

# RESOLUTION

## HONORING EAGLE SCOUT

### SETH-ADAM GILMAN

*WHEREAS, the appointment to the rank of Eagle Scout is an outstanding achievement; and*

*WHEREAS, scouting provides our young people with the opportunity to experience life, build moral character, and grow as a responsible individual; and*

*WHEREAS, Seth-Adam Gilman, of Boy Scout Troop 8 of East Hampton, CT, has earned this distinguished honor.*

*NOW, THEREFORE, WE THE TOWN COUNCIL OF THE TOWN OF EAST HAMPTON, do hereby extend our congratulations and best wishes to Seth-Adam Gilman and his family on behalf of all of the citizens of East Hampton.*

*We further wish Seth-Adam Gilman our very best in all his future endeavors.*

*East Hampton Town Council*

\_\_\_\_\_  
*Melissa Engel, Chairperson*

\_\_\_\_\_  
*Mark Philhower, Vice Chairman*

\_\_\_\_\_  
*James "Pete" Brown*

\_\_\_\_\_  
*Timothy Feegel*

\_\_\_\_\_  
*Dean Markham*

\_\_\_\_\_  
*Josh Piteo*

\_\_\_\_\_  
*Kevin Reich*

*Dated this 26<sup>th</sup> day of June, 2017*

**RESOLUTION**

**Setting a  
One Month Budget**

WHEREAS: The Town of East Hampton is a municipal corporation formed under the Connecticut General Statutes with the authority to levy taxes;

WHEREAS: Annually, by Charter, in May the Town votes, by referendum, on a annual budget;

WHEREAS: The annual budget referendum for the general government failed leaving the Town without a complete budget;

WHEREAS: The Towns Fiscal year ends on June 30, 2018 and the Town must have a budget to operate by.

NOW, THEREFORE, BE IT RESOLVED: The Town Council approves a budget for the month of July 2018 as follows:

	2018-2019			
EDUCATION (APPROVED AT REFERENDUM 5-15-18)	\$	30,499,668		
<b>TEMPORARY BUDGET (2017-2018 Adopted Budget)</b>			<b>Adjustments</b>	<b>Revised Budget</b>
<b>TOWN OPERATIONS</b>				<b>July 2018 Budget</b>
ADMINISTRATION & FINANCE	\$	4,228,430	\$ -	\$ 4,228,430
PUBLIC SAFETY		2,499,566	-	2,499,566
HEALTH & HUMAN SERVICES		422,727	-	422,727
CULTURE & RECREATION		966,165	-	966,165
REGULATORY		358,848	-	358,848
PUBLIC WORKS		2,132,171	-	2,132,171
<b>TRANSFERS TO OTHER FUNDS</b>				
OTHER FUNDS		37,500		37,500
CAPITAL IMPROVEMENT		778,000	(701,186)	76,814
DEBT SERVICE		2,789,341	439,045	3,228,386
<b>TOTAL TOWN OPERATIONS BUDGET</b>	<b>\$</b>	<b>14,212,748</b>	<b>\$ (262,141)</b>	<b>\$ 13,950,607</b>
				<b>Cumulative Town Expenditures \$ 3,020,130</b>
			<b>Adjustment</b>	<b>Revised Budget</b>
EDUCATION (APPROVED AT REFERENDUM 5-15-18)	\$	30,499,668	\$	30,499,668
TOWN OPERATIONS TEMPORARY BUDGET		14,212,748	(262,141)	13,950,607
<b>TOTAL APPROPRIATION</b>		<b>44,712,416</b>	<b>(262,141)</b>	<b>44,450,275</b>
<b>TOTAL ESTIMATED REVENUE</b>		<b>44,450,275</b>		<b>44,450,275</b>
<b>PROJECTED DEFICIT</b>	<b>\$</b>	<b>(262,141)</b>	<b>\$ 262,141</b>	<b>\$ 0</b>



Office of the PLANNING & ZONING OFFICIAL

JEREMY DECARLI

jdecarli@easthamptonct.gov

MEMORANDUM

AGENDA ITEM# 8A

To: Melissa Engel, Town Council Chairperson  
Michael Maniscalco, Town Manager  
From: Jeremy DeCarli  
Date: May 22, 2018  
Re: Proposed Village Center TIF District

The Planning and Zoning Commission has made a motion to recommend adoption of the Village Center TIF district. As a result, the following steps will be required in accordance with CGS Section 7-339cc-7-339kk to move forward with adoption of the TIF:

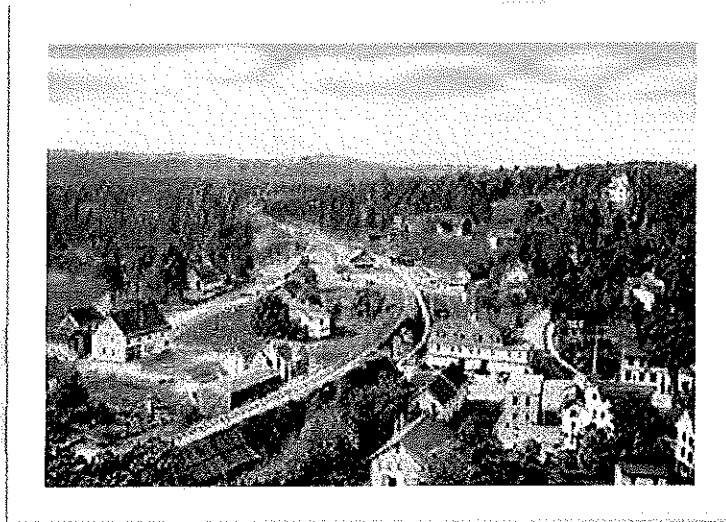
1. A public hearing must be held prior to approving and adopting the plan.
  - a. Notice of the hearing shall be published at least ten days prior to the hearing and shall include: the date, time and place of the hearing, and the boundaries of the proposed tax increment district by legal description.
2. In accordance with the Statute, the TIF district plan cannot be adopted sooner than June 22, 2018 based upon that date being 90 days from when the plan was transmitted to the Planning and Zoning Commission.
3. If the Council desires, a TIF steering committee can be set up in order to oversee the plan and make recommendations.
4. Once approved, the plan must be reviewed at least once every 10 years. The plan is currently proposed to be in effect for 20 years; however, the Council can vote to extend the TIF up to a total of 50 years.

If you should have any questions, please feel free to contact me.

Town of East Hampton



Village Center Tax Increment Financing District  
District Master Plan



DRAFT – June 21, 2018

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## Introduction

The Town of East Hampton (the “Town”), organized under the laws of the State of Connecticut, plans to revitalize and restore its Village Center district (the “Village Center”). The residents of the Town, the Town Council, and various Boards and Committees of the Town have identified such revitalization and restoration as a priority through both the recent update to the Town’s Plan of Conservation and Development and prior actions taken to increase vitality and reduce threats to the area.

