TIF District. This includes: governmental services made necessary by the project, repayment of debt service on municipal or private developer costs, and debt related to the TIF district, support or leverage for further economic development within or related to the district. More specifically, TIF revenues can be used for the following purposes:

- Public infrastructure improvements
- Façade improvements
- Project development and redevelopment costs (including transit-oriented and downtown district development)
- Capital costs
- Remediation costs
- Land assembly costs
- Technical and marketing assistance
- Revolving loans
- Professional services
- Repayment of private debt incurred by private developer
- Administrative expenses, including personnel, studies, reports, administration for Main Street managers
- Business development and expansion assistance for TIF district property owners
- TIF district establishment costs
- Off-Site (related to TIF District)
 - Roadways, water/sewer
 - Public safety
 - School
 - Mitigate adverse impacts (e.g. new traffic)
- Economic development and environmental
 - Economic development initiatives
 - Workforce training
 - Environmental mitigation

TIF also allows a municipality to utilize a Benefit Assessment (a special assessment on property owners to help pay for improvements). However, Benefit Assessments are not required as part of TIF.

It is important to note that there is a trade-off between TIF funds to support economic development and having money available for the General Fund: What you take in and designate for TIFs cannot be used for General Fund purposes.



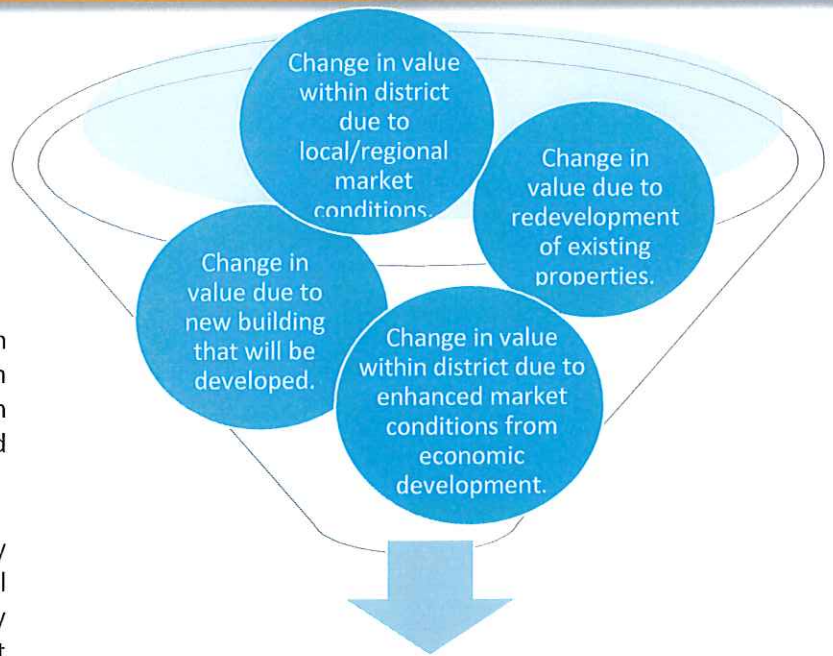
How does TIF fit with other financing tools?

TIF can, but does not have to be, used in conjunction with municipal bonding. It can be used to pay down debt service associated with the TIF District. It can also be used to pay for projects, programs, and services directly as they occur.

TIFs can be used to support private development by providing a portion (up to 100%) of incremental property taxes back to the private developer annually through what is known as a “credit enhancement agreement” (CEA). The CEA is a binding legal contract developed and agreed to as part of the TIF District process that can be used by the private developer to offset some private development costs and be used to support or enhance financing for the private developer. If the municipality chooses to provide CEAs it should do so in the form of a percentage of incremental taxes to be returned as opposed to a fixed dollar amount to protect itself from underperforming TIF development.

TIFs can and should be used with other public and private financing tools as appropriate. They are not meant to be used “instead of” or “exclusive of” other financing mechanisms. This is particularly true for the support of private development as credit enhancement. Private developers should, as a matter of policy, be required to demonstrate that “but for” the TIF agreement this project would not occur *and* that they have utilized and exhausted all other financing mechanisms such as state and federal grants, and tax credit programs.

TIFs *can and should* be used with other public and private financing tools as appropriate.



Understanding How to Estimate Future Value and Revenues

For the establishment of a TIF District and as part of the District Master Plan, the municipal assessor must certify the Original Assessed Value of Real (land and building) Taxable Property. This should be the value based on the last Certified Assessment as of the immediate past October 1st values. It should exclude non-real property (equipment, vehicles) and exclude property that is likely to become tax-exempt.

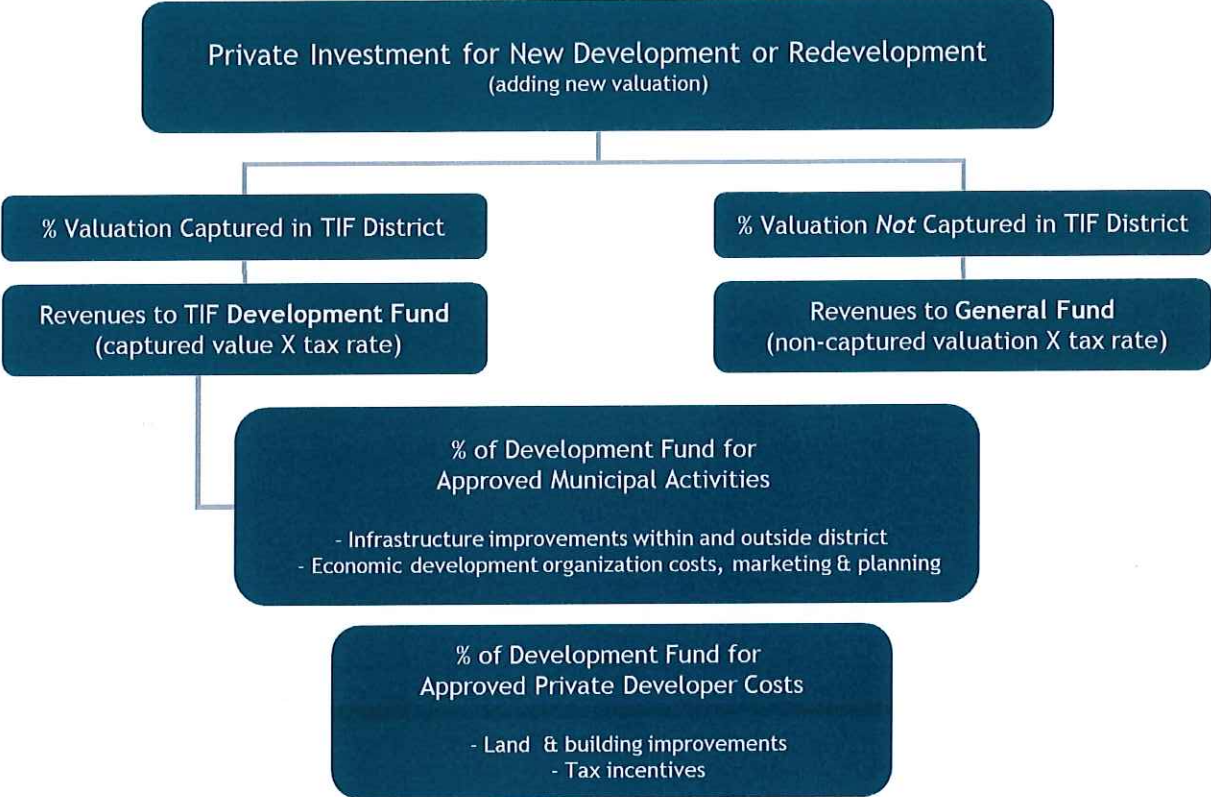
The annual tax increment (incremental value and associated revenues) will be based on the annual increased value as certified by the municipal assessor each October 1st and the agreed to percentage to be “captured” within the TIF District. TIF revenues will further be based on the mill-rate in that year, and the estimated mill-rate over the life of the TIF District.

