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Town of East Hampton – New Town Hall & Police Station  
Benchmark Cost Analysis  
2017.05.18

	PROGRAM TYPE	PROGRAM SIZE	TOTAL CONSTRUCTION COST*	TOTAL PROJECT COST***
<b>Police Department</b>	Enhanced	10,477 sf		
<b>Town Hall</b>	Base	18,643 sf		
<b>Total</b>		<b>29,120 sf</b>	<b>\$12,543,935**</b>	<b>\$17,561,509</b>

		PROGRAM SIZE	ADDED CONSTRUCTION COST*	ADDED PROJECT COST***
Add Board of Ed	Base	2,267 sf	\$850,125	\$1,190,175
Add Probate Court	Base	2,206 sf	\$827,250	\$1,158,150
Add Chatham Health	Base	1,243 sf	\$466,125	\$652,575

\*Construction costs are estimates and exclude all project soft costs, contingencies and escalation

\*\*Estimated total construction costs excludes Chatham Health, Probate Court and the Board of Education

\*\*\*Total Project Cost are estimates and include all construction cost and estimated soft costs, contingency and escalation

HARTFORD

242 Trumbull Street  
Hartford, CT 06103  
860.549.4725

MANHATTAN

333 Hudson Street  
New York, NY 10013  
212.508.4762

STAMFORD

One Landmark Square  
Stamford, CT 06901  
203.348.0767

CAMBRIDGE

32 Warren Street  
Cambridge, MA 02141  
617.492.3662

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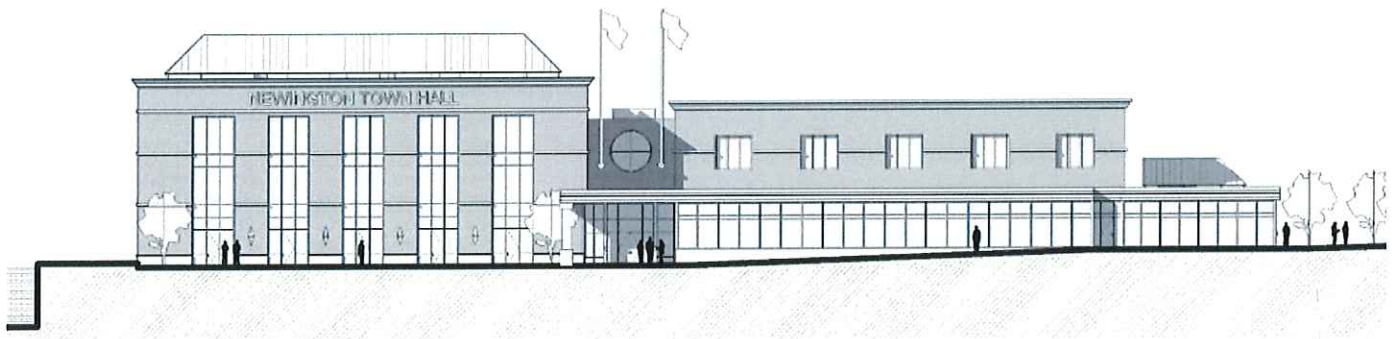
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**Town of East Hampton – New Town Hall & Police Station**

Benchmark Project Examples  
2017.05.15

Town Hall Comparative Projects:

Newington Town Hall & Community Center:



East Haddam Town Hall:



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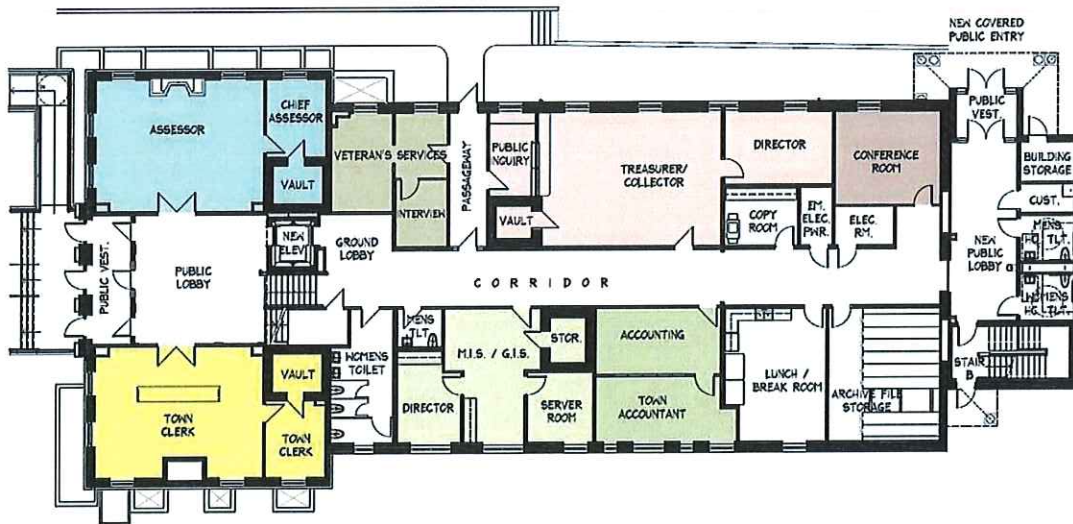
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Westborough Town Hall:



Police Station Comparative Projects:

Bethel Police Station:



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Norwich Police Station:



WCSU Police Station:



EAST HAMPTON TOWN HALL & POLICE DEPARTMENT BENCHMARK COST ANALYSIS

Profile	EAST HAMPTON PROBABLE COST				COMPARATIVE COST MODELS																
	East Hampton Enhanced Program		East Hampton Base Program		East Hampton Eliminate Chatham Program			East Hampton Eliminate Probate Program			POLICE DEPARTMENT COST DATA				TOWN HALL COST DATA						
	New construction, 2-story	5/9/2017	5/9/2017	5/9/2017	5/9/2017	5/9/2017	5/9/2017	5/9/2017	5/9/2017	5/9/2017	5/9/2017	5/9/2017	5/9/2017	5/9/2017	5/9/2017	5/9/2017	5/9/2017	5/9/2017	5/9/2017		
Date of Cost Data	40,086 sf	34,175 sf	32,992 sf	31,989 sf	31,908 sf	9,816 sf	9,816 sf	22,153 sf	22,092 sf	507 \$/sf	600 \$/sf	480 \$/sf	346 \$/sf	293 \$/sf	365 \$/sf	23,384 sf	50,000 sf	9,650 sf	73,760 sf	51,213 sf	20,000 sf
Police Department Bldg Area	29,609 sf	24,359 sf	23,116 sf	22,153 sf	22,092 sf	530 \$/sf	375 \$/sf	375 \$/sf	530 \$/sf	530 \$/sf	600 \$/sf	480 \$/sf	346 \$/sf	293 \$/sf	365 \$/sf	23,384 sf	50,000 sf	9,650 sf	73,760 sf	51,213 sf	20,000 sf
Town Hall Building Area	530 \$/sf	375 \$/sf	375 \$/sf	530 \$/sf	530 \$/sf	530 \$/sf	375 \$/sf	375 \$/sf	530 \$/sf	530 \$/sf	600 \$/sf	480 \$/sf	346 \$/sf	293 \$/sf	365 \$/sf	23,384 sf	50,000 sf	9,650 sf	73,760 sf	51,213 sf	20,000 sf
PD Construction Costs / SF	5,552,810 ea	5,202,480 ea	5,202,480 ea	5,202,480 ea	5,202,480 ea	8,668,500 ea	8,307,375 ea	8,307,375 ea	8,284,500 ea	11,864,884 ea	30,000,000 ea	4,629,000 ea	25,536,235 ea	15,000,000 ea	7,300,000 ea	11,864,884 ea	30,000,000 ea	4,629,000 ea	25,536,235 ea	15,000,000 ea	7,300,000 ea
TH Construction Costs	1,665,619	1,433,711	1,387,098	1,350,986	1,348,698	13,870,980	13,509,855	13,509,855	13,486,980	11,864,884	30,000,000	4,629,000	25,536,235	15,000,000	7,300,000	11,864,884	30,000,000	4,629,000	25,536,235	15,000,000	7,300,000
Total Construction Costs	7,218,429	6,636,191	6,589,578	6,559,872	6,555,588	27,741,960	27,019,710	27,019,710	26,973,968	23,729,768	34,629,000	9,258,000	31,372,235	24,999,000	14,600,000	23,729,768	34,629,000	9,258,000	31,372,235	24,999,000	14,600,000
Soft Costs**	1,665,619	1,433,711	1,387,098	1,350,986	1,348,698	13,870,980	13,509,855	13,509,855	13,486,980	11,864,884	30,000,000	4,629,000	25,536,235	15,000,000	7,300,000	11,864,884	30,000,000	4,629,000	25,536,235	15,000,000	7,300,000
Contingencies	335,124	285,742	277,420	270,197	269,799	2,774,200	2,701,971	2,701,971	2,697,999	2,372,977	8,250,000	8,250,000	6,384,059	6,384,059	3,000,000	2,372,977	8,250,000	8,250,000	6,384,059	6,384,059	3,000,000
Escalation 2.0%/year	23,318,659	20,071,947	19,419,372	18,913,797	18,881,772	19,419,372	18,913,797	18,913,797	18,881,772	14,522,618	39,397,500	4,767,870	31,920,294	15,450,000	7,519,000	14,522,618	39,397,500	4,767,870	31,920,294	15,450,000	7,519,000
Total Project Costs	582 \$/sf	587 \$/sf	580 \$/sf	582 \$/sf	582 \$/sf	580 \$/sf	582 \$/sf	582 \$/sf	582 \$/sf	621 \$/sf	788 \$/sf	494 \$/sf	433 \$/sf	302 \$/sf	376 \$/sf	621 \$/sf	788 \$/sf	494 \$/sf	433 \$/sf	302 \$/sf	376 \$/sf
Cost per SF	582 \$/sf	587 \$/sf	580 \$/sf	582 \$/sf	582 \$/sf	580 \$/sf	582 \$/sf	582 \$/sf	582 \$/sf	621 \$/sf	788 \$/sf	494 \$/sf	433 \$/sf	302 \$/sf	376 \$/sf	621 \$/sf	788 \$/sf	494 \$/sf	433 \$/sf	302 \$/sf	376 \$/sf

\*Contractor's contingency is in Construction Costs

\*\*Scope of Soft Costs to be reviewed with Town Manager and Building Committee to determine exact content