The progress toward revitalization thus far includes the completion of a Village Center Master Planning Study, the adoption of the Village Housing Overlay Zone, which is compliant with the provisions of Section 8-2j of the Connecticut General Statutes, Revision of 1958, as amended (“CGS” or the “Statutes”), the adoption of the Village Center Zone, which encourages a variety of uses within the Village Center, the acquisition of two blighted properties and subsequent cleanup, and the extension of natural gas service into the area. In addition, the Town’s Water Development Task Force has engaged a consultant to develop a water system expansion and interconnection plan.

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

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

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

With the implementation of the Village Center Tax Increment Financing District (the “Village Center TIF District”) and restoration of the traditional central business district, the Town hopes to encourage private investments in new business ventures, redevelopment of currently unused and blighted properties, and new public infrastructure. The Town foresees its fragmented, underutilized and somewhat depressed downtown area restored to its historic vibrancy such that it can again successfully attract new businesses, visitors, and consumers, maximizing its potential as one of the area’s great downtowns.

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The Village Center TIF District maximizes the utilization of infrastructure already in place such as water, sewer, natural gas and fiber optics. Full implementation of this District Master Plan will result in private investment that will generate new tax revenue to be used for the implementation and sustainment of the TIF program. This District Master Plan exemplifies the community's desire to undertake planned growth and development, and authorizes project costs such as administration, public projects, development incentives, and reimbursement of any bonded indebtedness which may occur to meet the needs of the program. Furthermore, the provision of jobs for area residents creates opportunity and stimulates the local economy. Therefore, this District Master Plan and the goals set forth herein contribute toward the advancement of the Town's goals to provide new employment opportunities, broaden the tax base, and improve the local economy and quality of life.

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

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

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

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

Tax increment financing is a proven method of strengthening ties between businesses, the community, and the broader regional economy. To facilitate the rebirth of the downtown, it is imperative that we acquire the ability to leverage initial investments occurring within the downtown area as a catalyst for further downtown investments. The Town, in adopting this District Master Plan, will create a contiguous municipal tax increment financing district within the Village Center. Tax increment revenues will be made available for several projects; some that are general in nature, and others that are site specific. The Town desires to capture 100% of the new incremental assessed valuations within the Village Center

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TIF District (after netting out any tax increment revenues paid back to a developer pursuant to the terms of any Credit Enhancement Agreement, as described in Exhibit D) for use within the district. The Village Center TIF District will remain in place for a period of 20 years from adoption and will include tax increment revenues solely on real property.

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

#### **I. The Village Center District**

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

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

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



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13. To encourage bicycle and pedestrian access.
  14. To encourage mostly ground floor commercial space facing Main Street with suitable residential densities located above these facilities to provide a critical mass to support the village center.
  15. To maximize advantages of the existing Route F of the Middletown Area Transit District and the location along the Airline Trail.

## **II. List of Tax Identification Numbers for all Lots or Parcels within the Village Center TIF District**

The Assessor, in the Assessor's Certificate (Exhibit B), has certified the OAV for each of the properties within the District. The OAV will be the base assessment for which the Captured Assessed Value will be determined. Captured assessed value ("CAV") within the District shall be calculated based upon that property's assessed value as of [October 1, 2017], included as Exhibit C.

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

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

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

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

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

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

The Tax Increment Financing Policy (the "TIF Policy") that follows provides incentive for private sector capital investment by establishing a dedicated municipal fund to maintain critical infrastructure and

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enhance public facilities within the district. The approved Village Center TIF District with the herein proposed District Master Plan will support the public improvements necessary to optimize the Village Center TIF District's business potential and attract private investment.

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

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

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

##### **Capital Costs, including but not limited to:**

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

##### **Financing Costs:**

- Debt service payments, including closing costs, issuance costs, and bond retirement premiums, for indebtedness incurred for authorized project costs;
- Professional service costs;
- Procurement of engineers, architects, planners, consultants, or attorneys, as needed, to facilitate implementation of the District Master Plan;
- Administrative costs;
- Maintenance and operation costs;
- Costs of increased public services within the Village Center TIF District that result from successful implementation of the District Master Plan, including but not limited to, increased public safety/security (police, fire, emergency), increased public maintenance (plowing, mowing,

trash/litter removal, installation/replacement of marketing/promotion hardware, beautification), and increased utility costs; and

- Creation of a revolving fund to promote reinvestment in private properties, including, but not limited to, façade enhancements, structural upgrades, mechanical upgrades, etc.

Technical, Marketing, and Promotions Costs:

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

**A. Municipal Costs, Public Facilities and Infrastructure Activities within the Village Center TIF District**

Table I includes projects within the Village Center TIF District that currently are anticipated to move forward. All costs are estimates.

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

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

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

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

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

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

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and become the sole liability of said developer. Additionally, all improvements must be done in compliance with local and State laws.

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

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

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

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

1 Watrous St – Map 06A/Block 59/ Lot 12A – Former Mill Building, Currently Owned by the Town

13 Watrous St – Map 06A/Block 59/ lot 12 – Town Owned Brownfield Property

13 Summit St – Map 06A/ Block 62/ Lot 2A – Vacant Mill Building

10 Bevin Rd – Map 05A/ Block 62A/ Lot 14H – Brownsfield Site, Former Mill Site

12 Summit St – Map 06A/Block 61/Lot 1 – Various Industrial Uses

101 Main St – Map 06A/Block 57/ Lot 2 – Vacant Mill Building

8 Walnut Ave – Map 06A/ Block 57/ Lot 2A – Vacant Mill Building

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

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

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

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

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

#### Targeted Use

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

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

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

In addition, the Town reserves the right to consider the allocation of incremental tax revenues for other specific uses, should it be determined that the assistance of these particular uses is in the best interest of the Town and this District Master Plan.

#### VI. Financial Plan

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

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

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

Project	Cost
Remediation of 1 and 13 Watrous Street	\$3,000,000
Streetscape Improvements along Summit Street	\$250,000
Streetscape Improvements along Skinner Street	\$250,000

Façade and Signage Program	\$300,000
Interconnect Water Systems	\$6,000,000
Revolving Fund for Private Property Owners	\$100,000

Municipal approval of the District Master Plan will not constitute a financial appropriation. Annual Town Meeting action through the budget process or a Special Town Meeting will be required for financial appropriation for each community investment option. Also, it is recognized that incremental tax revenues must be spent per the municipally approved District Master Plan.