For projecting values for TIF District planning, valuation should be estimated based on projected new development and redevelopment in the district as well as overall anticipated changes in valuation due to market conditions. This should take into consideration regional market trends based on historic (5-10 year) trends as well as increases anticipated because of enhanced market opportunities due to economic development within the TIF District. The mill rate can be held constant for planning purposes or have an annual escalator applied based on mill rate performance in the past five years.





How TIF Works



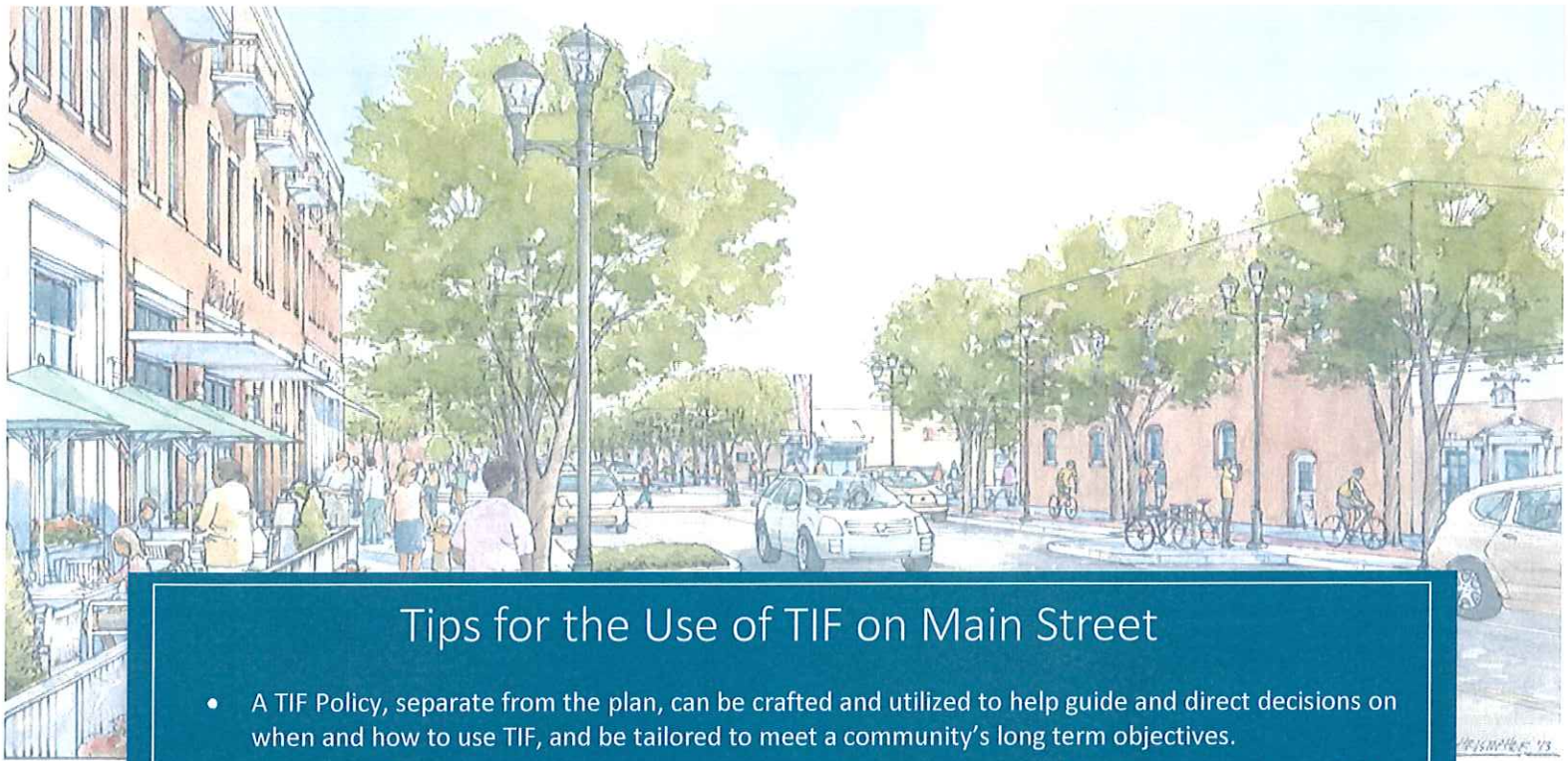
Understanding TIF District Boundaries

TIF Districts can be a single parcel or multiple parcels. In the case of a downtown they typically would involve multiple parcels associated with the defined downtown area. This allows for consistent planning and use for the overall economic well-being of the downtown or main street area.