PROGRAM OPTIONS

	Deduct SF	Project Cost Savings	Total Project Cost
1 Enhanced program to base program	(5,250) sf	\$ (3,246,712)	\$ 20,071,947
2 Eliminate Chatham from Base Program	(1,243) sf	\$ (652,575)	\$ 19,419,372
3 Eliminate Probate Court from base program	(2,206) sf	\$ (1,158,150)	\$ 18,261,222
4 Eliminate Board of Ed from base program	(2,267) sf	\$ (1,190,175)	\$ 17,071,047
5 Eliminate Chatham from enhanced program	(1,411) sf	\$ (740,775)	
6 Eliminate Probate Court from enhanced program	(2,405) sf	\$ (1,262,695)	
7 Eliminate Board of Ed from enhanced program	(3,258) sf	\$ (1,710,450)	

PROGRAM: TOWN HALL  
May 15, 2017

Space	ENHANCED PROGRAM				BASE PROGRAM				Comments
	Area per Room (sf)	# Required	# of Employees	Total Area (nsf)	Area per Room (sf)	# Required	# of Employees	Total Area (nsf)	
<b>TOWN HALL</b>									
<b>Assessor</b>									
Office: Assessor	180	1	1	180	120	1	1	120	Adjacencies: Tax Collector, Town Clerk, Building Department  Office becomes a workstation under base program Flex office; can be located anywhere in building. Will be used for a 1 year period every 5 years  Space to service 3 people No waiting chairs required; include 2 public workstations for research. Currently, large book of maps is used; would like to have maps available on touch screen in future. Copier / printer, fax machine, counter / workspace; office supply storage (5) 5-dr lateral files
Office: Field / Data Entry	120	1	1	120	42	1	1	42	
Office: Re-value	120	1	1	120	42	1	1	42	
Workstation	42	4	4	168	42	1	1	42	
Reception Counter	60	1		60	60	1		60	
Waiting Area	80	1		80	80	1		80	
Work Room	150	1		150	150	1		150	
Secure File Room	100	1		100	100	1		100	
<b>Subtotal</b>			7	978			3	594	
<b>Net to Gross Ratio (40%)</b>				391				238	
<b>Factored Total</b>				1,369				832	
<b>Board of Ed</b>									
Office: Superintendent	180	1	1	180	180	1	1	180	4 person table within office required 4 person table within office required 4 person table within office required Office becomes a workstation under base program  Office becomes a workstation under base program, could be shared with Payroll workstation Office becomes a workstation under base program, could be shared with Accounts Payable workstation  Office becomes a workstation under base program Office becomes a workstation under base program  Office becomes a workstation under base program  Office becomes a workstation under base program  Receptionist listed above; include 4 chairs Building shared conference room (see shared spaces) (2) copier / printers, layout space, supply storage (9) 4-dr vertical files; personnel files and Board records (30) 4-dr vertical files to be located in central file area (near workstations); (18) 4-dr vertical files
Office: Director of Curriculum	180	1	1	180	180	1	1	180	
Office: Business Manager	180	1	1	180	120	1	1	120	
Office: Admin Asst (Superintendent)	120	1	1	120	42	1	1	42	
Office: Accounts Payable / Benefits	120	1	1	120	42	1	1	42	
Office: Payroll	120	1	1	120	42	1	1	42	
Office: Director of Operations	120	1	1	120	120	1	1	120	
Office: Admin Asst (Operations)	120	1	1	120	42	1	1	42	
Office: Transportation Coord	120	1	1	120	42	1	1	42	
Office: Director of Special Ed	120	1	1	120	120	1	1	120	
Office: Admin Asst (Special Ed)	120	1	1	120	42	1	1	42	
Office: Flex	120	1	1	120					
Workstation: Admin Asst / Receptionist	42	1	1	42	42	1	1	42	
Reception / Waiting	100	1		100	100	1		100	
Conference Room (20 person)	0	0	0	0	0	0	0	0	
Work Room	150	1		150	150	1		150	
Secure File Room	100	1		100	100	1		100	
Archive File Room	200	1		200	200	1		200	
Files	55	1		55	55	1		55	
Unisex Toilet Room	60	1		60					
<b>Subtotal</b>			13	2,327			12	1,619	
<b>Net to Gross Ratio (40%)</b>				931				648	
<b>Factored Total</b>				3,258				2,267	
<b>Building Department</b>									
Office: Building Administrator	120	1	1	120	180	1	1	180	Share a suite with Fire Marshal 4 person table within office required – increase to 180 sf if confrence room is not provided in suite 4 person table within office required – increase to 180 sf if confrence room is not provided in suite 2 monitors will be located at each; drawings are not typically opened at workstations Shared PT position with Fire Marshal Shared with Fire Marshall. Counter space to serve 3 people and lay out 'C size' drawings; 2 stations to include computers for staff use at counter 3 waiting chairs Located off of waiting area (4) 3 drawer large files, (10) 4 drawer file cabinets, (8) 5 drawer large files, (2) 3 drawer file cabinets, (3) 2 drawer file cabinets, (120) small cubbies for drawing rolls  Large format copier / printer, plotter, tabletop scanner, layout space, and supply storage
Office: P&Z Administrator	120	1	1	120	180	1	1	180	
Workstation: Office Technician	42	4	4	168	42	2	4	84	
Workstation: Admin	42	1	1	42	42	1	1	42	
Reception Counter	60	1		60	60	1		60	
Waiting				0				0	
Conference Room (12 person)	400	1		400					
File Room	250	1		250	200	1		200	
Work Room	200	1		200	200	1		200	
<b>Subtotal</b>			7	1,360			7	946	
<b>Net to Gross Ratio (40%)</b>				544				378	
<b>Factored Total</b>				1,904				1,324	

PROGRAM: TOWN HALL  
 May 15, 2017

Space	ENHANCED PROGRAM				BASE PROGRAM				Comments
	Area per Room (sf)	# Required	# of Employees	Total Area (nsf)	Area per Room (sf)	# Required	# of Employees	Total Area (nsf)	
<b>Chatham Health</b>									
Office: Health Director	180	1	1	180	180	1	1	180	Adjacencies: Building Dept
Office: Office Manager	120	1	1	120	120	1	1	120	4 person table within office required
Office: Public Health Nurse	120	1	1	120	120	1	1	120	
Office: State Epidemiologist	120	1		120					
Reception Counter		1		0		1		0	
Workstation	42	4	4	168	42	4	4	168	
Supply Storage	225	1		225	225	1		225	Include vaccine refrigerator (5' wide x 2' deep), (1) 4' wide cabinet, and misc supplies
Files	25	1		25	25	1		25	(11) 4-dr upright files to be located near workstations
Emergency Supplies	50	1		50	50	1		50	Does not need to be located with the Chatham Health suite
<b>Subtotal</b>			7	1,008			7	888	
<b>Net to Gross Ratio (40%)</b>				403				355	
<b>Factored Total</b>				1,411				1,243	
<b>Finance &amp; Accounting</b>									
Office: Director	180	1	1	180	180	1	1	180	Adjacencies: IT
Office: Assistant	120	1	1	120	120	1	1	120	4 person table within office required; (2) 5-dr laterals
Workstation: Accounts Payable	42	4	4	168	42	4	4	168	(2) 5-dr laterals
File Room	100	1		100	100	1		100	Each station to include computer & scanner
Files	60	1		60	60	1		60	(10) 5-dr laterals
Equipment		1				1			To be located in open space with workstations; (10) 5-dr laterals
									To be located in open space with workstations; (1) copier / printer, check printer, small color printer
<b>Subtotal</b>			6	628			6	628	
<b>Net to Gross Ratio (40%)</b>				251				251	
<b>Factored Total</b>				879				879	
<b>Fire Marshal</b>									
Office: Fire Marshal	180	1	1	180	180	1	1	180	Share a suite with Building Department
Office: Deputy	120	1	1	120	42	1	1	42	Include desk, drafting table, and (6) 4-dr vertical files
Secure File Room	100	1		100	100	1		100	(4) 4-dr upright files, (3) 5-dr lateral files (2 lateral included for growth)
Reception Counter				0				0	Shared - included with Building Department
Waiting				0				0	Shared - included with Building Department
<b>Subtotal</b>			2	400			2	322	
<b>Net to Gross Ratio (40%)</b>				160				129	
<b>Factored Total</b>				560				451	
<b>HR</b>									
Office	180	1	1	180	180	1	1	180	Share a suite with Town Manager
Workstation				0				0	4 person table within office required
Reception Counter				0				0	*included under Town Manager (shared PT position)
Waiting				0				0	*included under Town Manager (shared space)
Work Room				0				0	*included under Town Manager (shared space)
File Storage Room	150	1		150	150	1		150	*included under Town Manager (shared space)
									(15) 4-dr standard file cabinets (personnel files)
<b>Subtotal</b>			1	330			1	330	
<b>Net to Gross Ratio (40%)</b>				132				132	
<b>Factored Total</b>				462				462	
<b>IT</b>									
Office: IT Specialist	120	1	1	120	120	1	1	120	Adjacencies: Finance
Data Processing	144	1		144	144	1		144	Servers, UPS, etc. serve as IDF
IT Workroom / storage	100	1		100	100	1		100	Receive, store, and setup new PCs and spare equipment
<b>Subtotal</b>			1	364			1	364	
<b>Net to Gross Ratio (40%)</b>				146				146	
<b>Factored Total</b>				510				510	
<b>Park &amp; Rec</b>									
Office: Director	120	1	1	120	120	1	1	120	Adjacencies: Social Services
Office: Program Coordinator	120	1	1	120	120	1	1	120	Locate adjacent to reception
Workstation: Program Coordinator	42	1	1	42	42	1	1	42	
Workstation: Park Maintainer	42	1	1	42	0	0	0	0	2 PT employees will share
Reception / Waiting	200	1	1	200	120	1	1	120	1 PT employee to be stationed at reception desk; 3 chairs to be included
Classroom	900	1		900	0	0		0	Projector & screen; can be located adjacent to P&R suite - used shared conference room
Classroom Supply Storage	50	2		100	50	2		100	(under base program (see shared spaces)
Workroom	150	1		150	150	1		150	program-related storage
Sports Equipment Storage	150	1		150	150	1		150	copier / printer, small color printer, fax machine, safe, (6) 4-dr vertical files and office supplies
Parks & Rec Storage	500	1		500	0	0		0	Garage door access; mowers, workshop, etc. - store offsite under base program
<b>Subtotal</b>			5	2,324			4	802	
<b>Net to Gross Ratio (40%)</b>				930				321	
<b>Factored Total</b>				3,254				1,123	