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

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

**3. Sources of anticipated revenues**

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

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

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

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

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

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

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

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additional improvement, or change in use of any of these properties would result in an increased assessment.

In addition to the above mentioned properties there are several other parcels currently containing buildings that are either undeveloped or underutilized and could be redeveloped into commercial/retail space, or mixed use space. With the projected increase in property values envisioned as a result of anticipated improvements, it is reasonable to estimate another \$500,000 of value being created, yielding an annual tax increment of roughly additional \$31,320 in annual tax increment.

Over the life of the Village Center TIF District, the aforementioned projects and other developments will create approximately \$8.9 million in new value. Assuming that the first few years of the district will see lesser revenues than in later years, the total projected tax increment revenues over the term of the Village Center TIF District are estimated to be roughly \$3.7 million (See Exhibit C).

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

**4. A description of the terms and conditions of any agreements, including any anticipated assessment agreements, contracts or other obligations related to the District Plan**

Any CEA contemplated under this District Master Plan shall comply with the guidelines in this District Plan, as well as the TIF Policy.

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

The estimates of increased assessed values of the Village Center TIF District are included in Exhibit C.

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

The original assessed value of taxable real property (land and buildings) within the district boundaries is \$27,827,259 as of October 1, 2017. A certification by the municipal assessor of the Town of East Hampton that the original assessed value established represents the taxable real property with the District's physical description, as delineated on the attached map, is attached as Exhibit B.

The Town of East Hampton plans to capture 100% of the increased taxable assessed value. Taxes generated from the captured assessed value will be allocated to support approved municipal based costs within the district. Exhibit C is a 20-year pro forma projecting a captured taxable assessed value of \$ 8,996,724 over the life of the TIF. This could generate \$ 3,727,898 in gross new

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taxes depending on the Town's tax rate for any given year and the valuation assigned to actual construction projects. If in any year the assessed value drops below the Original Assessed Value, no incremental revenue would be captured.

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

## **7. Development Program Fund**

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

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

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

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

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



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**VII. Operational and Maintenance Plan**

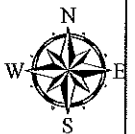
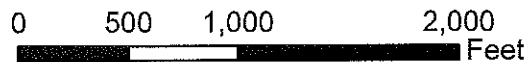
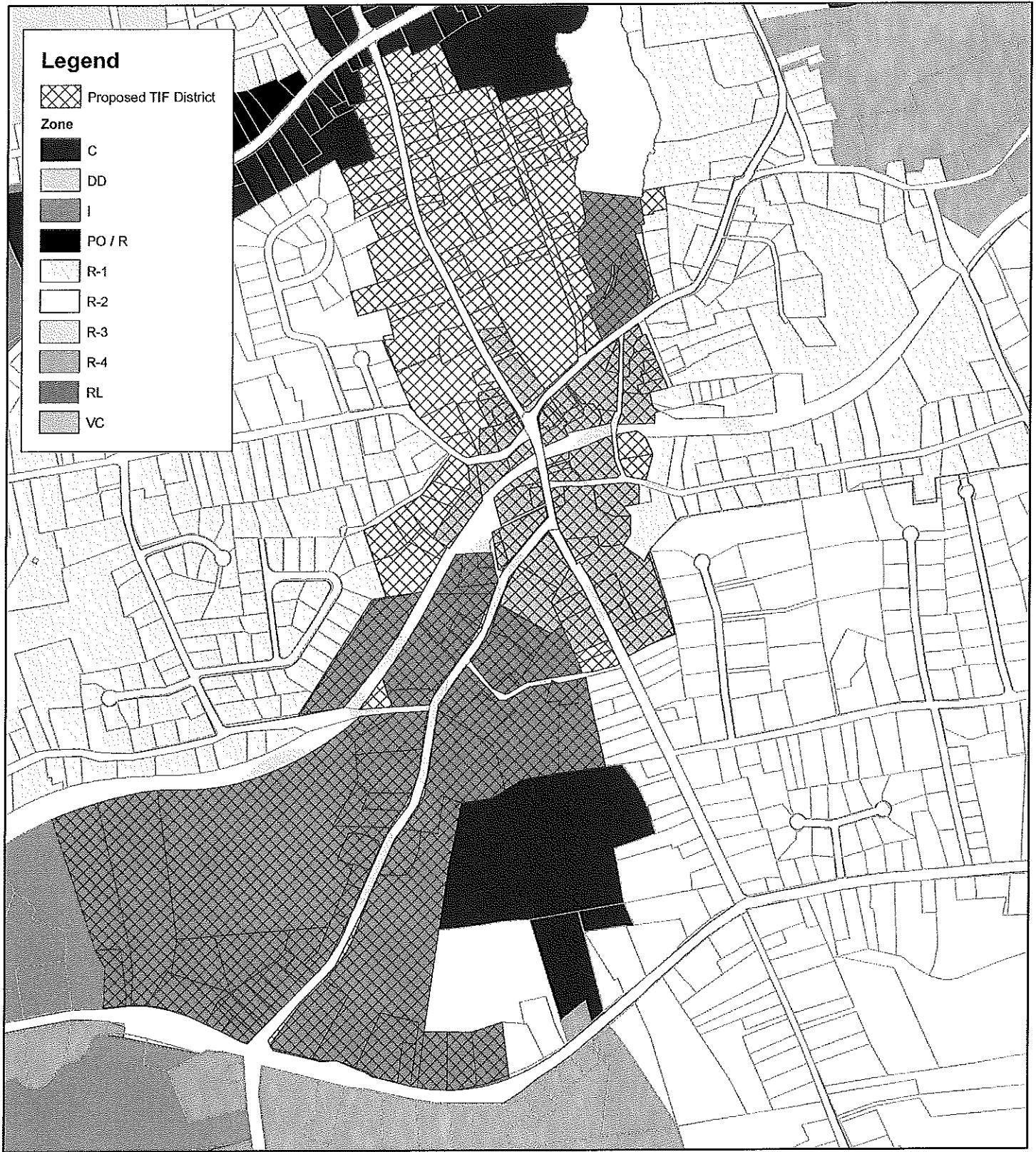
During the life of the district, the Town Council or their designee will be responsible for all administrative matters concerning the implementation and operation of the district.

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

The term of the Village Center TIF District is 20 years, commencing on the date that this District Master Plan is approved by the legislative body of the Town and ending 20 years from such approval date.