Managing and Oversight of TIF Districts

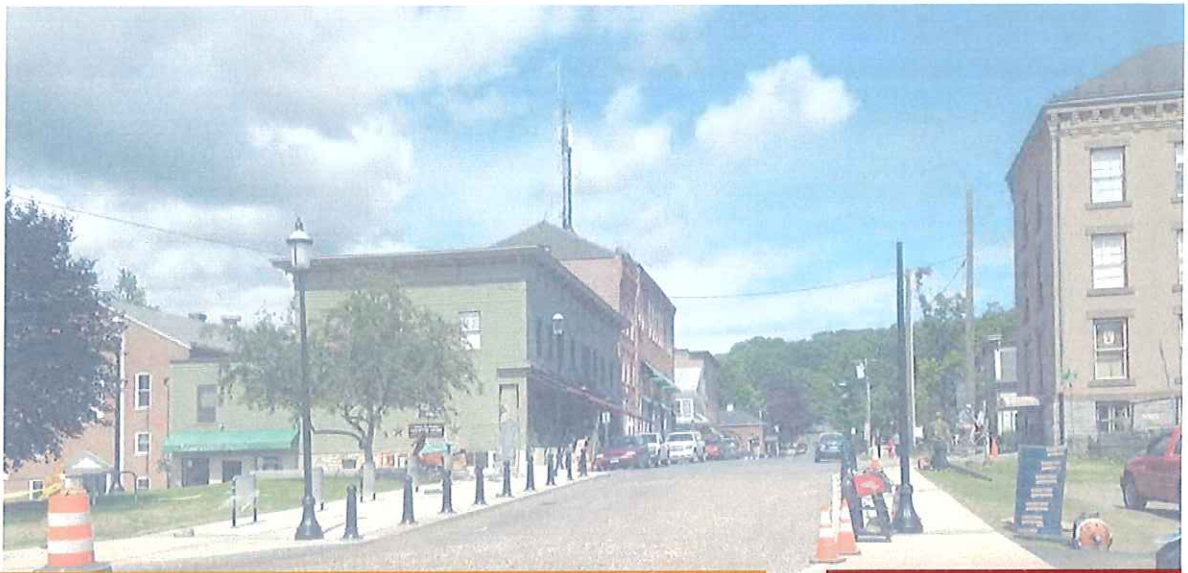
- Municipalities should create an advisory board to advise on the planning, design, and implementation of the district. It should include key staff related to TIF (assessing, planning, finance and economic development directors), and representatives from the council, finance committee, planning commission, and economic development committee as applicable.
- Downtown TIFs should include coordination with planning, design, implementation, and oversight of the district. Include key staff (assessing, planning, finance and economic development directors) along with representatives from the council and key committees such as finance, planning, and economic development, and finally, public and private stakeholders. However, the TIF District and its boundaries, goals, and policies need not be identical to those of these other entities.





Tips for the Use of TIF on Main Street

- A TIF Policy, separate from the plan, can be crafted and utilized to help guide and direct decisions on when and how to use TIF, and be tailored to meet a community's long term objectives.
- Align use of TIF into a long-term economic development strategy for the community and for downtown and main street through the District Master Plan.
- Go beyond creating TIF Districts for development or redevelopment of single parcels or projects. Rather, utilize TIF to support and leverage private development for proposed projects, potential future projects, and strategies, programs, and services to further develop and sustain downtown and main street businesses, housing, and residents.
- Downtown management entities can be a recipient of TIF District revenues per the TIF District Plan for performance of specific programs or services related to the approved district and economic development.
- Identify both public and private needs and costs to be supported by the TIF District.
- Instead of just using TIF for business incentives, consider using TIF to fund public infrastructure and activities to support economic development.
- When using TIF revenues to benefit businesses and private developers, what the municipality provides will serve as a benchmark for future requests. Develop policies and guidelines that specify under what conditions your municipality/town/downtown, etc., will utilize credit enhancement agreements to support private development including goals regarding minimum private investment, jobs, type and level of development.
- Consider TIF within a mix of financing options.
- Once TIF is used, implement an internal system for tracking values, revenues, and expenditures throughout the duration. Provide regular reporting to administration, council, and the public.
- Create an advisory board to advise on the planning, design, implementation, and oversight of the district. Include key staff (assessing, planning, finance and economic development directors) along with representatives from the council and key committees such as finance, planning, and economic development, and finally, public and private stakeholders.
- Educate and engage the community at large about the importance of downtowns and main streets and understanding of TIF in order to build community support.



This guidebook was created by Camoin Associates on behalf of the Connecticut Main Street Center

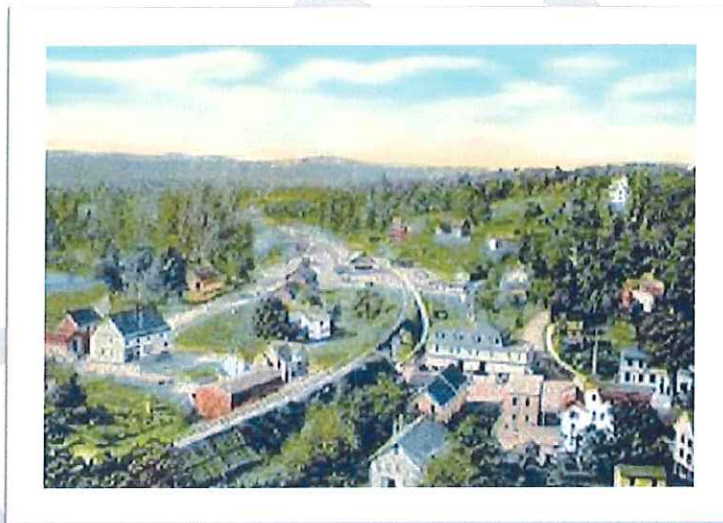


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Town of East Hampton



Village Center Tax Increment Financing District
and District Master Plan



DRAFT – January 23, 2018

Village Center Tax Increment Financing District Master Plan

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Village Center Tax Increment Financing District Master Plan

Introduction

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

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

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

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

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

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

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

Village Center Tax Increment Financing District Master Plan

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

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

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

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

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

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

Terms used throughout this document are as defined in Section 7-339cc of the Connecticut General Statutes.

Village Center Tax Increment Financing District Master Plan

I. The Village Center District

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

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

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

Village Center Tax Increment Financing District Master Plan

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

The Assessor, in the Assessor's Certificate (Exhibit B), has certified the OAV for each of the properties within the District. The OAV will be the base assessment for which the Captured Assessed Value will be determined. Captured assessed value (CAV) within the District shall be calculated based upon that property's assessed value as of October 1, 2016, included as Exhibit C.

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

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

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

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

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

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

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

Village Center Tax Increment Financing District Master Plan

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

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

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

Capital Costs, including but not limited to:

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

Financing Costs

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

Village Center Tax Increment Financing District Master Plan

Technical, Marketing, and Promotions Costs

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

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

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

TABLE I – Municipal TIF Investment Plan Within the District	
Interconnection and Expansion of Existing Water System	\$16M
Remediation of site and buildings and demolition – Several Locations	\$1,000,000
Streetscape improvements Summit, Skinner, and Main Streets	\$500,000
Pedestrian improvements Village Wide	\$100,000
Façade Improvement Program Including Signage	\$300,000
Crosswalk installations/improvements	\$10,000
Airline Trailhead Improvements	\$25,000

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

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

TABLE II – Municipal TIF Investment Plan Outside the District	
Pedestrian and Cyclist Improvements from Airline Trail to Route 66	\$100,000
Interconnection and Expansion of Water System	\$16M

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

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

The Town of East Hampton further proposes to enter into CEAs, on a limited basis, within the structure of this TIF District Master Plan and the Tax Increment Financing Policy set forth by the East Hampton Town Council. The Town of East Hampton, through a decade of planning, realizes the importance of development within the Town Center, but more so the importance of development that conforms to the historical, social, and cultural characteristics of the community. CEAs provide the community a tool that

Village Center Tax Increment Financing District Master Plan

is flexible and locally controlled to incentivize private development that conforms to its vision and goals. The Town also asserts that it should assist developers that are willing to take a risk in redevelopment/rehabilitation efforts within the Town Center. As such, it makes good financial sense for the Town to partner with these developers for projects that provide a direct public benefit. The Town has interest in partnering in those specific real estate development projects that offer the greatest redevelopment potential and meet the Town's goals regarding land and building uses in the Town Center Village District. This is accomplished by identifying specific parcels of real estate and/or specific uses within the District that the Town wishes to aid, and allocating a portion of the TIF proceeds to the project through a CEA with the property owner/developer.