PROGRAM: TOWN HALL  
 May 15, 2017

Space	ENHANCED PROGRAM				BASE PROGRAM				Comments
	Area per Room (sf)	# Required	# of Employees	Total Area (nsf)	Area per Room (sf)	# Required	# of Employees	Total Area (nsf)	
<b>Probate</b>									
Office: Judge	180	1	1	180	180	1	1	180	
Office: Chief Clerk	120	1	1	120	120	1	1	120	
Clerks Workstation	42	3	3	126	42	2	2	84	
Hearing Room	600	1		600	600	1		600	Standard L Shape
Reception	42	1		42	42	1		42	Clerk needs to have direct line of sight into; long table for 25 people. 2 entrances (judge & public)
Waiting	200	1		200	200	1		200	Sliding window to waiting area, separate entrance to exterior
Conference Areas	100	2		200	100	1		100	10-15 chairs for those waiting for hearings; direct access to Hearing Room
Vault	250	1		250	250	1		250	Located off of reception, 1 could be shared in building
<b>Subtotal</b>			5	1,718			4	1,576	
<b>Net to Gross Ratio (40%)</b>				687				630	
<b>Factored Total</b>				2,405				2,206	
<b>Registrar of Voters</b>									
Workstation	42	3	3	126	42	3	3	126	Adjacencies: Town Clerk
Voting Machine Storage	80	1		80	0	1		0	Include whiteboard
Files	50	1		50	50	1		50	(3) IBS machines (3'x2') - continue to store off site under base program
<b>Subtotal</b>			3	256			3	176	Countertop printer, (2) 3-dr vertical files, (1) 4-dr high storage, 6' wide x 5' tall cabinet
<b>Net to Gross Ratio (40%)</b>				102				70	(2) fire safe cabinets
<b>Factored Total</b>				358				246	
<b>Social Services/Youth &amp; Family Services</b>									
Office: Prevention Specialist	180	1	1	180	120	1	1	120	4 person table within office requested, use counseling room in base program
Office: Director	120	1	1	120	120	1	1	120	
Workstation: Intern	42	3	3	126	42	2	2	84	open office area
Counseling Room (8 person)	300	1		300	300	1		300	soft seating, small desk & lecture capture
Counseling Room (4 person)	200	2		400	200	1		200	soft seating, small desk & lecture capture
Reception / Waiting	150	1		150	150	1		150	no receptionist (by appt only); 4 chairs
Work Room	50	1		50	50	1		50	Desktop printer, wall storage for pamphlets
Storage	100	1		100	100	1		100	(4) 5-dr laterals (art supplies, board games, toys, etc)
Conference Room (18)		0		0					2x. Month coalition group meetings, need 18 p meeting space, under building shared conference room - (see shared spaces)
<b>Subtotal</b>			5	1,426			4	1,124	
<b>Net to Gross Ratio (40%)</b>				570				450	
<b>Factored Total</b>				1,996				1,574	
<b>Tax Collector</b>									
Office: Tax Collector	120	1	1	120	120	1	1	120	Adjacencies: Assessor and Town Clerk
Workstation	42	2	2	84	42	2	2	84	must face reception counter
Reception Counter	60	1		60	60	1		60	Include 2 stations, each with computer, validator, scanner, and cash drawer; 1 printer
Waiting	100	1		100	100	1		100	Include counter for check writing and 10 chairs
Workroom / Storage	200	1		200	200	1		200	Counter for counting money (standing height), vault (5' tall x 2' wide x 3' deep), supply storage; include storage for 50 bankers boxes of files (15 year retention)
Files	20	1		20	20	1		20	Locate near workstations; (1) 5-dr lateral, (2) 3-dr vertical files
Copier / Printer		1		0		1		0	Locate near workstations
<b>Subtotal</b>			3	584			3	584	
<b>Net to Gross Ratio (40%)</b>				234				234	
<b>Factored Total</b>				818				818	
<b>Town Clerk</b>									
Office: Town Clerk	120	1	1	120	120	1	1	120	Adjacencies: Assessor and Tax Collector
Workstation	42	2	2	84	42	2	2	84	to be located at the reception counter; include computer, label printer, adding machine,
Waiting		1		0		1		0	optical scanner & typewriter, and phone at each station
Workroom / Storage	150	1		150	150	1		150	no chairs required
Vault	900	1		900	900	1		900	include copier / printer, plotter, small printer, and 1 cabinet for supplies
<b>Subtotal</b>			3	1,254			3	1,254	Must comply with State criteria. Include all existing materials & layout space on top of shelving (similar to existing). Must be easily monitored by staff
<b>Net to Gross Ratio (40%)</b>				502				502	
<b>Factored Total</b>				1,756				1,756	
<b>Town Council</b>									
Town Council Room	1,000	1		1,000	1,000	1		1,000	Accommodate Board (in U-shaped configuration) plus 80-100 guests; potentially include operable partition so that guest seating area can be multi-purpose
<b>Subtotal</b>				1,000				1,000	
<b>Net to Gross Ratio (40%)</b>				400				400	
<b>Factored Total</b>				1,400				1,400	



PROGRAM: TOWN HALL  
 May 15, 2017

Space	EIHAIICED PROGRAM				BASE PROGRAM				Comments
	Area per Room (sf)	# Required	# of Employees	Total Area (nsf)	Area per Room (sf)	# Required	# of Employees	Total Area (nsf)	
<b>Town Manager</b>									Share a suite with HR; ideally not located near main entrance to building
Office: Town Manager	180	1	1	180	180	1	1	180	4 person table within office required
Office: Secretary	120	1	1	120	120	1	1	120	view of reception counter required
Workstation	42	1	1	42	42	1	1	42	PT admin person (shared with HR); will service the counter, but needs separate workstation
Conference Room (20 person)	600	1		600	600	1		600	Can be used by other departments, but should be located with Town Manager's suite
Reception Counter	30	1		30	30	1		30	1 person to be serviced at a time
Waiting	100	1		100	100	1		100	4 guest chairs
Work Room / Storage	200	1		200	200	1		200	Does not need to be enclosed space; include (8) 5-dr laterals, supply storage, printer / copier, and layout space. Space to be shared with HR
<b>Subtotal</b>			<b>3</b>	<b>1,272</b>			<b>3</b>	<b>1,272</b>	
<b>Net to Gross Ratio (40%)</b>				<b>509</b>				<b>509</b>	
<b>Factored Total</b>				<b>1,781</b>				<b>1,781</b>	
<b>Emergency Operations Center</b>									
Emergency Operations Center	0	0		0	0	0		0	EOC located in PD program
Communications Room	0	0		0	0	0		0	EOC located in PD program
Kitchen				0				0	Stove, sink, refrigerators, etc
<b>Subtotal</b>			<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	
<b>Net to Gross Ratio (40%)</b>				<b>0</b>				<b>0</b>	
<b>Factored Total</b>				<b>0</b>				<b>0</b>	
<b>Shared / Support Spaces</b>									
Community Space	2,000	1		2,000	2,000	1		2,000	Combined with Town Council Room 1,000 sf via operable partition
DPW office / storage	120	1	1	120	120	1	1	120	Desk and shelving for custodial supplies
Mail Room	150	1		150	150	1		150	Locate in building common space
Kitchenette / Break Room	200	1		200	200	1		200	Seating for 1/3 of building occupants; include refrigerator, sink, and microwave
Decontamination Toilet Room / Shower		1		0		1		0	Include shower and changing area.
Dedicated Storage	100	1		100	100	1		100	
Conference Room (20)	600	1		600	600	1		600	Locate near Board of Education
Conference Room (8)	300	2		600	300	2		600	
Conference Room (4)	150	1		150	150	1		150	
<b>Subtotal</b>			<b>1</b>	<b>3,920</b>			<b>1</b>	<b>3,920</b>	
<b>Net to Gross Ratio (40%)</b>				<b>1,568</b>				<b>1,568</b>	
<b>Factored Total</b>				<b>5,488</b>				<b>5,488</b>	
<b>Site</b>									
Flagpole Area									Space for flag poles, 1-3
Staff & Visitor Parking									EH zoning requires 3-5/1,000 GSF, overflow for community events can park within Edgewater. Use 3/1,000 GSF per Town Manager
Green Space									Town Green space located adjacent to main entry to Town Hall
<b>GRAND SUBTOTAL (GSF)</b>			<b>72</b>	<b>29,609</b>			<b>64</b>	<b>24,359</b>	
<b>Cost Savings Options</b>									
Eliminate Chatham Health from Program			7	1,411			7	1,243	
Eliminate Probate Court from Program			5	2,405			4	2,206	
Eliminate Board of Ed from Program			13	3,258			12	2,267	
<b>REDUCED GRAND SUBTOTAL (SF)</b>			<b>47</b>	<b>22,534</b>			<b>41</b>	<b>18,642</b>	

Net to Gross Ratio includes the following non-programmed spaces: vertical circulation (elevators, stairs), horizontal circulation (building corridors), accessory spaces (janitor closets, IDF rooms, etc.), exterior wall thickness, building mechanical spaces, etc.