DRAFT

# Proposed TIF District



**Exhibit B: Original Assessed Value**

Map	Block	Lot	Unit	Street Address	Net Assessment [[2017]]
06A	59	12A		1 WATROUS ST	-
05A	62	55		10 BEVIN BLVD	125,680.00
05A	62A	14H		10 BEVIN RD	129,390.00
01A	47	13		10 MAIN ST	166,750.00
06A	61	2		10 SUMMIT ST	494,040.00
02A	49	2		100 MAIN ST	223,440.00
06A	57	2		101 MAIN ST	279,720.00
02A	49	3	1	106 MAIN ST	27,100.00
06A	57	3A		107 MAIN ST	199,390.00
02A	49	3		108 MAIN ST	150,210.00
05A	62	13		11 MAIN ST	148,590.00
02A	49	1	1	11 SKINNER ST	680,260.00
06A	57	4		111 MAIN ST	194,190.00
02A	49	4		112 MAIN ST	511,230.00
06A	57	5A		115 MAIN ST	298,420.00
02A	49	5		116 MAIN ST	139,320.00
02A	49	6		118 MAIN ST	171,730.00
05A	62	54		12 BEVIN BLVD	143,630.00
02A	49	1	4	12 NILES ST	87,300.00
02A	48A	8		12 SKINNER ST	116,130.00
06A	61	1		12 SUMMIT ST	232,350.00
05A	62	14		13 MAIN ST	176,320.00
02A	50	1	6	13 NILES ST	156,860.00
06A	62	2A		13 SUMMIT ST	425,800.00
06A	59	12		13 WATROUS ST	-
02A	47	37		14 BARTON HILL RD	197,570.00
05A	62	54A		14 BEVIN BLVD	116,680.00
01A	47	14		14 MAIN ST	95,900.00
05A	62	15		15 MAIN ST	164,870.00
05A	62	54B		16 BEVIN BLVD	109,290.00
02A	48A	9B		16 SKINNER ST	97,800.00
05A	62	35		17 BEVIN BLVD	140,050.00
05A	62	16		17 MAIN ST	174,250.00
06A	59	8		17 WATROUS ST	231,480.00
01A	47	16		18 MAIN ST	183,720.00
05A	62	36		19 BEVIN BLVD	126,980.00
05A	62	17C		19 MAIN ST	116,840.00
02A	47	33A		2 BARTON HILL RD	263,330.00

**Exhibit B: Original Assessed Value**

05A	62	52		2 BEVIN AVE	115,700.00
06A	62	1A		2 BEVIN BLVD	136,310.00
06A	59	13		2 STARR PL	172,660.00
05A	62	37		21 BEVIN BLVD	125,740.00
05A	62	17		21 MAIN ST	129,490.00
02A	49	1	2	21 SKINNER ST	252,090.00
05A	62	53		22 BEVIN BLVD	170,250.00
01A	47	17		22 MAIN ST	141,320.00
02A	48A	9A		22 SKINNER ST	134,900.00
06A	61	8		22 WATROUS ST	63,720.00
05A	62	38		23 BEVIN BLVD	114,380.00
05A	62	18		23 MAIN ST	192,350.00
05A	62	45		24 BEVIN BLVD	101,790.00
01A	47	18		24 MAIN ST	129,540.00
02A	48A	10		24 SKINNER ST	100,420.00
05A	62	39		25 BEVIN BLVD	143,540.00
05A	62	19		25 MAIN ST	166,570.00
05A	62	44		26 BEVIN BLVD	102,320.00
02A	48A	9		26 SKINNER ST	296,580.00
05A	62	17B		27 BEVIN BLVD	127,160.00
05A	62	19A		27 MAIN ST	95,320.00
05A	62	43		28 BEVIN BLVD	100,410.00
01A	47	19		28 MAIN ST	221,410.00
02A	48A	12		28 SKINNER ST	78,530.00
05A	62	17A		29 BEVIN BLVD	163,800.00
05A	62	20		29 MAIN ST	104,850.00
02A	50	1	5	29 SKINNER ST	85,860.00
06A	58	1		29 WATROUS ST	248,940.00
05A	62	46		3 BEVIN AVE	124,880.00
05A	62	11		3 MAIN ST	178,500.00
02A	50	26		3 NILES ST	154,540.00
05A	62	42		30 BEVIN BLVD	133,030.00
01A	47	21		30 MAIN ST	276,760.00
02A	48C	20		30 SKINNER ST	171,079.00
20	50	21A		32 MIDDLETOWN AVE	169,060.00
05A	62	41		32A BEVIN BLVD	213,290.00
05A	62	21		35 MAIN ST	155,480.00
02A	47	22		36 MAIN ST	214,240.00
02A	48C	19		36 SKINNER ST	170,190.00
05A	62	22		37 MAIN ST	105,330.00
05A	62	23		39 MAIN ST	137,650.00
02A	47	34		4 BARTON HILL RD	150,590.00

**Exhibit B: Original Assessed Value**

05A	62	51		4 BEVIN AVE	75,290.00
06A	59	11		4 STARR PL	124,530.00
06A	61	4		4 SUMMIT ST	124,490.00
06A	61	1A		4 WATROUS ST	79,880.00
20	48C	18		40 SKINNER ST	99,500.00
05A	62	24		41 MAIN ST	143,880.00
02A	47	23		42 MAIN ST	362,560.00
05A	62	25		43 MAIN ST	151,800.00
20	50	S	1	44 MIDDLETOWN AVE	165,480.00
02A	48A	15		45 FOREST ST	115,030.00
02A	47	24		46 MAIN ST	198,040.00
20	48C	17A		46 SKINNER ST	151,390.00
05A	62	26		47 MAIN ST	181,820.00
20	50	22A		48 MIDDLETOWN AVE	124,530.00
20	48C	17B	B	48 SKINNER ST	77,110.00
02A	48	30A		5 BARTON HILL RD	169,070.00
05A	62	47		5 BEVIN AVE	142,880.00
02A	50	1B		5 NILES ST	46,360.00
02A	47	25		50 MAIN ST	142,360.00
20	50	22		50 MIDDLETOWN AVE	257,740.00
20	48C	17B	A	50 SKINNER ST	143,610.00
05A	62	27		51 MAIN ST	89,720.00
02A	47	26		52 MAIN ST	128,650.00
02A	47	27		56 MAIN ST	192,130.00
02A	48	26A		5A BARTON HILL RD	271,120.00
02A	48	26		5B BARTON HILL RD	112,390.00
02A	47	35		6 BARTON HILL RD	98,410.00
05A	62	49		6 BEVIN AVE	34,500.00
01A	47	11		6 MAIN ST	114,280.00
02A	49	7		6 NILES ST	154,100.00
02A	48A	6		6 SKINNER ST	161,920.00
06A	59	10		6 STARR PL	145,790.00
06A	61	3		6 SUMMIT ST	140,290.00
02A	47	28		60 MAIN ST	124,800.00
02A	47	30		62 MAIN ST	122,350.00
20	48C	9A	1	62 SKINNER ST	138,030.00
02A	47	31		64 MAIN ST	108,290.00
20	48C	15		64 SKINNER ST	250,620.00
20	50	23	1	65 SKINNER ST	91,760.00
02A	47	32		66 MAIN ST	113,430.00
20	48C	16		66 SKINNER ST	278,290.00
20	48C	10		68 MIDDLETOWN AVE	74,340.00