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

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

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

- 1 Watrous St – Map 06A/Block 59/ Lot 12A – Former Mill Building, Currently Owned by the Town
- 13 Watrous St – Map 06A/Block 59/ lot 12 – Town Owned Brownfield Property
- 13 Summit St – Map 06A/ Block 62/ Lot 2A – Vacant Mill Building
- 10 Bevin Rd – Map 05A/ Block 62A/ Lot 14H – Brownsfield Site, Former Mill Site
- 12 Summit St – Map 06A/Block 61/Lot 1 – Various Industrial Uses
- 101 Main St – Map 06A/Block 57/ Lot 2 – Vacant Mill Building
- 8 Walnut Ave – Map 06A/ Block 57/ Lot 2A – Vacant Mill Building
- 100 Main St – Map 02A/ Block 49/ Lot 2 – Former Gas Station, Auto Repair Shop
- 21 Skinner St – Map 02A/Block 49/ Lot 1-2 – Mixed Industrial, Used Boats

Village Center Tax Increment Financing District Master Plan

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

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

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

Targeted Use

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

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

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

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

VI. Financial Plan

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

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

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

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

Village Center Tax Increment Financing District Master Plan

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

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

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

3. Sources of anticipated revenues

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

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

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

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

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

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

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

Village Center Tax Increment Financing District Master Plan

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

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

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

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

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

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

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

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

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

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

Village Center Tax Increment Financing District Master Plan

It must be noted that these figures are an estimate based on fixed changes to current assessments. Economic changes, property redevelopment, ownership changes, and various other changes in the district can and will impact TIF revenues over time.

7. Development Program Fund

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

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

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

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

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

VII. Operational and Maintenance Plan

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

Village Center Tax Increment Financing District Master Plan

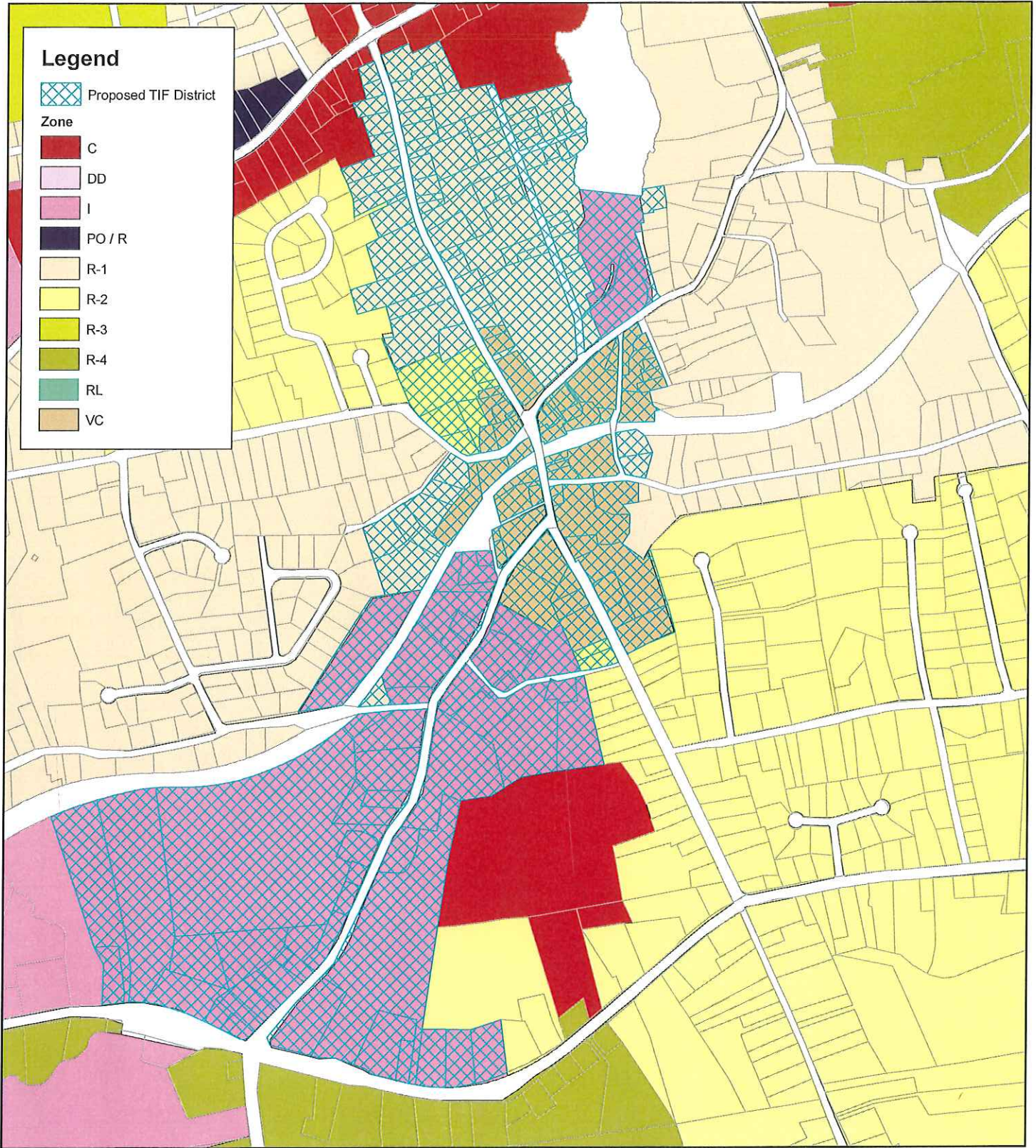
VIII. Duration of the Tax Increment Financing District

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

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

DRAFT

Proposed TIF District



Legend

Proposed TIF District

Zone

- C
- DD
- I
- PO/R
- R-1
- R-2
- R-3
- R-4
- RL
- VC

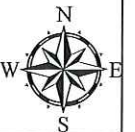


Exhibit B: Original Assessed Value

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

Exhibit B: Original Assessed Value

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

Exhibit B: Original Assessed Value

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

Exhibit B: Original Assessed Value

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

Exhibit B: Original Assessed Value

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

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

Exhibit C: Captured Assess Values and Incremental Tax Revenue

(Assuming Constant Mill Rate of 31.32 and 1% Annual Assessment Increase)

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

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

Exhibit D: Credit Enhancement Agreement (CEA) Policy

Overview

Credit Enhancement Agreements (CEAs) are the preferred mechanism for providing assistance to property owners undertaking development projects in the Village Center TIF District. A CEA is a contractual agreement between the Town and applicant that allows the Town to provide reimbursements of future incremental property tax revenues to property owners. This policy outlines the eligibility requirements, guidelines, process, and other details for how and when the Town will enter into CEA agreements.