Town of East Hampton  
Town Hall and Police Department  
Project #17041

PROGRAM: POLICE DEPARTMENT  
May 15, 2017

Space Type	ENHANCED PROGRAM				BASE PROGRAM				Comments
	Area per Room (sf)	# Required	# of Employees	Total Area (nsf)	Area per Room (sf)	# Required	# of Employees	Total Area (nsf)	
<b>Police Department</b>									
<b>Public</b>									Adjacent to Administration
Lobby	200	1		200	200	1		200	Bullet proof transaction window with pass through
Vestibule	80	1		80	80	1		80	24/7 public access, phone to central dispatch
Public Toilet	60	1		60	60	1		60	Unisex HC Accessible
Interview Room	80	1		80	80	1		80	Soft Interview Room and Fingerprinting. Adjacent to Lobby and Patrol area
Community/ Training Room	1,150	1		1,150	1,150	1		1,150	Potential E.O.C., Adjacent to Lobby
Training Equipment Storage	80	1		80	80	1		80	Adjacent to Community/ Training Room
Kitchenette	75	1		75	75	1		75	Commercial grade kitchen with refrigerator, sink, microwave, and stove, Adjacent to Community/ Training Room
Radio Room	100	1		100	100	1		100	Adjacent to Community/ Training Room
<i>Subtotal</i>				<i>1,825</i>				<i>1,825</i>	
<i>Net to Gross Ratio (30%)</i>				<i>548</i>				<i>548</i>	Lobby and Vestibule excluded from add-on factor
<b>Factored Total</b>				<b>2,373</b>				<b>2,373</b>	
<b>Administration</b>									Adjacent to Lobby
Receptionist Workstation	42	1	1	42	42	1	1	42	Adjacent to public transaction window. Adjacent to patrol
Workstation	42	2	2	84	42	2	2	84	Wired for future dispatch consoles
Work Area/ Admin. Lockers	80	1		80	80	1		80	(8) lockers, work surface, printer
Restroom	60	1		60	60	1		60	HC Accessible
Kitchenette	40	1		40	40	1		40	Coffee area, sink, undercounter refrigerator
Chief's Office	180	1	1	180	180	1	1	180	Adjacent to Patrol Area, 2 guest chairs, small meeting table for 4
Private Toilet	60	1		60					Adjacent to Chief's Office
Conference Room (6) person	150	1		150	150	1		150	Adjacent to Chief's Office
Executive Officer Office	120	1	1	120	120	1	1	120	Adjacent to Patrol Area, 2 guest chairs
Records Storage	250	1		250	250	1		250	Secure room with card access. Adjacent to Admin and records window
Supply Storage	30	1		30	30	1		30	
Files	25	1		25	25	1		25	Secure filing cabinets within admin area
<i>Subtotal</i>				<i>1,121</i>				<i>1,061</i>	
<i>Net to Gross Ratio (30%)</i>				<i>336</i>				<i>318</i>	
<b>Factored Total</b>				<b>1,457</b>				<b>1,379</b>	
<b>Patrol Functions</b>									Adjacent to Administration and Detention. Separate staff entry
Roll Call	200	1		200	200	1		200	Radio storage/ pick-up
Report Room	75	1		75	75	1		75	Report writing and prep
Copy/ Mail	40	1		40	40	1		40	Shared copy room, employee mailboxes
Detective Offices	120	2		240	120	2		240	Adjacent to monitor and interview rooms, patrol workstations
Patrol Workstations	42	4		168	42	4		168	(4) 6x7 workstations
Kitchenette/ Breakroom	200	1		200	200	1		200	Seating for officers, full size refrigerator, sink, and microwave
Male Locker Room	575	1	24	575	525	1	20	525	(24) Lockers, (2) sinks, (2) showers, (1) urinal, (1) HC stall
Female Locker Room	250	1	8	250	200	1	6	200	(8) Lockers, (1) sink, (1) shower, (1) HC stall
Physical Training	200	1		200	200	1		200	Adjacent to male and female locker rooms, gym equipment
Interview Room	50	1		50	50	1		50	Hard interview, 1-way window, sound proof
Monitor Room	50	1		50	50	1		50	1-way window, adjacent to interview room. Can also be used for interview
Shift Monitor Office	120	1		120	120	1		120	Flex office for shift change officer, 2 visitor chairs
Armory	150	1		150	150	1		150	Fume hood, locked gun storage
<i>Subtotal</i>				<i>2,318</i>				<i>2,218</i>	
<i>Net to Gross Ratio (30%)</i>				<i>695</i>				<i>665</i>	
<b>Factored Total</b>				<b>3,013</b>				<b>2,883</b>	

PROGRAM: POLICE DEPARTMENT  
 May 15, 2017

Space Type	ENHANCED PROGRAM				BASE PROGRAM				Comments
	Area per Room (sf)	# Required	# of Employees	Total Area (nsf)	Area per Room (sf)	# Required	# of Employees	Total Area (nsf)	
<b>Detention</b>									Adjacent to Patrol
Booking area	400	1		400	400	1		400	Prisoner processing area, AFIS machine, Intox with holding bench, (6) prisoner lockers
Holding Cell	48	1		48	48	1		48	Holding bench, fingerprinting window with pass through
Male Cell	48	3		144	48	2		96	
Female Cell	48	1		48	48	1		48	
HC Cell	60	1		60	60	1		60	
Prisoner Decon Shower/ Toilet	15	1		15	15	1		15	Exterior controls and shut-off
Interview Room	50	1		50	50	1		50	Hard Interview
Evidence Processing	120	1		120	120	1		120	Pass through evidence lockers, refrigerated locker unit with shutoff
Evidence Storage	250	1		250	250	1		250	Full size refrigerator, locked ammunition storage
Narcotics Storage	50	1		50	50	1		50	Separate Ventilation
Sally Port	1,250	1		1,250	950	1		950	(2) vehicle bays, vehicle processing, boot wash station, prisoner release, wire mesh cage partitions, pistol locker (garage space)
<i>Subtotal</i>				<i>2,435</i>				<i>2,087</i>	
<i>Net to Gross Ratio (30%)</i>				<i>731</i>				<i>626</i>	
<i>Factored Total</i>				<i>3,166</i>				<i>2,713</i>	
<b>Support Spaces</b>									
Supply Storage		1		0		1		0	Cages within sally port: Road supply, bulk evidence, med supply
Server/ IT/ MDF Room	100	1		100	100	1		100	Communications equipment, separate ventilation, UPS, Generator backup
K-9 Unit	80	1		80	80	1		80	Storage/ kennel. Adjacent to outdoor run
Laundry	60	1		60	60	1		60	Washer/ Dryer, drying rack. Could be located in sally port
Quartermaster	40	1		40	40	1		40	Adjacent to staff entry
Department Storage	80	1		80	80	1		80	
<i>Subtotal</i>				<i>360</i>				<i>360</i>	
<i>Net to Gross Ratio (30%)</i>				<i>108</i>				<i>108</i>	
<i>Factored Total</i>				<i>468</i>				<i>468</i>	
<b>Site</b>									(2) exits with signage
Patrol Vehicle Parking									(9) minimum covered spaces, (4) patrol vehicles
Impound Lot									(10) vehicles
Staff Parking									(18) vehicles
Visitor Parking									Included in Town Hall Program
K-9 Run									Adjacent to K-9 storage room
Generator Pad									Sized and selected for essential building operation of PD and EOC only.
<b>GRAND SUBTOTAL (SF)</b>			37	10,477		31		9,816	

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

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

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

***NAA Requirements and Timetable:***

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

**Relevant Links:**

link to DRS information publication, in case you need more information  
[http://www.ct.gov/drs/lib/drs/publications/pubsip/2015/ip\\_2015\(13\).pdf](http://www.ct.gov/drs/lib/drs/publications/pubsip/2015/ip_2015(13).pdf)

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



Municipality: \_\_\_\_\_

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

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

**Part I — General Information**

Name of tax exempt organization/municipal agency: \_\_\_\_\_

Address: \_\_\_\_\_

Federal Employer Identification Number: \_\_\_\_\_

Program title: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

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

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

Yes

No

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

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

**Part II — Program Information**

Check the appropriate description of your program:

**100% credit percentage**

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

**60% credit percentage**

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

Description of program: \_\_\_\_\_

Need for program: \_\_\_\_\_

Neighborhood area to be served: \_\_\_\_\_

Plan to implement the program: \_\_\_\_\_

**Timetable:**

Program start date: \_\_\_\_\_

Program completion date: \_\_\_\_\_

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

**Part III — Financial Information**

**Program Budget:**

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

**Sources of Revenue:**

NAA funds requested \_\_\_\_\_

Other funding sources - itemized sources:

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

d) \_\_\_\_\_

**Total Funding:** \_\_\_\_\_

**Proposed Program Expenditures:**

Direct operating expenses - itemized description:

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

d) \_\_\_\_\_

Administrative expenses - itemized description:

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

d) \_\_\_\_\_

**Total Proposed Expenditures:** \_\_\_\_\_

**Part IV — Municipal Information**

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

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

<p style="text-align: center;"><b>Post-Project Review</b></p> <p style="text-align: center;">Is a post-project review required for this proposal?</p> <p style="text-align: center;"><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p style="text-align: center;">If <b>Yes</b>, date post-project review due:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>
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## **2017 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions**

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

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### **Part I General Information**

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

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

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

### **Part II Program Information**

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

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

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

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

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

### **Part III Financial Information**

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

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

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

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

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

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

### **Part IV Municipal Information**

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

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

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

## STATE AID TO OR ON BEHALF OF LOCAL GOVERNMENTS

(in Millions)

<u>GRANT</u>	<u>FY 2017</u>	<u>Gov Rec Original FY 2018</u>	<u>Gov Rec Original FY 2019</u>	<u>Gov Rec Revised FY 2018</u>	<u>Gov Rec Revised FY 2019</u>
State Owned PILOT	\$ 44.0	\$ 66.7	\$ 66.7	\$ 55.7	\$ 55.7
College & Hospital PILOT	115.0	59.1	59.1	54.9	65.0
Mashantucket Pequot & Mohegan Grant*	38.3	58.1	58.1	0.0	0.0
Town Aid Road Grant	60.0	60.0	60.0	60.0	60.0
LoCIP	0.0	55.0	35.0	55.0	35.0
Regional Performance Incentive Grants	0.0	10.7	10.9	0.0	0.0
Council of Government Grants	0.0	0.0	0.0	5.0	5.0
STEAP	20.0	0.0	0.0	0.0	0.0
Grants for Municipal Aid Projects	60.0	0.0	0.0	0.0	0.0
Municipal Revenue Sharing Fund**	175.0	330.1	339.0	50.0	50.0
Miscellaneous General Government Grants	27.1	25.0	28.0	24.5	27.5
<b>Subtotal - General Government</b>	<b>\$ 539.4</b>	<b>\$ 664.7</b>	<b>\$ 656.8</b>	<b>\$ 305.1</b>	<b>\$ 298.2</b>
Public School Transportation	\$ -	\$ -	\$ -	\$ -	\$ -
Non-Public School Transportation	0.0	0.0	0.0	0.0	0.0
Adult Education	19.3	19.3	19.3	19.3	19.3
Education Cost Sharing**	2,017.6	1,590.0	1,590.0	1,580.0	1,580.0
Magnet Schools	312.6	312.6	312.6	312.6	312.6
Special Education - Excess Cost	135.6	0.0	0.0	0.0	0.0
Special Education - Student Based	0.0	597.6	597.6	597.6	597.6
Local School Construction	650.0	600.0	600.0	600.0	600.0
Miscellaneous Education Grants	186.6	182.3	184.3	182.3	184.3
<b>Subtotal - Education</b>	<b>\$ 3,321.7</b>	<b>\$ 3,301.8</b>	<b>\$ 3,303.8</b>	<b>\$ 3,291.8</b>	<b>\$ 3,293.8</b>
Teachers' Retirement Contributions, Retiree Health Service Cost & Debt Service					
Retiree Health	\$ 20.0	\$ 30.0	\$ 33.7	\$ 30.0	\$ 33.7
Retirement Contributions	1,012.2	882.8	911.5	890.4	932.4
Debt Service	119.6	140.2	118.4	140.2	118.4
<b>Subtotal - Teachers' Retirement</b>	<b>\$ 1,151.8</b>	<b>\$ 1,053.0</b>	<b>\$ 1,063.6</b>	<b>\$ 1,060.6</b>	<b>\$ 1,084.5</b>
<b>Total - Aid to Municipalities</b>	<b>\$ 5,012.9</b>	<b>\$ 5,019.5</b>	<b>\$ 5,024.2</b>	<b>\$ 4,657.5</b>	<b>\$ 4,676.5</b>