**Exhibit B: Original Assessed Value**

20	48C	9A	1A	68 SKINNER ST	131,570.00
02A	48	29		7 BARTON HILL RD	213,440.00
05A	62	48		7 BEVIN AVE	231,690.00
05A	62	32		7 BEVIN BLVD	110,670.00
02A	48	25		7 CRESCENT ST	100,370.00
05A	62	12		7 MAIN ST	142,400.00
02A	47	32A		70 MAIN ST	141,450.00
20	48C	14		70 SKINNER ST	196,060.00
02A	47	33		72 MAIN ST	240,170.00
20	48C	9A		72 MIDDLETOWN AVE	173,800.00
20	48C	13		72 SKINNER ST	206,960.00
06A	61	5		73 MAIN ST	157,810.00
20	48C	12		74 SKINNER ST	250,030.00
20	48C	9B		76 MIDDLETOWN AVE	134,260.00
20	48C	11		76 SKINNER ST	250,520.00
20	48C	7C		78 MIDDLETOWN AVE	126,110.00
20	48C	10A		78 SKINNER ST	62,950.00
02A	48	28		7A BARTON HILL RD	119,970.00
02A	48	27		7B BARTON HILL RD	107,460.00
02A	47	36		8 BARTON HILL RD	123,990.00
01A	47	12		8 MAIN ST	91,460.00
02A	48A	7		8 SKINNER ST	143,500.00
06A	59	9		8 STARR PL	125,850.00
06A	61	2A		8 SUMMIT ST	115,250.00
06A	57	2A		8 WALNUT AVE	148,550.00
20	48C	7A		80 MIDDLETOWN AVE	95,730.00
06A	61	6		81 MAIN ST	362,140.00
02A	48	32		82 MAIN ST	137,160.00
06A	61	7A		85 MAIN ST	732,360.00
06A	61	7		87 MAIN ST	215,070.00
02A	48A	1		88 MAIN ST	372,970.00
06A	60	1		89 MAIN ST	137,050.00
05A	62	33		9 BEVIN BLVD	159,140.00
02A	50	1A		9 NILES ST	125,410.00
02A	48A	2		90 MAIN ST	33,600.00
06A	60	3		91 MAIN ST	94,420.00
02A	48A	4		92 MAIN ST	173,860.00
06A	60	2A		93 MAIN ST	111,020.00
06A	57	1		95 MAIN ST	294,000.00
06A	57	1A		97 MAIN ST	229,620.00
05A	62	34		BEVIN BLVD	43,650.00
02A	48	25A		CRESCENT ST	235,210.00

**Exhibit B: Original Assessed Value**

02A	48	3A		FOREST ST	280.00
02A	48A	2A		MAIN ST	28,880.00
01A	47	19B		MAIN ST	57,720.00
20	50	S	2	MIDDLETOWN AVE	60,770.00
02A	50	1	0S	SKINNER ST	24,560.00
20	48C	9C		SKINNER ST	155,830.00
20	50	23		SKINNER ST	55,130.00
20	50	24		SKINNER ST	4,610.00
20	48C	17		SKINNER ST	76,650.00
02A	48A	5		SKINNER ST	58,100.00
20	48C	9		SKINNER ST	24,770.00
20	48C	9A	1B	SKINNER ST REAR	30,260.00
06A	58	2		WATROUS ST	43,650.00
				<b>Total</b>	<b>27,827,259.00</b>
				<b>As % of Total GL</b>	<b>2.78%</b>

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

**Exhibit C: Captured Assess Values and Incremental Tax Revenue**

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

Year	Vacant Mill Buildings CAV*	Remainder of District CAV	Total District CAV	Total Incremental Tax Revenue
2017	1,054,150	26,773,109	27,827,259	0
2018	1,064,692	27,040,840	28,105,532	10,019
2019	1,075,338	27,311,248	28,386,587	18,822
2020	1,573,770	29,442,308	31,016,078	101,178
2021	1,589,508	29,736,731	31,326,239	110,892
2022	1,605,403	30,034,098	31,639,501	120,703
2023	1,621,457	30,334,439	31,955,896	130,613
2024	1,637,671	30,637,784	32,275,455	140,621
2025	1,654,048	30,944,162	32,598,210	150,730
2026	1,670,589	31,253,603	32,924,192	160,940
2027	1,687,294	31,566,139	33,253,434	171,252
2028	1,704,167	31,881,801	33,585,968	181,667
2029	1,721,209	32,200,619	33,921,828	192,186
2030	1,738,421	32,522,625	34,261,046	202,810
2031	1,755,805	32,847,851	34,603,656	213,541
2032	1,773,363	33,176,330	34,949,693	224,378
2033	1,791,097	33,508,093	35,299,190	235,325
2034	1,809,008	33,843,174	35,652,182	246,380
2035	1,827,098	34,181,606	36,008,704	257,547
2036	1,845,369	34,523,422	36,368,791	268,825
2037	1,863,823	34,868,656	36,732,479	280,215
2037	1,882,461	35,217,342	37,099,803	291,720
<b>Total</b>	<b>\$ 828,311</b>	<b>\$ 8,444,233</b>	<b>\$ 9,272,544</b>	<b>\$ 3,710,361</b>

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



## Exhibit D: Credit Enhancement Agreement (CEA) Policy

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### Overview

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

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

### CEA Goals

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

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

### General Provisions

#### A. Terms

The specific terms of each CEA are negotiated between the Town and the applicant. Agreements can extend between one (1) and twenty (20) years; and up to 100% of the annual incremental tax revenues associated with the captured incremental value from the property can be reimbursed to the property owner depending on the merit in achieving Town goals for CEAs. Under any CEA, the Town’s obligation to make a periodic payment under the CEA will only arise to the extent the Town receives incremental real property tax revenue based on positive captured assessed value of the particular property during the appropriate period. In other words, in any CEA, the Town shall not obligate itself to make fixed payments without receiving incremental tax revenues nor shall it be obligated to make payments if there is no increased assessed value. The percentage of annual incremental tax revenues that are reimbursed to the property owner may be adjusted over the life of the Agreement. In no case shall a CEA extend beyond the life of the Village Center TIF District.