The Town will review CEA applications on a case-by-case basis and is not obligated or bound to enter into a CEA.

CEA Goals

The Town of East Hampton has identified the following goals it hopes to achieve by entering into CEAs.

- A. Create new jobs
- B. Assist existing business to retain jobs
- C. Create significant long-term employment
- D. Improve the local economy
- E. Broaden the tax base
- F. Improve blighted areas
- G. Create or expand public infrastructure beyond individual projects
- H. Support community projects
- I. Create public benefits for other workers and/or businesses

General Provisions

A. Terms

The specific terms of each CEA are negotiated between the Town and the applicant. Agreements can extend between one (1) and thirty (30) years; and up to 100% of the annual TIF Revenues associated with the captured incremental value from the property can be reimbursed to the property owner depending on the merit in achieving Town goals for CEAs. Under any CEA, the Town's obligation to make a periodic payment under the CEA will only arise to the extent the Town receives incremental real property tax revenue based on positive captured assessed value of the particular property during the appropriate period. In other words, in any CEA, the Town shall not obligate itself to make fixed payments without receiving incremental tax revenues nor shall it be obligated to make payments if there is no increased assessed value. The percentage of annual TIF Revenues that are reimbursed to the property owner may be adjusted over the life of the Agreement. In no case shall a CEA extend beyond the life of the TIF District.

B. Level of Funding Adjustments

During the application process and during the life of the TIF (and CEA), the applicant shall demonstrate that the funds are being used at appropriate levels for the purpose intended. If the

Exhibit D: Credit Enhancement Agreement (CEA) Policy

level of funds the applicant receives exceeds the projected need, the amount returned to the applicant shall be adjusted and any excess applied to the TIF District.

C. Village Center TIF District and Relation to Other Town-Provided Incentives

For projects within the village center TIF district, any applicant will contractually agree not to request or take reduced assessed value benefit in the form of a Tax Abatement. The Applicant cannot receive benefit from both a CEA and another Town financial incentive on the same incremental value.

Mandatory Requirements

The Town will participate in CEAs when its participation is financially necessary and involvement by the Town is needed in order for the project to be undertaken. Justification for financial need and Town involvement must be demonstrated by:

- A need to offset infrastructure costs unique to the site; or
- A need to offset economic advantages available to a corporate entity if it should develop a project (or expand operations) outside of East Hampton; or
- A lack of sufficient private or other public funding sources to meet the full capital investments needed to undertake a project.

The following requirements must also be met:

- The Applicant is financially capable to undertake the project demonstrated by submitting one or more of the following:
 - Letters from a financial institution, government agency, or other funding agency indicating a commitment to provide a specified amount of funds, and the uses for which the funds may be utilized.
 - In cases where funding is required but there can be no commitment of money until approvals are received, letters of "Intent to Fund" from the appropriate funding institution indicating the amount of funds and their specified uses
 - The Applicant's most recent corporate (or other entity) annual report indicating availability of sufficient funds to finance the development, together with explanatory material interpreting the report.
 - Evidence indicating availability of funds if the applicant will personally finance the development.
 - The applicant is compliant with all statutory and regulatory guidelines of the Town of East Hampton and State of Connecticut.
 - The project represents a minimum investment of one million dollars (\$500,000) in development costs.
 - The Applicant's equity contribution to the project is a minimum of ten per cent (10%) of the project investment (including both hard and soft costs).

Exhibit D: Credit Enhancement Agreement (CEA) Policy

Guidelines That Determine Level of Municipal Participation

Applicants need not meet each of the following criteria; however, the Town will use the following to determine the level of participation in a Credit Enhancement Agreement:

- The project assists an established business in the Town of East Hampton, thus assisting in retaining existing employment opportunities and expanding employment;
- The project creates long-term, permanent and quality employment opportunities;
- The project contributes to the revitalization of areas in need of redevelopment;
- The project improves a blighted building site in need of rehabilitation;
- The project creates public infrastructure facilities that have application beyond the particular development such as improvements to traffic patterns, parking facilities, green space, etc.;
- The project supports or will support community projects, provides job training, provides student internships, supports local contractors and suppliers
- The project supports or will support local efforts and programs that assist those who are under-employed or who are making the transition from welfare to work, etc.
- The project broadens the tax base of the Town

Application Requirements

- A. The cost of public infrastructure improvements unique to the project or site
- B. The applicant demonstrates the financial capacity to undertake the project and provides evidence in support of this capacity. Evidence will include but is not limited to:
 1. Development budget and pro-forma
 2. Financial commitments of project lenders
 3. A project implementation plan and schedule
- C. Confidentiality
All such information provided by the Applicant shall be kept confidential to the extent permitted by law.
- D. Application Fee
All applicants are required to:
 - Reimburse the Town of East Hampton for all legal, staff, and consulting costs and any additional expenses whether or not an application is approved.
 - At the time of the final application submission, a non-refundable deposit of \$5,000 will be made by the application into a fund to be used to reimburse the Town for staff time and any other direct expenses such as required legal fees.
 - Applications will be submitted to the Town Manager, 20 East High Street, East Hampton, CT 06424.

Application Process

The Town will establish a Tax Increment Financing (TIF) Advisory Board that will include Town staff representatives from economic development, planning, assessing, financing, the Town Manager's office, and the downtown district. The TIF Advisory Board will provide preliminary advisement to interested

Exhibit D: Credit Enhancement Agreement (CEA) Policy

applicants and will provide an initial review of each application prior to far forwarding to the Town Council for decision.

The steps outlined below detail the full CEA approval process.

Step 1: Preliminary Advisement

Step 2: Application Submission

Step 3: Review by Town Manager

Step 4: Review by TIF Advisory Board

Step 5: Review by Planning & Zoning Commission

Step 6: Submission to Town Council for Approval

Step 7: Town Manager's Signature

Waiver Provisions

At the request of the TIF Advisory Board, the Town Council may waive provisions of this policy. Criteria to be considered when granting the waiver include, but are not limited to:

- Consistency with the East Hampton Plan of Conservation and Development;
- Consistency with the Town's economic and community development vision;
- Consistency with other local, state and federal rules;
- Evidence of need; and,
- Capacity to carry out the project.