\* FY 2017 Pequot Grant reflects the Governor's May 10, 2017 Deficit Mitigation Plan

\*\*MRSF ECS reflected in ECS

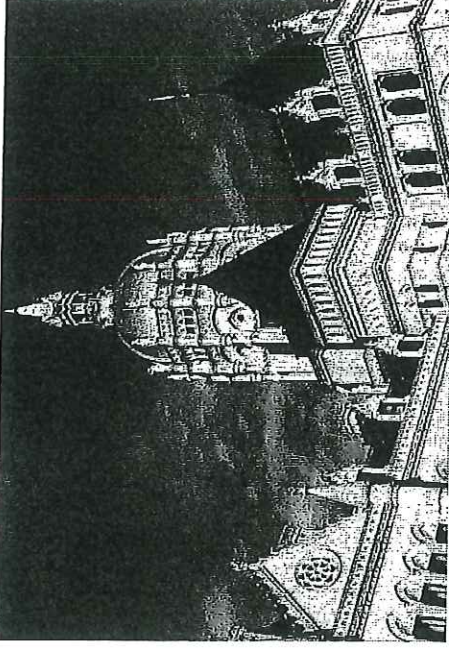
**Connecticut TIF Districts**  
*Understanding Public Act No. 15-57*

**Government Finance Officers  
Association of Connecticut**

**Winter Quarterly Meeting**

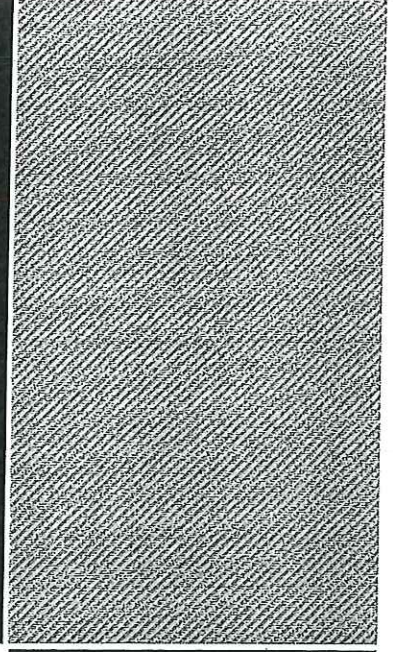
Michael J. Andreana

February 4, 2016



**PULLMAN  
& COMLEY, LLC**  
ATTORNEYS

*Pulling Together. Succeeding Together.*



# What is Tax Increment Financing?

- Tax Increment Financing uses anticipated future increases in property taxes to pay for current improvements or to repay debt issued for such current improvements
- Incremental tax source can be project-specific or district-wide
- Encourages development in underdeveloped and underutilized areas where it might not otherwise occur

# Current Status of Connecticut TIF Legislation

- Municipal Development Projects (Chapter 132 of the Connecticut General Statutes)
- Redevelopment Projects (Chapter 130, Part I of the Connecticut General Statutes)
- Urban Renewal Projects (Chapter 130, Part II of the Connecticut General Statutes)
- Remediation Projects (Section 32-23ZZ of the Connecticut General Statutes)
- Special Legislation for Infrastructure Improvement Districts (e.g. Great Pond Improvement District – Special Act No. 11-8)

# Public Act No. 15-57

## *“An Act Establishing Tax Increment Financing Districts”*

### **Key elements:**

- Act grants all TIF District and project approvals to host municipality
  - public hearing
  - input from local planning agency
  - legislative body approval
- Under Act, TIF Districts cannot exceed 10% of the total value of taxable property within municipality

# Public Act No. 15-57 (continued)

PULLMAN  
& COMLEY LLC  
ATTORNEYS

## *“An Act Establishing Tax Increment Financing Districts”*

### **Key elements (continued):**

- Municipality is granted ability to use all or part of the TIF revenues for projects within TIF district
  - portion of incremental TIF revenue can be retained by municipality to help pay for increased governmental services created by project
- TIF revenues can be leveraged and used to repay debt service on municipal TIF or developer debt related to the TIF District or collected and segregated by municipality and used to fund future projects within TIF District on a pay-as-you-go basis

# Public Act No. 15-57 (continued)

- **Permitted costs to be financed with TIF revenues:**
  - public infrastructure improvements
  - façade improvements
  - project development and redevelopment costs (including transit-oriented and downtown district development)
  - capital costs, remediation costs
  - financing costs
  - land assembly costs



Public Act No. 15-57  
(continued)

- **Permitted costs to be financed with TIF revenues (continued):**
  - technical and marketing assistance
  - revolving loans
  - professional services
  - repayment of private debt incurred by developer
  - administrative expenses, including personnel, studies and reports
  - business development and expansion assistance for TIF district property owners
  - TIF district establishment costs

# Public Act No. 15-57 (continued)

PULLMAN  
& COMLEY LLC  
ATTORNEYS

## **Act Requires Approval of a “District Master Plan”:**

- Legislative body must adopt a “district master plan” for the District
- Prior to approval, Plan is transmitted to Planning Commission for written advisory opinion
- Prior to approval, public hearing is required
- District master plan is adopted at the same time the District is created

# Public Act No. 15-57 (continued)

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## **Components of District Master Plan:**

- Legal description of the District boundaries
- Tax identification numbers for its lots or parcels
- Description of present condition and uses of land and buildings within District
- Public facilities, improvements, or programs anticipated to be financed
- Financial plan
- Plan for operation and maintenance of the District
- District's maximum duration, which cannot exceed 50 tax years, beginning with the year in which the District is established
- District Master Plan must be reviewed at least once every 10 years

# Public Act No. 15-57 (continued)

- **Financial Plan Components:**
  - Cost estimates for the anticipated public improvements and developments
  - Expected maximum amount of indebtedness to be incurred to implement the plan
  - Anticipated revenue sources
  - Description of the terms and conditions of any agreements, including any anticipated assessment agreements, contracts, or other obligations related to the plan
  - Estimates of the District's increased assessed values
  - For each year, the portion of the increased assessed values that will be applied to the plan as captured assessed values and the resulting tax increments

# Public Act No. 15-57 (continued)

## **TIF District Financing:**

- Municipality can issue revenue bonds, assessment bonds, general obligation bonds, or any combination, to finance TIF District projects
- For public improvements financed with TIF debt; municipality has the option to levy benefit assessments against properties within TIF district befitting from the public improvements
- 30-year assessment period; forgivable for any year

# Public Act No. 15-57 (continued)

## **TIF District Financing (continued):**

- Municipal assessments provide additional collateral to debt holders if project is not developed and incremental tax revenues never generated. Additional collateral reduces financing costs
- Municipality has ability to issue or refinance with general obligation bonds for creditworthy feasible projects within TIF district; lowers overall financing costs and more TIF revenues retained by municipality

# Public Act No. 15-57 (continued)

## Other Key Provisions of Act:

- Assessment Fixing Agreements (Section 2(b)(4) of Act)
  - in writing
  - maximum term of 15 years
  - fixed assessment can't be less than last assessment prior to improvements
  - Agreement recorded in land records (binds subsequent purchasers)
- Audit Requirement (Section 5(c)(5) of Act)
  - Any Project Cost Account or Development Sinking Fund Account must be audited annually

# Public Act No. 15-57 (continued)

## **Other Key Provisions of Act (continued):**

- Improvement Costs Outside TIF District (Section 6(2) of Act)
  - If directly related to or made necessary by TIF District, costs may be covered by TIF revenues
- TIF Advisory Board (Section 9 of Act)
  - Advisory Board is permitted, not required, to be created to assist municipality
  - Advisory Board may include property owners



# Contact Information

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& COMLEY, LLC**  
ATTORNEYS



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**Substitute Senate Bill No. 677**

**Public Act No. 15-57**

**AN ACT ESTABLISHING TAX INCREMENT FINANCING DISTRICTS.**

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. (NEW) (Effective October 1, 2015) As used in sections 1 to 9, inclusive, of this act unless the context otherwise requires:

- (1) "Captured assessed value" means the amount, as a percentage or stated sum, of increased assessed value that is utilized from year to year to finance project costs pursuant to the district master plan.
- (2) "Current assessed value" means the assessed value of all taxable real property within a tax increment district as of October first of each year that the tax increment district remains in effect.
- (3) "District master plan" means a statement of means and objectives prepared by the municipality relating to a tax increment district designed to provide new employment opportunities, retain existing employment, provide housing opportunities, improve or broaden the tax base or construct or improve the physical facilities and structures through the development of industrial, commercial, residential, retail and mixed use, transit-oriented development, downtown development or any combination thereof, as described in section 4 of this act.
- (4) "Downtown" means a central business district or other commercial neighborhood area of a community that serves as a center of socioeconomic interaction in the community, characterized by a cohesive core of commercial and mixed-use buildings, often interspersed with civic, religious and residential buildings and public spaces, that are typically arranged along a main street and intersecting side streets and served by public infrastructure.
- (5) "Financial plan" means a statement of the project costs and sources of revenue required to accomplish the district master plan.
- (6) "Increased assessed value" means the valuation amount by which the current assessed value of a tax increment district exceeds the original assessed value of the tax increment district. If the current assessed value is equal to or less than the original assessed value, there is no increased assessed value.
- (7) "Maintenance and operation" means all activities necessary to maintain facilities after they have been developed and all activities necessary to operate such facilities, including, but not limited to, informational, promotional and educational programs and safety and surveillance activities.
- (8) "Original assessed value" means the assessed value of all taxable real property within a tax increment district as of October first of the tax year preceding the year in which the tax increment district was established by the legislative body of a municipality.
- (9) "Project costs" means any expenditures or monetary obligations incurred or expected to be incurred that are authorized by section 6 of this act and included in a district master plan.
- (10) "Tax increment" means real property taxes assessed by a municipality upon the increased assessed value of property in the tax increment district.
- (11) "Tax increment district" means that area wholly within the corporate limits of a municipality that has been established and designated as such pursuant to section 2 of this act and that is to be developed under a district master plan.

(12) "Tax year" means the period of time beginning on July first and ending on the succeeding June thirtieth.

(13) "Transit" means transportation systems in which people are conveyed by means other than their own vehicles, including, but not limited to, bus systems, street cars, ferries, light rail and other rail systems.

(14) "Transit facility" means a place providing access to transit services, including, but not limited to, bus stops, bus stations, interchanges on a highway used by one or more transit providers, ferry landings, train stations, shuttle terminals and bus rapid transit stops.