#### B. Level of Funding Adjustments

## Exhibit D: Credit Enhancement Agreement (CEA) Policy

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During the application process and during the life of the TIF (and CEA), the applicant shall demonstrate that the funds are being used at appropriate levels for the purpose intended. If the level of funds the applicant receives exceeds the projected need, the amount returned to the applicant shall be adjusted and any excess applied to the Village Center TIF District.

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

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

### Mandatory Requirements

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

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

The following requirements must also be met:

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

## Exhibit D: Credit Enhancement Agreement (CEA) Policy

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- The Applicant's equity contribution to the project is a minimum of ten percent (10%) of the project investment (including both hard and soft costs).

### Guidelines That Determine Level of Municipal Participation

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

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

### Application Requirements

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

## Exhibit D: Credit Enhancement Agreement (CEA) Policy

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### Application Process

The Town will establish a Tax Increment Financing (TIF) Advisory Board that will include Town staff representatives from economic development, planning, assessing, financing, the Town Manager's office, and the downtown district. The TIF Advisory Board will provide preliminary advisement to interested applicants and will provide an initial review of each application prior to far forwarding to the Town Council for decision.

The steps outlined below detail the full CEA approval process.

**Step 1:** Preliminary Advisement

**Step 2:** Application Submission

**Step 3:** Review by Town Manager

**Step 4:** Review by TIF Advisory Board

**Step 5:** Review by Planning & Zoning Commission

**Step 6:** Submission to Town Council for Approval

**Step 7:** Town Manager's Signature

### Waiver Provisions

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

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

### Termination of Agreement

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

**Exhibit E: Report from Planning and Zoning Commission**

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MEMORANDUM

To: Michael Maniscalco, Town Manager  
Cc: Town Council  
From: Jeremy DeCarli  
Planning & Zoning Commission  
Date: May 7, 2018  
Re: Planning & Zoning Commission Review of TIF District Master Plan

The Planning & Zoning Commission discussed the proposed TIF District plan at length at their regular meeting held on May 2, 2018. The Commission made a motion to recommend that the Town Council approve the TIF District Master Plan with the following concerns taken into consideration:

1. Consider any additional tax burden on the property owners within the town as a result of revenue being removed from the general fund,
2. Consider any additional tax burden on the individual business owners within the TIF district. and
3. Consider any potential dampening effect that the TIF district may have on the ability of the Town to entice new and expanded businesses in the Village Center as a result of any potential increased tax burden.

Thank you for allowing the Commission to consider this proposed plan. If you have any questions, please feel free to contact me.

DRAFT

Exhibit F: Public Hearing Notice



Office of the TOWN MANAGER  
MICHAEL MANISCALCO, MPA  
mmaniscalco@easthamptonct.gov

**LEGAL NOTICE**

Town of East Hampton  
Town Council Public Hearing  
Tuesday, June 26, 2018  
East Hampton Town Hall Meeting Room  
6:15 p.m.

**TOWN COUNCIL**

Melissa Engel  
*Chairperson*  
Mark Phillower  
*Vice Chairman*  
Peter Brown  
Tim Feegel  
Dean Murkham  
Josh Piteo  
Kevin Reich

The East Hampton Town Council will hold a Public Hearing at the above date and time to receive comments on the creation of a Tax Increment Financing (TIF) District in the Village Center.

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

RECEIVED FOR RECORD  
TOWN CLERK'S OFFICE  
2018 JUN 13 AM 11:53  
SARAH W. BRIDGES, TC  
EAST HAMPTON, CT 06424

DRAFT

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF EAST HAMPTON

RESOLUTION ESTABLISHING THE VILLAGE CENTER TAX INCREMENT FINANCING DISTRICT (THE "DISTRICT") AND ADOPTING THE DISTRICT MASTER PLAN FOR THE DISTRICT

**WHEREAS**, Chapter 105b (the "Act") of the Connecticut General Statutes, Revision of 1958, as amended (the "Statutes"), authorizes a municipality in Connecticut to establish a tax increment district for the purpose of incentivizing economic development and infrastructure, and supporting employment, housing, economic growth and other projects; and

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

**WHEREAS**, pursuant to the District Master Plan, the Town of East Hampton (the "Town") will capture fifty percent (50%) of the future increased assessed property values within the District for an anticipated term of 20 years and utilize up to one hundred percent (100%) of the real property tax revenues generated from such increased property values, along with private funds, to fund infrastructure improvements, economic development programs, telecommunications infrastructure, traffic and road improvements, streetscaping and administrative costs; and

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

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

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

**WHEREAS**, as shown in Exhibit B of the District Master Plan, the original assessed value of the taxable property within the District does not exceed ten percent (10%) of the total value of taxable property within the Town as of [October 1, 2017]; and

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



## Exhibit H: Resolution

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**WHEREAS**, the establishment of the District would not be in conflict with the Town's Charter and the District Master Plan; and

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

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

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

**NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF EAST HAMPTON (THE "TOWN COUNCIL") THAT:**

**Section 1.** In accordance with the Act, the Town Council hereby authorizes the creation of the District, the boundaries of which are included in the District Master Plan.

**Section 2.** The Town Council has considered whether the establishment of the District and the District Master Plan will contribute to the economic growth and well-being of the Town and will be to the betterment of the health, welfare and safety of the inhabitants of the Town.

**Section 3.** The Town Council has received a written advisory opinion from the Town Planning and Zoning Commission, which opinion includes a determination that the District Mast Plan is consistent with the Town Plan of Conservation and Development, dated July 1, 2016, adopted under Section 8-23 of the Statutes.

**Section 4.** The Town Council has considered all evidence presented to the Council, if any, with regard to any adverse economic effect on the Town and determines that such adverse economic effect, if any, is outweighed by the contribution expected to be made through the designation of the District and adoption of the District Master Plan.

**Section 5.** The Town hereby finds and determines, in accordance with the Act, that:

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

(b) The original assessed value of the taxable property within the District does not exceed ten percent (10%) of the total value of taxable property within the Town as of [October 1, 2017].

**Section 6.** In accordance with the Act, the Town Council hereby adopts the District Master Plan attached hereto as Exhibit A.

## Exhibit H: Resolution

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**Section 7.** The Town Council hereby authorizes that fifty percent (50%) of the future increased assessed property values within the District shall be retained as captured assessed value in accordance with the District Master Plan and up to one hundred percent (100%) of the real property tax revenues generated from such captured assessed value may be used to fund the various costs and improvements set forth in the District Master Plan.

**Section 8.** The Town Council is hereby authorized and directed to enter into, in the name and on behalf of the Town, such credit enhancement agreements as may be contemplated by the District Master Plan with such developers as may fall within the scope and policies outlined in the District Master Plan, such agreements to be in such form and to contain such terms and provisions, not inconsistent with the District Master Plan, as the Town Council may approve.