Termination of Agreement

The CEA will terminate at the date specified in the agreement, not to exceed the last day of the TIF District. In the event that a property with a CEA is sold during the life of a CEA, the agreement shall automatically terminate upon sale unless otherwise allowed to be transferred by vote of the Town Council.

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Exhibit H: Resolution

AUTHORIZING CREATION OF THE EAST HAMPTON VILLAGE CENTER TAX INCREMENT FINANCING DISTRICT AND ADOPTING VILLAGE CENTER TAX INCREMENT FINANCING DISTRICT MASTER PLAN FOR THE DISTRICT

To THE Town Manager, and the Town Council of the Town of East Hampton:

The undersigned beg leave to recommend the adoption of the following:

WHEREAS, Public Act No. 15-57 (the "Act") authorizes municipalities in Connecticut to create tax increment financing ("TIF") districts for the purpose of incentivizing economic development and infrastructure, and supporting employment, housing, economic growth and other projects; and

WHEREAS, the proposed district, to be known as the East Hampton Village Center Tax Increment Financing District (the "District"), will be created pursuant to the Act and the East Hampton Village Center Tax Increment Financing District Master Plan attached hereto as Exhibit A (the "District Master Plan"), which details the creation, structure, development, financing, operation and maintenance of the District; and

WHEREAS, pursuant to the District Master Plan, the Town of East Hampton (the "Town") will capture fifty percent (100%) of the future increased assessed property values within the District for an anticipated term of 20 years and utilize up to one hundred percent (100%) of the real property tax revenues generated from such increased property values, along with private funds, to fund infrastructure improvements, economic development programs, telecommunications infrastructure, traffic and road improvements, streetscaping and administrative costs; and

WHEREAS, the Town is in need of economic development and infrastructure improvements in the Town's Village Center area; and

WHEREAS, there is a need to provide continuing employment opportunities for the citizens of East Hampton and the surrounding region; to improve and broaden the tax base in the Town; and to improve the economy of the Town and the State of Connecticut; and

WHEREAS, a portion of the real property within the proposed District (i) is in a substandard, insanitary, deteriorated, deteriorating or blighted area; (ii) is in need of rehabilitation, redevelopment or conservation work; or (iii) is suitable for industrial, commercial, residential, mixed-use or retail uses, downtown development or transit oriented development; and

WHEREAS, as shown in Exhibit B of the District Master Plan, the original assessed value of the taxable property within the District does not exceed ten percent (10%) of the total value of taxable property within the Town as of October 1, 2016; and

WHEREAS, the creation of the District will help to provide continued employment for the citizens of the Town and the surrounding region; to improve and broaden the tax base in the Town; and to contribute to the economic growth and well-being of the Town and the State of Connecticut; and

Exhibit H: Resolution

WHEREAS, the establishment of the District would not be in conflict with the Town's Charter; and East Hampton Village Center Tax Increment Financing Master Plan; and

WHEREAS, the District Master Plan was transmitted to, and a study of the District Master Plan and a written advisory opinion as required by the Act was requested from, the Town Planning and Zoning Commission at least 90 days prior to the authorization and the establishment of the District; and

WHEREAS, the Town Council has held a public hearing on the proposal to establish the District in accordance with the requirements of the Act, upon at least ten (10) days prior notice published in a newspaper of general circulation within the Town; and

WHEREAS, the Town Council has considered the comments provided at the public hearing, both for and against the District.

NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF EAST HAMPTON AS FOLLOWS:

Section 1. The Town hereby finds and determines that:

- (a) The Town is in need of economic development and infrastructure improvements in the Town's Village Center area; and
- (b) The designation of the District and pursuit of the District Master Plan will generate economic benefits for the Town and its residents, will contribute to the economic growth and well-being of the Town and will be to the betterment of the health, welfare and safety of the inhabitants of the Town. The Town Council has considered all evidence presented to the Council, if any, with regard to any adverse economic effect on or detriment to any existing business and has found and determined that such adverse economic effect on or detriment to any existing business, if any, is outweighed by the contribution expected to be made through the designation of the District and adoption of the District Master Plan.

Section 2. The Town Council of the Town of East Hampton hereby authorizes creation of the East Hampton Village Center Tax Increment Financing District, the boundaries of which are included in the District Master Plan, and adopts the East Hampton Village Center Tax Increment Financing District Master Plan attached hereto as Exhibit A.

Section 3. The Town Council of the Town of East Hampton hereby authorizes that fifty percent (50%) of the future increased assessed property values within the District shall be retained as captured assessed value in accordance with the District Master Plan and up to one hundred percent (100%) of the real property tax revenues generated from such captured assessed value may be used to fund the various costs and improvements set forth in the District Master Plan.

Section 4. The Mayor of the Town of East Hampton is hereby authorized and directed to enter into, in the name and on behalf of the Town, such credit enhancement agreements as may be contemplated by the District Master

Exhibit H: Resolution

Plan with such developers as may fall within the scope and policies outlined in the District Master Plan, such agreements to be in such form and to contain such terms and provisions, not inconsistent with the District Master Plan, as the Town Council of the Town of East Hampton may approve.

Section 5. The District Master Plan may be amended from time to time by the Town Council of the Town.

DRAFT

TOWN OF EAST HAMPTON
FISCAL YEAR 2018-2019

Town Council Budget Policy Statement

CHARTER - GENERAL POWERS AND DUTIES

As specified in Section 2.4 of the Town of East Hampton Charter, "each year the council shall submit to the Board of Finance a policy statement outlining its annual budget goals and objectives for the ensuing fiscal year."

OBJECTIVE

The objective of this budget policy statement is to provide guidance from the Town Council to the Board of Finance during the creation and implementation of the annual Town of East Hampton Budget. Although not specifically named in the Charter, the intent of this Budget Policy Statement is to also provide guidance to the Town Manager and the Board of Education who are charged with proposing and presenting respective general government and education budget recommendations to the Board of Finance.

GENERAL STATEMENT

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

GUIDELINES

- Include taxpayers in the budget process as early as possible utilizing Tri-Board meeting(s), public hearings, our Town website, local newspaper, town notices, Citizens Guide to Budget and meetings.
- The budgets presented should reflect the guidelines presented here as well as projected available revenue, anticipated State funding shortfalls and current economic conditions.
- The Town Manager and the Board of Education will present their respective budgets at a Town Forum. Their budget must include all proposed spending presented in a format that is easily read and understood by our citizens.
- The Town Manager's budget will incorporate the recommendations of the Capital Committee composed of representatives of the Town Council and Boards of Finance and Education.