(15) "Transit-oriented development" means the development of residential, commercial and employment centers within one-half mile or walking distance of a transit facility, including rail and bus rapid transit and services that meet transit supportive standards for land uses, built environment densities and walkable environments, in order to facilitate and encourage the use of those services. Transit-oriented development includes, but is not limited to, transit vehicles such as buses, ferries, vans, rail conveyances and related equipment; bus shelters and other transit-related structures; benches, signs and other transit-related infrastructure; bicycle lane construction and other bicycle-related improvements; pedestrian improvements such as crosswalks, crosswalk signals and warning systems and crosswalk curb treatments and the industrial, commercial, residential, retail and mixed-use portions of transit-oriented development projects.

Sec. 2. (NEW) (*Effective October 1, 2015*) (a) A municipal legislative body may establish a tax increment district located wholly within the boundaries of such municipality in accordance with the requirements of sections 1 to 9, inclusive, of this act. If the municipality has a charter, the establishment of such tax increment district may not be in conflict with the provisions of such charter. Establishment of a tax increment district is effective upon approval by the municipal legislative body and upon adoption of a district master plan pursuant to section 4 of this act.

(b) Within tax increment districts and consistent with the district master plan, the municipality, in addition to powers granted to it under the Constitution, the general statutes, any special act or sections 1 to 9, inclusive, of this act shall have the following powers:

(1) To acquire, construct, reconstruct, improve, preserve, alter, extend, operate or maintain property or promote development intended to meet the objectives of the district master plan. The municipality may acquire property, land or easements through negotiation or by other means authorized for municipalities under the general statutes;

(2) To execute and deliver contracts, agreements and other documents relating to the operation and maintenance of the tax increment district;

(3) To issue bonds and other obligations of the municipality in accordance with the provisions set forth in section 8 of this act;

(4) Acting through its board of selectmen, town council or other governing body, to enter into written agreements with a taxpayer fixing the assessment of real estate within a tax increment district, provided (A) the term of such agreement shall not exceed fifteen years from the date of the agreement; and (B) the assessment agreed on for the real estate plus future improvements shall not be less than the assessment of the real estate as of the last regular assessment date without such future improvements. Any such agreement shall be recorded on the land records in the municipality. Recording of the agreement constitutes notice of the agreement to a subsequent purchaser or encumbrancer of the property or any part of it, whether voluntary or involuntary, and is binding upon a subsequent purchaser or encumbrancer. If the municipality claims that the taxpayer is not complying with the terms of such agreement, the municipality may bring an action in the superior court for the judicial district in which the municipality is located to force compliance with such agreement;

(5) Accept grants, advances, loans or other financial assistance from the federal government, the state, private entities or any other source, and do any and all things necessary or desirable to secure such financial aid; and

(6) Upon such terms as the municipality determines, furnish service or facilities, provide property, lend, grant or contribute funds, and take any other action of a character that it is authorized to perform for other purposes.

(c) The tax increment district may be dissolved, at any time, and the boundaries of such district may be changed, at any time, by a vote of the municipality's legislative body, except that the tax increment district may not be dissolved nor may the boundaries of the tax increment district be changed so long as any bonds or other indebtedness authorized and issued under sections 1 to 9, inclusive, of this act, except for general obligation bonds of the municipality secured solely by the full faith and credit of the municipality, or any other obligations authorized and incurred under sections 1 to 9, inclusive, of this act remain outstanding.

Sec. 3. (NEW) (*Effective October 1, 2015*) Prior to the establishment of a tax increment district and approval of a district master plan for such tax increment district, the municipal legislative body or the board of selectmen in the case of a municipality in which the legislative body is a town meeting shall (1) consider whether the proposed tax increment district and district master plan will contribute to the economic growth or well-being of the municipality or to the betterment of the health, welfare or safety of the inhabitants of the municipality; (2) at least ninety days prior to establishing a tax increment district and approving the district master plan for such tax increment district, transmit the district master plan to the planning commission of the municipality, if any, requesting a study of the district master plan and a written advisory opinion. Such written advisory opinion shall include a determination on whether the plan is consistent with the plan of conservation and development of the municipality adopted under section 8-23 of the general statutes; (3) hold at least one public hearing on the proposal to establish a tax increment district. Notice of the hearing shall be published at least ten days prior to the hearing in a newspaper having general circulation within the municipality and shall include (A) the date, time and place of such hearing, and (B) the boundaries of the proposed tax increment district by legal description; and (4) determine whether the proposed tax increment district meets the following conditions:

(A) 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; and

(B) The original assessed value of a proposed tax increment district plus the original assessed value of all existing tax increment districts within the municipality may not exceed ten per cent of the total value of taxable property within the municipality as of October first of the year immediately preceding the establishment of the tax increment district. Excluded from the calculation in this subdivision is any tax increment district established on or after the effective date of sections 1 to 9, inclusive, of this act that consists entirely of contiguous property owned by a single taxpayer. For the purpose of this subdivision, "contiguous property" includes a parcel or parcels of land divided by a road, power line, railroad line or right-of-way. A municipality may not establish a tax increment district if the conditions in this subdivision are not met.

Sec. 4. (NEW) (*Effective October 1, 2015*) (a) In connection with the establishment of a tax increment district, the legislative body of a municipality shall adopt a district master plan for each tax increment district and a statement of the percentage or stated sum of increased assessed value to be designated as captured assessed value in accordance with such plan. The district master plan shall be adopted at the same time that the tax increment district is established, as part of the tax increment district adoption proceedings set forth in sections 1 to 9, inclusive, of this act.

(b) The district master plan shall include: (1) The boundaries of the tax increment 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 improvements, downtown development or transit-oriented development within the tax increment district anticipated to be financed in whole or in part; (6) a financial plan in accordance with subsection (c) of this section; (7) a plan for the proposed maintenance and operation of the tax increment district after the planned capital improvements are completed; and (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.

(c) The financial plan for a district master plan shall include: (1) Cost estimates for the public improvements and developments anticipated in the district master plan; (2) the maximum amount of indebtedness to be incurred to implement the district master plan; (3) sources of anticipated revenues; (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; (5) estimates of increased assessed values of the tax increment district; and (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.

(d) The district master plan may be amended from time to time by the legislative body of the municipality. Such legislative body shall review the district master plan at least once every ten years after the initial approval of the tax increment district and the district master plan in order for the tax increment district and the district master plan to remain in effect. With respect to any district master plan that includes development that is funded in whole or in part by federal funds, the provisions of this subsection shall not apply to the extent that such provisions are prohibited by federal law.

Sec. 5. (NEW) (*Effective October 1, 2015*) (a) In the district master plan, the municipality may designate all or part of the tax increment revenues generated from the increased assessed value of a tax increment district for the purpose of financing all or part of the district master plan. The amount of tax increment revenues to be designated is determined by designating the captured assessed value, subject to any assessment agreements.

(b) On or after the establishment of a tax increment district and the adoption of a district master plan, the assessor of the municipality in which it is located shall certify the original assessed value of the taxable real property within the boundaries of the tax increment district. Each year after the establishment of a tax increment district, the municipal assessor shall certify the amount of (1) the current assessed value; (2) the amount by which the current assessed value has increased or decreased from the original assessed value, subject to any assessment agreements; and (3) the amount of the captured assessed value. Nothing in this subsection allows for unequal apportionment or assessment of the taxes to be paid on real property in the municipality. Subject to any assessment agreements, an owner of real property within the tax increment district shall pay real property taxes apportioned equally with property taxes paid elsewhere in the municipality.

(c) If a municipality has designated captured assessed value under subsection (a) of section 4 of this act:

(1) The municipality shall establish a district master plan fund that consists of: (A) A project cost account that is pledged to and charged with the payment of project costs that are outlined in the financial plan, including the reimbursement of project cost expenditures incurred by a public body, including the municipality, a developer, any property owner or any other third-party entity, and are paid in a manner other than as described in subparagraph (B) of this subdivision; and (B) in instances of indebtedness issued by the municipality in accordance with section 8 of this act to finance or refinance project costs, a development sinking fund account that is pledged to and charged with the (i) payment of the interest and principal as the interest and principal fall due, including any redemption premium; (ii) payment of the costs of providing or reimbursing any provider of any guarantee, letter of credit, policy of bond insurance or other credit enhancement device used to secure payment of debt service on any such indebtedness; and (iii) funding any required reserve fund;

(2) The municipality shall annually set aside all tax increment revenues on captured assessed values and deposit all such revenues to the appropriate district master plan fund account established under subdivision (1) of this subsection in the following order of priority: (A) To the development sinking fund account, an amount sufficient, together with estimated future revenues to be deposited to the account and earnings on the amount, to satisfy all annual debt service on the indebtedness issued in accordance with section 8 of this act and the financial plan, except for general obligation bonds of the municipality secured solely by the full faith and credit of the municipality; and (B) to the project cost account, all such remaining tax increment revenues on captured assessed values;

(3) The municipality shall make transfers between district master plan fund accounts established under subdivision (1) of this subsection, provided the transfers do not result in a balance in either account that is insufficient to cover the annual obligations of that account;

(4) The municipality may, at any time during the term of the tax increment district, by vote of the municipal legislative body, return to the municipal general fund any tax increment revenues remaining in either account established under subdivision (1) of this subsection in excess of those estimated to be required to satisfy the obligations of the account after taking into account any transfer made under subdivision (3) of this subsection; and

(5) Any account or fund established pursuant to subdivision (1) of this subsection shall be audited annually by an independent auditor who is a public accountant licensed to practice in this state and who meets the independence standards included in generally accepted government auditing standards. A report of such audit shall be open to public inspection. Certified copies of such audit shall be provided to the State Auditors of Public Accounts.

Sec. 6. (NEW) (*Effective October 1, 2015*) Costs authorized for payment from a district master plan fund, established pursuant to section 5 of this act are limited to:

(1) Costs of improvements made within the tax increment district, including, but not limited to, (A) capital costs, including, but not limited to, (i) 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, (ii) the acquisition or construction of land, improvements, infrastructure, buildings, structures, including facades and signage, fixtures and equipment for industrial, commercial, residential, mixed-use or retail use or transit-oriented development, (iii) the demolition, alteration, remodeling, repair or reconstruction of existing buildings, structures and fixtures; (iv) environmental remediation; (v) site preparation and finishing work; and (vi) 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; (B) financing costs, including, but not limited to, closing costs, issuance costs, reserve funds and capitalized interest; (C) real property assembly costs; (D) costs of technical and marketing assistance programs; (E) professional service costs, including, but not limited to, licensing, architectural, planning, engineering, development and legal expenses; (F) maintenance and operation costs; (G) administrative costs, including, but not limited to, 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; and (H) organizational costs relating to the planning and the establishment of the tax increment district, including, but not limited to, the costs of conducting environmental impact and other studies and the costs of informing the public about the creation of tax increment districts and the implementation of the district master plan;

(2) Costs of improvements that are made outside the tax increment district but are directly related to or are made necessary by the establishment or operation of the tax increment district, including, but not limited to, (A) that portion of the costs reasonably related to the construction, alteration or expansion of any facilities not located within the tax increment district that are required due to improvements or activities within the tax increment district, including, but not limited to, roadways, traffic signalization, easements, sewage treatment plants, water treatment plants or other environmental protection devices, storm or sanitary sewer lines, water lines, electrical lines, improvements to fire stations, and street signs; (B) costs of public safety and public school improvements made necessary by the establishment of the tax increment district; and (C) costs of funding to mitigate any adverse impact of the tax increment district upon the municipality and its constituents; and

(3) Costs related to economic development, environmental improvements or employment training associated with the tax increment district, including, but not limited to, (A) economic development programs or events related to the tax increment district; (B) environmental improvement projects developed by the municipality related to the tax increment district; (C) the establishment of permanent economic development revolving loan funds, investment funds and grants; and (D) services and equipment necessary for employment skills development and training, including scholarships to in-state educational institutions for jobs created or retained in the tax increment district.