DRAFT



Office of the TOWN MANAGER  
MICHAEL MANISCALCO, MPA  
mmaniscalco@easthamptonct.gov

MEMO

TO: Town Council  
FROM: Michael Maniscalco, Town Manager  
DATE: 6/20/18  
SUBJECT: Performance Evaluation

AGENDA ITEM# 9A

TOWN COUNCIL

Melissa Engel  
Chairperson

Mark Philhower  
Vice Chairman

Peter Brown

Tim Feegel

Dean Markham

Josh Piteo

Kevin Reich

Contractually the Town Council is supposed to complete and provide me with a performance evaluation on my employment anniversary annually.

ANNUAL STATS

- Phone Calls answered in the last month: 146
- Emails Received in the last month: 899
- Emails sent in the last month: 330
- Boards and Committees Staffed in the last year: 4
- Board, Committee and Town Council meetings attended in the last year 110 (Equals approximately 5.86weeks of work)

ACCOMPLISHMENTS

- Created a framework and led the Town Council to find a more affordable solution for the Town Hall/PD/BOE project reducing costs by an estimated \$20,000,000. I am now working on the implementation portion of this project.
- Working with staff to research and develop a TIF district plan focused on Village Center redevelopment.
- Working with Staff to identify the most cost-effective solution for water issues in East Hampton.
- Received credentialed Manager Candidate status from the International City Managers Association. Full status to Credentialed Manager expected January 1, 2019.
- Led the cleanup and working on the re-development of 1 Watrous St.
- Received and maintained a AAA credit rating from S&P saving thousands of dollars on financing costs.
- Led design and working on implementation of the Fuel Island replacement that the Town debated for close to 10 years.
- Completed Natural gas conversion and expansion \$36,000 under budget
- Negotiated decrease in workers compensation resulting in \$40,454 in savings.
- Renegotiated and bid health insurance resulting in \$228,777 of savings for the current fiscal year.



- Led implementation of regional 911 service reducing costs from an annual estimated \$1million plus to \$215,000.
- In coordination with LPC secured \$600,000 Local Prevention Grant.
- Re-appointed by peers to be the Vice-Chair of the Regional Council of Governments.
- Board Member of Chatham Health District and Chair of Personnel & Finance Committee
- In coordination with Park and Rec received \$530,000 airline trail extension grant.
- Developed revenue deficit mitigation plan generating \$1.5 million dollars in revenue to offset the lack of state funding.
- Drove new collection initiatives resulting in a current 98.9 collection rate.
- Projections to end of the fiscal year indicate the budget should end with an estimated \$700,000 surplus.

In conclusion, I must also recognize the countless staff who have worked tirelessly for the residents of East Hampton and myself. They have overcome odds and challenges that people only read about in books. I have truly enjoyed the opportunity to serve the people of East Hampton. Furthermore, I look forward to the opportunity to continue serving the community in an effort to create the very best community in the State of Connecticut.



Office of the TOWN MANAGER  
**MICHAEL MANISCALCO, MPA**  
 mmaniscalco@easthamptonct.gov

**TO:** Town Council  
**FROM:** Michael Maniscalco, Town Manager  
**DATE:** 6/11/18  
**SUBJECT:** Town Manager Salary Survey

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**TOWN COUNCIL**

- Melissa Engel  
Chairperson
- Mark Philhower  
Vice Chairman
- Peter Brown
- Tim Feegel
- Dean Markham
- Josh Piteo
- Kevin Reich

As was done in previous years I have provided the Council with a salary survey for other like positions to that of Town Manager. The data available to me is from the Connecticut Conference of Municipalities salary survey and is self-reported by municipalities on an annual basis. The numbers below only account for salaries as the rest of the benefit packages vary drastically by Town. If additional benefit information is needed please do not hesitate to ask.

I have broken the data into two categories based on population. The first category is population 11,000-15,000 and the second is population 10,000-20,000. The following is a summary for the data accompanying this memo:

**FINDINGS**

Population 10,000-20,000						
	2012	2013	2014	2015	2016	2017
Average	\$128,236	\$129,220	\$129,989	\$135,809	\$138,670	\$140,315
Median	129,730	\$132,000	\$132,000	\$135,949	\$140,708	\$141,039
Rank from Bottom	11 out of 14	11 out of 14	11 out of 15	13 out of 15	13 out of 15	10 out of 15

Population 11,000-15,000						
	2012	2013	2014	2015	2016	2017
Average	\$125,594	\$130,754	\$131,198	\$134,841	\$137,137	\$141,170
Median	\$129,730	\$135,125	\$135,949	\$138,273	\$141,039	\$139,519
Rank from Bottom	4 out of 5	5 out of 6	4 out of 5	4 out of 5	4 out of 5	4 out of 6

**TOWN OF EAST HAMPTON  
TOWN COUNCIL EVALUATION OF TOWN MANAGER  
JULY 2018**

**STANDARDS**

Please note you need not assess the Town Manager on each separate example as they are designed to be illustrative and to help define the performance area as a whole. Use the rating scale below and select the corresponding criteria that most closely represents your judgement of the Town Managers performance. If there is a rating of "Needs improvement" or "Superior" use the comments section to substantiate it. Any comments related to "needs improvement" is expected to be constructive and designed to assist the manager to address those areas over the upcoming year.

**Fiscal Management** Examples include: Provide for effective management of the budget. Provide informative reports (and projects) on financial condition of the town. Maintains sound long-range plan for capital items and operations.

Superior    Above Average    Average    Needs Improvement

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Communications** Examples include: Be totally responsive to inquiries from the Board. Be responsive to inquiries and issues from residents, employees, boards, and agencies so as to enhance the overall perception of East Hampton. Provide clear, concise, and timely oral and written communications.

Superior    Above Average    Average    Needs Improvement

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Services** Examples include: Assure the quality of all town wide services. Coordinate delivery by effectively managing resources available. Delegates to department heads efficiently and plan for unforeseen contingencies.

Superior    Above Average    Average    Needs Improvement

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Personnel** Examples include: Maintain staff who will not only deliver consistent service which is responsive, timely, and of high quality, but also manage staff to foster teamwork and share duties when deemed appropriate. Achieve maximum efficiency by staff utilization.

\_\_\_ Superior \_\_\_ Above Average \_\_\_ Average \_\_\_ Needs Improvement

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Professionalism** Examples include: Assure that all activities wherein the town is represented are conducted in a manner that reflects complete job knowledge, responsiveness, and courtesy, so as to be perceived as epitomizing total professionalism. Enhance the perception of East Hampton's CEO, both within and outside the town, by having all actions reflect the attributes of the community.