2018-2019 BUDGET GOALS & FUTURE PLANNING

- The fund balance shall NOT be used to lower the annual mill rate or pay for Town operating expenses except to supplement revenue sources for shortfalls or reductions in State funding or other deemed emergencies.
- Every effort should be made to minimize new personnel for any department this fiscal year.
- The Public Works budget should include a plan to continue ongoing road repairs, sidewalks, trees, lake watershed protections and road improvements,
- General Government budget and the Board of Education should make every effort to only limit budget increases to meet contractual obligations.

- The Capital Committee should update the Town's long-term Capital Improvement Plan to ensure the future financial discipline and funding stability of the Town.
- Conservatively estimate state revenues to be prepared for shortfalls in state funding.
- Support investment in new technologies, updates to IT security and improvements for enhanced fiscal and network controls.
- Funding should be allocated to address ongoing town facility needs.
- The budget shall include funding to direct and enhance economic development and grand list growth and oversee facility management.
- The Council for its part will:
 - continue to support the Town Manager's labor negotiation efforts to realize efficiencies and savings for taxpayer's.
 - seek out cost savings by pursuing regional sharing of services
 - work to identify opportunities to "share" services between and among Town departments and the Board of Education
 - support the implementation of those items from the Lake Pocotopaug 9 Point Plan that will preserve and improve the condition of the lake and its watershed with previously allocated funding or new initiatives where critical and aggressive pursuit of grant funding.
 - ensure social services and programs for seniors are adequately funded.
 - provide continued support of public safety services, training and equipment.
 - commit to continually replenishing and augmenting our mill rate stabilization fund and not appropriating such funds for non-designated uses.

Town of East Hampton
FY 2017-18 Capital Decision Package

Town Manager's Use

Approved:	
Not Approved:	
Other:	

SUBMITTED BY: Board of Education
 Enter the Department, and division, if applicable

CONTACT PERSON: Don Harwood
 Enter the name and telephone number of the person who can best answer detailed questions about this project.

Title of Request/Project Name: HVAC Replacement – Memorial School
 Enter the title best describing the project. Be concise, but as descriptive as possible.

This form should be used for capital items of \$7,500 and above.

Fiscal Year	Cost
2018	30,000
2019	
2020	
2021	
2022	

1) Project Description: Replace rooftop unit at Memorial Elementary School

Give a full, detailed description of the project. The description must contain enough information to allow for a detailed project cost estimate. If costs are estimated to exceed \$250,000 additional information may be required. If the project is construction of a building, specify the following: size; use; type of building; utility type; etc. If it is a street project, specify the following: length; width; whether it is new construction, reconstruction or resurfacing; whether it involves new signals, sewers, and/or sidewalks; etc. Photos and other documentation should also be submitted if they provide relevant information. Any project with insufficient information to develop a cost estimate will not be considered.

2) Useful Life (in years): 25

3) Purpose:

- Scheduled Replacement* Increased Personnel Efficiency
 New/Expanded Service Replace Obsolete/Unsafe Equipment*
 Other (please explain) Click here to enter text.

* Please note how old equipment will be disposed of: installed Memorial renovation 1989-90

4) Justification: Unit inoperable and unrepairable

Support the need for this project. Some of the questions you might want to consider below:

- Does the project meet established standards, codes or mandates?
- Does the project address a Town Council policy initiative or Board of Education goal?
- Does it address a health, fire, safety or security concern?
- Does it serve a segment of the community not currently served?
- Does it foster private investment? How much?
- Does it create jobs? How many? What type?
- Does it support economic development (i.e. tourism)?
- Does the project require additional staffing or operational increases (e.g. grant writer)?
- Does the project create any revenue?
- Do grant funds or other opportunities exist to offset costs?
- What will happen if the Town does not undertake this project?

5) How did you determine the project's cost? Request \$30,000 of the project fund balance for HVAC at Middle School be transferred to Memorial school, from capital project number 93228. Anticipated cost however is approximately \$30,000. Determined via bidding

6) Additional Cost Data (Equipment Only)

Purchase Price: NONE
 Less Trade-In: Click here to enter text.
 Net Cost: Click here to enter text.

7) Are non-Town revenues available to reduce cost (i.e. grants)? NO

8) What will be the effect on your department if this project is delayed? Indoor air quality concerns for youngest most vulnerable students

9) Please describe the effect of this project on your operating budget. [Click here to enter text.](#)

Personnel Budget

- increase
- decrease
- no change
- amount of change

Expense Budget:

- increase
- decrease
- no change
- amount of change

10) PROJECT LOCATION AND SERVICE AREA: Give a brief description of the community impact the project will have as well as the area it will serve. Memorial Library Media Center is utilized by all Memorial students. School related parent groups also frequently use this space in the evening for meetings.



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

January 23, 2018

To: The East Hampton Town Council,

The documentation for the tax refunds listed below is available in the Office of the Collector of Revenue for your review. There are fourteen refunds totaling \$49,006.32.

Respectfully Submitted,

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

Kristy L. Merrifield, CCMC
Collector of Revenue

4,552.21 ☒
592.92 ☒
2,885.98 ☒
5,169.21 ☒
1,804.97 ☒
2,823.81 ☒
3,082.05 ☒
2,746.61 ☒
7,587.59 ☒
3,442.02 ☒
2,000.00 ☒
3,586.93 ☒
5,818.79 ☒
2,913.23 ☒

014

49,006.32 ☒

BOARD AND COMMISSION SUMMARY DECEMBER 2017

250th Anniversary Committee

The 250th Anniversary Committee held their final meeting with a birthday celebration and proclamation from the Governor's office.

Arts & Culture Commission

The Arts & Culture Commission met on December 14th. The Commission discussed the installment of the EHACC art purchase award at the East Hampton High School. Due to the loss of Principal Fidler, the installment has been put on hold until the new principal officially takes his position. The commission discussed initiatives that need to be payed for in the current fiscal year. Future projects to be included in the next fiscal year budget were reviewed and include the annual grant program; art purchase award; student art awards; annual web site fee; communication – publicity/signage/congratulatory spots in community theater programs. Commission members attendance at upcoming budget/board of finance meetings was discussed. Our town liaison Ellen Paul will alert us of the budge submission deadline. East Hampton Events Magazine submission deadline was reviewed along with what types of information would be submitted. Commissioners discussed an idea to propose an electronic community board sign to be included in the new town hall project. The board could be used by all community groups to promote their events, as we, as town boards and commission meetings. Commission members also discussed the need to learn what will happen to the art gallery that is available in the current town hall space.

Board of Finance

On Monday December 18th, the Regular Meeting of the Board of Finance was held at the Town Hall Meeting Room.