Sec. 7. (NEW) (*Effective October 1, 2015*) (a) (1) Notwithstanding any provision of the general statutes, whenever the municipality constructs, improves, extends, equips, rehabilitates, repairs, acquires or provides a grant for any public improvements within a tax increment district or finances the cost of such public improvements, the proportion of such cost or estimated cost of such public improvements and financing thereof as determined by the municipality may be assessed by the municipality, as a benefit assessment, in the manner prescribed by such municipality, upon the real property within the tax increment district that is benefited by such public improvements. The municipality may provide for the payment of such benefit assessments in annual installments, not exceeding thirty years, and may forgive such benefit assessments in any given year without causing the remainder of installments of benefit assessments to be forgiven. Benefit assessments on real property where buildings or structures are constructed or expanded

after the initial benefit assessment may be assessed as if the new or expanded buildings or structures on such real property had existed at the time of the original benefit assessment.

(2) The benefit assessments shall be adopted and revised by the municipality at least annually not more than sixty days before the beginning of the fiscal year. If the benefit assessments are assessed and levied prior to the acquisition or construction of the public improvements, the amount of the benefit assessments may be adjusted to reflect the actual cost of such public improvements, including all financing costs, once such public improvements are complete, if the actual cost is greater than or less than the estimated costs.

(b) Before estimating and making a benefit assessment under subsection (a) of this section, the municipality shall hold at least one public hearing on its schedule of benefit assessments or any revision thereof. Notice of such hearing shall be published at least ten days before such hearing in a newspaper having general circulation within the municipality. The notice shall include (1) the date, time and place of hearing; (2) the boundaries of the tax increment district by legal description; (3) a statement that all interested persons owning real estate or taxable property located within the tax increment district will be given an opportunity to be heard at the hearing and an opportunity to file objections to the amount of the assessment; (4) the maximum rate of assessments to be extended in any one year; and (5) a statement indicating that the proposed list of properties to be assessed and the estimated assessments against those properties are available at the city or town office or at the office of the assessor. The notice may include a maximum number of years the assessments will be levied. Not later than the date of the publication, the municipality shall make available to any member of the public, upon request, the proposed schedule of benefit assessments. The procedures for public hearing and appeal set forth in section 7-250 of the general statutes, shall apply for all benefit assessments made by a municipality pursuant to this section, except that the board of finance, or the municipality's legislative body if no board of finance exists, shall be substituted for the water pollution control authority.

(c) A municipality may adopt ordinances apportioning the value of improvements within a tax increment district according to a formula that reflects actual benefits that accrue to the various properties because of the development and maintenance.

(d) A municipality may increase assessments or extend the maximum number of years the assessments will be levied after notice and public hearing is held pursuant to subsection (b) of this section.

(e) (1) Benefit assessments made under this section shall be collected in the same manner as municipal taxes. Municipalities are granted all the powers and privileges with respect thereto as provided to municipalities in the general statutes for the enforcement and collection of assessments and tax liens, or as otherwise provided in sections 1 to 9, inclusive, of this act. Benefit assessments shall be due and payable at such times as are fixed by the municipality, provided the municipality shall give notice of such due date not less than thirty days prior to such due date by publication in a newspaper of general circulation in the municipality and by mailing such notice to the owners of the real property assessed at their last-known address. All revenues from assessments under this section shall be paid into the appropriate district master plan fund account established under subsection (c) of section 5 of this act.

(2) If any property owner fails to pay any assessment or part of an assessment on or before the date on which such assessment or part of such assessment is due, the municipality has all the authority and powers to collect the delinquent assessments vested in the municipality by law to collect delinquent municipal taxes. Benefit assessments, if not paid when due, shall constitute a lien upon the real property served and a charge against the owners thereof, which lien and charge shall bear interest at the same rate as delinquent property taxes. Each such lien may be continued, recorded and released in the manner provided for property tax liens and shall take precedence over all other liens or encumbrances except a lien for property taxes of the municipality.

Sec. 8. (NEW) (*Effective October 1, 2015*) (a) For the purpose of carrying out or administering a district master plan or other functions authorized under sections 1 to 9, inclusive, of this act a municipality is authorized, subject to the limitations and procedures set forth in this section, to issue from time to time bonds and other obligations of the municipality that are payable solely from and secured by (1) the full faith and credit pledge of the municipality; (2) a pledge of and lien upon any or all of the income, proceeds, revenues and property of the projects within the tax increment district, including the proceeds of grants, loans, advances or contributions from the federal government, the state or other source; (3) all revenues derived under sections 5 and 7 of this act received by the municipality; or (4) any combination of the methods in subdivisions (1), (2) and (3) of this subsection. Except for bonds secured by the full faith credit pledge of the

municipality, bonds authorized by this section shall not be included in computing the aggregate indebtedness of the municipality.

(b) Notwithstanding the provisions of any other statute, municipal ordinance or charter provision governing the authorization and issuance of bonds generally by the municipality, any bonds payable and secured as provided in this section shall be authorized by a resolution adopted by the legislative body of the municipality. Such bonds shall, as determined by the legislative body of the municipality or the municipal officers who are designated such authority by such body, (1) be issued and sold; (2) bear interest at the rate or rates determined by the legislative body or its designee, including variable rates; (3) provide for the payment of interest on the dates determined by the legislative body or its designee, whether before or at maturity; (4) be issued at, above or below par; (5) mature at such time or times not exceeding thirty years; (6) have rank or priority; (7) be payable in such medium of payment; (8) be issued in such form, including, without limitation, registered or book-entry form, carry such registration and transfer privileges and be made subject to purchase or redemption before maturity at such price or prices and under such terms and conditions, including the condition that such bonds be subject to purchase or redemption on the demand of the owner thereof; and (9) contain such other terms and particulars.

(c) The municipality may require that the bonds issued hereunder be secured by a trust agreement by and between the municipality and a corporate trustee, which may be any trust company or bank having the powers of a trust company within the state. The trust agreement may contain covenants or provisions for protecting and enforcing the rights and remedies of the bondholders as may be necessary, reasonable or appropriate and not in violation of law or other provisions or covenants which are consistent with sections 1 to 9, inclusive, of this act and which the municipality determines in such proceedings are necessary, convenient or desirable in order to better secure the bonds, or will tend to make the bonds more marketable, and which are in the best interests of the municipality. The pledge by any trust agreement shall be valid and binding from time to time when the pledge is made. The revenues or other moneys so pledged and then held or thereafter received by the municipality shall immediately be subject to the lien of the pledge without any physical delivery thereof or further act and the lien of the pledge shall be valid and binding as against all parties having claims of any kind in tort, contract or otherwise against the board, irrespective of whether the parties have notice thereof. All expenses incurred in carrying out such trust agreement may be treated as project costs. In case any municipal officer whose signature or a facsimile of whose signature shall appear on any bonds or coupons shall cease to be an officer before the delivery of the obligations, the signature or facsimile shall nevertheless be valid and sufficient for all purposes the same as if the officer had remained in office until the delivery. Notwithstanding any provision of the Uniform Commercial Code, neither this section, the resolution of the municipality approving the bonds or any trust agreement by which a pledge is created need be filed or recorded, and no filing need be made under title 42a of the general statutes.

(d) While any bonds issued hereunder remain outstanding, the existence of the tax increment district and the powers and duties of the municipality with respect to such tax increment district shall not be diminished or impaired in any way that will affect adversely the interests and rights of the holders of the bonds. Any bonds issued by a municipality pursuant to this section, except for general obligation bonds of the municipality secured by the full faith and credit pledge of the municipality, shall contain on their face a statement to the effect that neither the state nor the municipality shall be obliged to pay the principal of or the interest thereon, and that neither the full faith and credit or taxing power of the state or the municipality is pledged to the payment of the bonds. All bonds issued under this section shall have and are hereby declared to have all the qualities and incidents of negotiable instruments, as provided in title 42a of the general statutes.

(e) Any pledge made by a municipality pursuant to this section shall be valid and binding from the time when the pledge is made, and any revenues or other receipts, funds or moneys so pledged and thereafter received by the municipality shall be subject immediately to the lien of such pledge without any physical delivery thereof or further act. The lien of any such pledge shall be valid and binding as against all parties having claims of any kind in tort, contract or otherwise against the municipality, irrespective of whether such parties have notice of such lien.

(f) Bonds issued under this section are hereby made securities in which all public officers and public bodies of the state and its political subdivisions, all insurance companies, trust companies, banking associations, investment companies, executors, administrators, trustees and other fiduciaries may properly and legally invest funds, including capital in their control and belonging to them and such bonds shall be securities that may properly and legally be deposited with and received by any state or municipal officer or any agency or



political subdivision of the state for any purpose for which the deposit of bonds of the state is now or may hereafter be authorized by law. Bonds may be issued under this section without obtaining the consent of the state and without any proceedings or the happening of any other conditions or things other than those proceedings, conditions or things that are specifically required thereof by this section.

(g) Nothing in this section restricts the ability of the municipality to raise revenue for the payment of project costs in any manner otherwise authorized by law.

(h) As used in this section, "bonds" means any bonds, including refunding bonds, notes, interim certificates, debentures or other obligations.

Sec. 9. (NEW) (*Effective October 1, 2015*) The legislative body of a municipality is encouraged to create an advisory board, whose members include owners or occupants of real property located in or adjacent to the tax increment district they serve. The advisory board may advise the legislative body and any designated administrative entity on the planning, construction and implementation of the district master plan and maintenance and operation of the tax increment district after the district master plan has been completed.