The following items were discussed/approved:

- 2018 regular meeting times and dates were approved
- Committee Liaison Assignments were finalized
- FY 17-18 Revenues and Expenditures to date were reviewed

Brownfields Redevelopment Agency

The Brownfields Redevelopment Agency held their regular meeting December 18. Drilling has begun for the residential well at 4 Starr Place, which is part of the extended STEAP grant for 13 Watrous Street. A change order related to that project was approved. A sub-committee has been formed and is working on bid specs for the soil remediation work that will occur within the next year that will eventually close out the work for the STEAP grant.

Clean Energy Task Force

No meeting

Commission on Aging

The Commission on Aging met on Thursday, December 14th. The Commission discussed the brochure for transportation for doctor's offices and possible projects for the upcoming year.

Conservation-Lake Commission

The Conservation-Lake Commission held their regular meeting December 14. Initial engineering plans for test holes for the Clark Hill proposed drainage site were discussed; Anchor Engineering should be beginning this work shortly. This will be the first step toward using the Federal funding from the 319 grant. A sub-committee has been formed to look into implementing a "lake smart" program in which homeowners on the lake would be recognized for improvements on their properties that promote lake health.

Design Review Board

No meeting

Economic Development Commission

The Economic Development Committee held their regular meeting December 19. The EDC was informed about the water interconnectivity report and the proposed TIF district for the Village Center. A business showcase will be held April 28 at the Congregational Church in the Center. Initiatives for supporting local businesses were discussed.

Ethics Commission

No meeting

Fire Commission

The Board of Fire Commissioners held their regular meeting December 11. Purchase of replacement turnout gear was approved. Standard operating procedures for member background checks were discussed along with possible changes to the structure of payouts for the awards program. The Commission voted to change the payout to a tiered program based on the percentage of calls that volunteers go to, contingent upon approval by the Town Council. A retired firefighter was approved for his award program payout request.

The Awards Program Trustees (for the Firefighter awards program) held a meeting on December 11. They signed a dealer authorization change form to stay with their long-time broker as he moves firms. Disbursement of funds for a retired firefighter requesting his vested balance was approved.

High School Building Committee

The High School Building Committee held their regular meeting December 21. The blue water situation was discussed – options such as re-plumbing the entire building using non-copper piping and/or using an orthophosphate treatment system, possibly in conjunction with water aeration were discussed. An in-depth cost benefit analysis for both options is forthcoming, along with quotes for setting up a pilot test of the orthophosphate system since aeration alone did not work previously. Other than that, only a few small punch list items are being worked on now. The old time capsule has been sent to live with the Chatham Historical Society.

Inland Wetland Watercourses Agency

The Inlands, Wetlands and Watercourses Agency held their regular meeting December 20. Applications were approved for a seawall modification at 8 West Point, a lawn at 15 Maplewood, a propane fire pit at 56 Spellman Point, and a re-subdivision at 78 Mott Hill. Tyler Siefert will be placing a shed in Sears Park for the use of storage for the EHHS crew team for his Eagle Scout project. A public hearing was held to amend the regulations that the upland review area within the lake watershed be changed to 200' (from 100'). This change was approved and will go into effect 2/1/18.

Joint Facilities

No meeting

Library Advisory Board

The Library Advisory Board held their regular meeting December 4. A big picture view of the library's budgeting and focus of direction was discussed. Drafts of some policy changes were approved to be sent to the Town Council. Community conversations were discussed and will continue to be discussed over the next months. A 120th birthday celebration for the library is being planned for 1/11/17, this will also be a celebration of the library re-joining the LION consortium.

Middle Haddam Historic District Commission

The Middle Haddam Historic District Commission met on December 28th. An application for a Certificate of Approval at 23 High Point Drive to construct a new private residence and in-ground pool was reviewed and unanimously approved. The Commission approved the 2018 meeting dates.

Parks & Recreation Advisory Board

At the December 5th Advisory Board Meeting, Jeremy Hall updated the board on the status of the Seamster Park Fundraising efforts, and the status of the Airline Trail expansion project. Shawn Mullen updated the board on the status of Winter Programs.

Planning & Zoning Commission

The Planning & Zoning Commission met on December 6th.

- Harry Freeman, PZC-17-019, Amendment to Zoning Regulation: DHD Zone – Diverse Housing Development. – *Continued to next meeting.*
- Global Self Storage, LLC., PZC-17-021, East High St. for a Zone Change from DD to Commercial. Map 32/Block 85/Lot 7B. – *Continued to next meeting.*
- Eleven West High Street, LLC., PZC-17-022, 11 West High St., for a site plan modification for unpermitted paving of front parking lot up to sidewalk. Map 01A/Block 47/Lot 6B. – *Approved with conditions.*
- Tammy Strong, PZC-17-023, 78 Mott Hill Rd., for a re-subdivision for 2 lots. Map 24/Block 64/Lot 4D. – *Public hearing set for next meeting.*
- Discussion of Temporary Health Care Legislation and associated changes to the Zoning Regulations. – *Continued to the next meeting.*
- Farm Brewery Regulations/Discussion – *Continued to the next meeting.*

Town Facilities Building Committee

The Town Facilities Building Committee met on Thursday, December 21st. Draft plans for the building were reviewed including the need for a generator for the entire building. The bids for geotechnical services were reviewed with Soil Technology Associates awarded the bid unanimously. Test pits were completed and no ledge was found and all looked good. An invoice for Boundaries LLC was approved. Quarterly report formats were discussed. The clock from the 250th Anniversary Committee that was originally slated to be in the Village Center will be worked into the plans for the 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 December 14th at 6:30 P.M. Paul Malmrose, Vice President and Heather Doolittle of Tighe and Bond presented the first phase of the Water System Interconnection Study by providing an update on the status of the study based on identified supplies, potential water main routes for the interconnection, and estimated water use along each route. The information presented was preliminary and may change as more information is gathered and assumptions change.

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 December 5th at 6:00 P.M. Mr. Smith reported on the November 15th Joint Facilities meeting. Lisa Motto of Dream Developers and Harry Freeman, HHF Consulting attended the meeting to discuss the Hampton Woods sewer connection fees. The Developer asked the Board to help with relief on the fees in any way that they can. The Board is taking it under advisement.

The committee unanimously approved the following changes for the 2018 calendar year:

- a) Accepted the resignation of Ralph Nesci.
- b) Appointed Peter Villa to the Joint Facilities Board.
- c) Appointed John Suprono as Vice Chairperson.
- d) Approved the 2018 meeting schedule.

All other items on the agenda were tabled till January 2, 2018 meeting.

Zoning Board of Appeals

The Zoning Board of Appeals met on December 11, 2017.

Application of ZBA-17-014, Jennifer Yetishefsky and Karl Sanduig, 18 South Main Street, for a south side setback reduction from 25' to 2' to construct a garage, a north side setback reduction from 25' to 5.3' to construct a deck and for a lot coverage increase from 10% to 16.9%. Map 07A/Block 55/Lot 27. *Approved – Variance Granted.*