Approved June 19, 2015

*Town of Colchester, CT  
Wednesday, February 15, 2017*

## Chapter 129. Taxation

### Article XI. Retention of Overpayments

#### § 129-42. Statutory authority; limit on excess payments to be retained.

Pursuant to the provisions of Connecticut General Statutes, Sec. 12-129, the Tax Collector for the Town of Colchester is authorized to retain any tax payments received that, for whatever reason, are in excess of the amount due, provided the amount of the excess payment is less than \$5.

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# Tax Bills

## WAIVER OF PROPERTY TAXES UNDER FIVE DOLLARS

Pursuant to Connecticut General Statute 12-144 c, the Tax Collector is hereby authorized to waive the payment of any property tax or interest or fees thereon due in any amount less than \$5.00, wherever, in the judgment of the Tax Collector, the costs of collecting such tax, interest or fees (including the time expenditure required) are reasonably likely to equal or exceed the amount due.

Adopted by the Board of Selectmen on May 4, 1995.  
Published in the Rivereast on May 12, 1995.  
This ordinance becomes effective June 2, 1995.

Group: Construction News

Project No.: DOT01720469CN "E"

Headline: Milling and Resurfacing Project, Route 16 in Colchester and East Hampton

Teaser:

The Connecticut Department of Transportation is announcing that a milling and resurfacing project will be performed on **Route 16 in Colchester and East Hampton.**

Body of the Message:

The project consists of milling and resurfacing a 7.30 mile segment of **Route 16 in Colchester and East Hampton.** The milling segment for this project is scheduled for **Monday, June 5, 2017, through Friday, June 23, 2017.** The resurfacing segment of this project is anticipated to be performed on **Monday, June 26, 2017, through Wednesday, July 19, 2017.** No work will be performed on **July 3 through July 5, 2017, due to the July 4<sup>th</sup> holiday.**

This project is included in the Department of Transportation's 2017 Vendor Resurfacing Program.

LANE CLOSURE INFO:

Motorists can expect lane closures on **Route 16 from Route 66 in East Hampton to Route 149 in Colchester.** Two (2) uniformed officers, one (1) certified traffic controller, and signing patterns will be utilized to guide motorists through the work zone. The regular work schedule for this project is from **7:00 a.m. to 4:30 p.m. (Monday – Friday).**

Motorists should be aware that modifications or extensions to this schedule may become necessary due to weather delays or other unforeseen conditions. Motorists are advised to maintain a safe speed when driving in this vicinity.

NOT FOR PUBLICATION/WEBSITE INFO

Specific Date e-alert to be issued: (Staff fills this in)

MAPPING INFO:

DOT Project No.: DOT01720469CN "E"

Route: 16

Town(s): Colchester and East Hampton

Highway Log: 0.00 to 7.30

Project State Date: 6/5/17

Anticipated Completion Date: 7/19/17

Additional Comments and Information:

Cc: Cosmo Ignoto – Bartholomew Sweeney

John DeCastro – John Haggerty – Vincent Micali – Ed Girolamo

Jeffrey J. Wilson

Brian D. Brouillard

Salvatore A. Marsico – William Caron – Please make arrangements for pavement striping.

Andrew S. Morrill – Permits

Keith Cooper – Jennifer Lamphere – Aidan Neely – Project File

AN



AGENDA  
ITEM # 12

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

May 23, 2017

To: The East Hampton Town Council,

The documentation for the tax refunds listed below is available in the Office of the Collector of Revenue for your review. There are 4 refunds totaling \$1,022.28.

Respectfully Submitted,

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

Kristy L. Merrifield, CCMC  
Collector of Revenue

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82 • 54 +  
926 • 19 +  
8 • 28 +  
5 • 27 +  
1 • 022 • 28 \*

**BOARD AND COMMISSION SUMMARY****APRIL, 2017****250<sup>th</sup> Anniversary Committee**

The 250<sup>th</sup> Anniversary Committee held a regular meeting on April 6. The October beer fest will take place in September at Angelico's Lake House, the Birthday Cards had been distributed to the schools for signing, the Old Home Day parade float was discussed in further detail, discussion occurred on a possible East Hampton trivia night and a block party in the Village Center, and a new committee member was proposed to the Town Council.

**Arts & Culture Commission**

The East Hampton Arts & Culture Commission met on April 20 at the Joseph N. Goff House. Members discussed the 250th anniversary events coming up; the Seamster Park Photo Contest, which has been extended to August. Commissioners selected the High School as the location for the next art purchase award and will contact the principal to make sure it is acceptable. The date for the EHACC open studio event will be October 28. A call to artists will be sent out. Commissioners selected a grant proposal from KOKO for the 250th Grant Program. Commissioners reviewed submissions for the EHACC \$500 grant program and will invite those who submitted to our next meeting.

**Board of Finance**

Along with the 2 Budget meetings held in April (4/3 & 4/10), A Regular Meeting of the Board of Finance was held at the Town Hall Meeting Room on April 17, 2017.

1. Mr. Jylkka provided an overview of the FY 2016-17 Revenues, Expenditures and Fund Balance to date.
2. Upon a unanimous vote, PFK-O'Conner Davies was selected to be the firm contracted to perform the FY2017 Financial Audit for the Town of East Hampton.
3. Reassessment and assignment of Liaison positions to be addressed at the May BOF meeting.

**Brownfields Redevelopment Agency**

The Brownfields Redevelopment Agency held a special meeting on April 5 to discuss grant opportunities. No properties seemed to fit the qualifications for a grant at this time, but the Agency decided to pursue an opportunity and have information ready to go for the next round of announced grants. Their regular meeting was held April 24. Work at 13 Watrous was discussed; work is not occurring because of issues with contractor paperwork (as explained to the Agency by Anchor).

**Clean Energy Task Force**

The Clean Energy Task Force had no meeting in April due to no quorum.

**Commission on Aging**

The Commission on Aging met on April 13<sup>th</sup>. The Commission members discussed Meals on Wheels and the donations that have been received. They are working on analyzing the data from the survey that was done. They also discussed their budget for this year and next year.

### **Conservation-Lake Commission**

The Conservation-Lake Commission met on April 13<sup>th</sup>. The commission members discussed lake clean-up day, ideas for a taxing district for the lake, and the possibility of naming Lake Smart homes. There was also discussion on the possibility of more buoys in the lake.

### **Design Review Board**

No meeting

### **Economic Development Commission**

The Economic Development Commission held their regular meeting on April 18. Discussion occurred on new businesses in town. KOCO will be the Spotlight of the month. A networking event at the new Bevin Bed & Breakfast will be held in August.

### **Ethics Commission**

No meeting

### **Fire Commission**

The Board of Fire Commissioners held a special meeting on April 26 that replaced their regular meeting, which had no quorum. Chief Voelker was directed to purchase a used trailer for the UTV, saving the Department at least \$4,500 off purchasing new. Discussion occurred on fixing up the kitchen at Company #1.

### **High School Building Committee**

The High School Building Committee held their regular meeting April 20. The project is close to completion, the majority of the work left to do is site work outside. Snyder Engineering was present to discuss the plan for alleviating the blue water in the school. A test of an aeration system will occur, and once the water samples come back as clean the system can be installed.

### **Inland Wetland Watercourses Agency**

The Inlands Wetlands and Watercourses Agency held their regular meeting on April 26. A new home construction on Wopowog Rd was approved, as were a pool installation at 3 Maplewood and a small addition of a vestibule at 13 N. Main (old cabinet shop). A cease & desist order was lifted from a homeowner on Tartia Rd in an area where he had drained a pond.

### **Joint Facilities**

No meeting scheduled

### **Library Advisory Board**

The Library Advisory Board had no meeting in April due to no quorum.

### **Middle Haddam Historic District Commission**

The Middle Haddam Historic District Commission met on April 27<sup>th</sup>.

Application #512 for a COA at 29 Middle Haddam Road to establish a parking lot and appropriate landscaping along Fern Lane for applicant Cobalt Lodge Health and Rehab Center - Continued to next meeting.

### **Parks & Recreation Advisory Board**

At the April meeting, the Parks and Recreation Advisory Board discussed the Seamster Park Playground fundraising efforts and their status. The Advisory Board also discussed what to do with the space at Sears Park formerly used for the skate park. The Advisory board is looking into options and ideas will be discussed at future meetings. Also discussed was the status of Spring and Summer programs, and the use of vending machines in the park.

### **Planning & Zoning Commission**

The Planning & Zoning commission met on April 5<sup>th</sup>.

1. Public Hearing Continued: Amendments to East Hampton Zoning Regulations- Section 8.4.M, Special Regulations, Standards For Specific Uses, Accessory Dwelling Units. – Continued to next meeting as a Public Hearing.
2. Application of East Hampton Housing Authority, 18 West Dr. Bellwood Court- Site Plan Modification, Lake Watershed, to build an addition to the Community Building to create ADA bathroom and handicap accessible laundry and to reconstruct parking lot. Approved with conditions.
3. Application of Connecticut Draft Horse Rescue, 113 Chestnut Hill Road, for Special Permit to Operate a Commercial Stable. Approved with conditions.
4. Application of Aaron Tyler, 13 North Main St., Site Plan Modification, to create 3 units in a commercial building. Approved with conditions.

### **Town Facilities Building Committee**

The Town Facilities Building Committee held regular meetings on April 5, 12 and 19. Interviews were held with four of the architectural firms that submitted RFP's. It was announced that Amenta Emma was chosen as the architect for the project. The committee discussed the programming in the building, possible questions for a public relations pamphlet and the options of having either a Construction Manager or a General Contractor work on this project and the pros and cons of each; to be decided at a later date. A design sub-committee was appointed.

### **Water Development Task Force**

No meeting due to lack of quorum

### **Water Pollution Control Authority**

No meeting due to lack of quorum.

### **Zoning Board of Appeals**

The Zoning Board of Appeals met on April 10<sup>th</sup>.

1. Application of Michael Tanca of 15 Wangonk Trail, to reduce the south side yard setback from 15' to 10' to construct a 7' x 10' kitchen. Approved.
2. Application of Robert Balda of 15 Colchester Ave., to reduce the east side yard setback from 25' to 17'.5 to construct a 34' x 28' garage. Approved.



May 15, 2017


Sandra Wieleba  
East Hampton Town Clerk  
20 East High Street  
East Hampton, CT 06424

RE: Resignation

Dear Ms. Wieleba,

In your capacity as Town Clerk, I am submitting to you my resignation from the Board of Education.

Sincerely,



Kenneth Barber

Cc, Christopher Goff, BOE, Chairman

RECEIVED FOR RECORD  
TOWN CLERK'S OFFICE  
2017 MAY 15 PM 3 25  
SANDRA M. WIELEBA, TC  
EAST HAMPTON, CT 06424