\_\_\_ Superior \_\_\_ Above Average \_\_\_ Average \_\_\_ Needs Improvement

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Superior** - means superior performance and is substantially above what is required on a consistent basis.  
**Above Average** - means performance is above average and is sufficient to fulfill the requirements on a constant basis.  
**Average** - means performance is average and sufficient to fulfill the requirements.  
**Needs Improvement** - means performance is unsatisfactory and immediate improvement is needed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Quality Data Service, Inc.  
121 Mattatuck Heights Rd  
Waterbury, CT 06705

# Budget Letter 2018-19

AGENDA ITEM# 10 B

Date	Letter #
1/24/2018	201606764

Name / Address

Town of East Hampton  
Attn: Tax Collector  
20 High Street  
East Hampton, CT 06424

Contact	Leo DiNicola
Phone #	203-755-9031 x103
Fax #	203-574-4360
e-mail	<a href="mailto:leo@qds.biz">leo@qds.biz</a>
Cellphone #	203-910-2316

Description of Services

Description of Services	Est Qty	Total
<b>Software Services</b>		
Annual Software Support Fee - Revenue Collection Software	1	4,600.00
Annual Subscription Fee - QSearch - Tax Records Web Hosting Service	1	2,450.00
Annual Hardware Maintenance Plan - Epson TMU675 validator	2	450.00
Annual Software Support Fee - Utility Billing Module (Sewer/Water Usage or Assessment)	1	1,650.00
Annual Software Support Fee - Financial Bridge Module	1	500.00
Annual Offsite Storage fee (Cloud) for remote backup solutions via iBackup - 4GB/month x 12months @ \$8.00/GB	48	384.00
<b>Printing Services</b>		
Setup Charge	1	100.00
June 2018 - Printing and Processing RE Bills Including Banks	3,100	480.50
June 2018 - Printing and Processing MV Bills	8,000	1,240.00
June 2018 - Printing and Processing PP Bills	900	139.50
Oct 2018 - Printing and Processing Sewer/Water Usage/Assessment Bills	2,700	418.50
Dec 2018 - Printing and Processing Motor Vehicle Supplemental Bills	1,800	279.00
Final Posted Ratebook per CT State Statutes	3	660.00
Binding Final Posted Books	3	225.00
Subtotal - CONTRACTED SERVICE		13,576.50

[www.qds.biz](http://www.qds.biz)

Review this letter carefully - call if items need to be removed or added - Sign and return promptly

Enter Total based on options chosen

Customer Acceptance Signature:

*Kristy L. Merrifield*

Print Name and Title:

Kristy L. Merrifield

Customer Acceptance Date:

6/19/18 collector of Revenue

Purchase Order # (if applicable):





Quality Data Service, Inc.  
121 Mattatuck Heights Rd  
Waterbury, CT 06705

# Budget Letter 2018-19

Date	Letter #
1/24/2018	201606764

Name / Address

Town of East Hampton  
Attn: Tax Collector  
20 High Street  
East Hampton, CT 06424

Contact	Leo DiNicola
Phone #	203-755-9031 x103
Fax #	203-574-4360
e-mail	<a href="mailto:leo@gds.biz">leo@gds.biz</a>
Cellphone #	203-910-2316

Description of Services

Est Qty

Total

OPTIONAL ITEMS (Call for Pricing)		
QTicket - Violation and Collection Module - Annual Rental (Saas) - Call for Pricing	1	0.00
Annual Subscription Fee - QSearch - Violation Tickets Web Hosting Service - Call for Pricing	1	0.00
Annual Subscription Fee - Utility Software (Saas) - Call for Pricing	1	0.00
Annual Subscription Fee - QSearch - Utility Billing Hosting Service - Call for Pricing	1	0.00
Printing and Processing Delinquent / Demand Notices - Monthly, Quarterly, Bi-annual - Call for Pricing	1	0.00
Subtotal OPTIONAL ITEMS		0.00

[www.gds.biz](http://www.gds.biz)

Review this letter carefully - call if items need to be removed or added - Sign and return promptly

Enter Total based on options chosen

Customer Acceptance Signature:

Print Name and Title:

Customer Acceptance Date:

Purchase Order # (if applicable):

*Kristy L. Merrifield*  
Kristy L. Merrifield  
10/19/18 Collector of Revenue



Quality Data Service, Inc.  
121 Mattatuck Heights Rd  
Waterbury, CT 06705

# Budget Letter 2018-19

Date	Letter #
1/24/2018	201606765

**Name / Address**

Town of East Hampton  
Attn: Tax Collector  
20 High Street  
East Hampton, CT 06424

Contact	Leo DiNicola
Phone #	203-755-9031 x103
Fax #	203-574-4360
e-mail	leo@gds.biz
Cellphone #	203-910-2316

**Description of Services**

Description of Services	Est Qty	Total
June 2018 - CASI certify File (RE, PP, MV)	1	75.00
June 2018 - Fold, Meter, Insert, Tray, Strap & Deliver Mail to PO	12,000	1,230.00
QNest Services - QDS patented service that allows Nesting of Real Estate and Motor Vehicle Bills into 1 envelope - Potential 30%-40% reduction in RE bills mailed	1	500.00
EZ-Track USPS Mail tracking system for each individual mailings using QDS Permit - rate based on pieces processed	1	75.00
June 2018 - #10 Mailing Envelopes 24# WW - 1 sided	12,000	390.00
June 2018 - #9 Return Envelope (BRE) - 1 Sided - WW Envelope	12,000	390.00
June 2018 - 1st Class Postage - CASS Certified Rates (est)	12,000	4,860.00
Subtotal JUNE 2018		7,520.00
Oct 2018 - CASI certify File (SEWERS)	1	75.00
Oct 2018 - Fold, Meter, Insert, Tray, Strap and Deliver Mail to Post Office for mailing Bills	2,700	276.75
EZ-Track USPS Mail tracking system for each individual mailings using QDS Permit - rate based on pieces processed	1	25.00
#10 Mailing Envelopes 24# WW - 1 sided - min charge \$ 90.00	2,700	87.75
#9 Return Envelope (BRE) - 1 Sided - White Envelope - Black Ink - Min Charge \$ 90.00	2,700	87.75
Oct 2018 - 1st Class Postage - CASS Certified Rates	2,700	1,093.50
Subtotal OCT 2018		1,645.75
Dec 2018 - CASI certify File	1	75.00
Dec 2018 - Fold, Meter, Insert, Tray, Strap & Deliver Mail to PO	1,800	184.50

[www.gds.biz](http://www.gds.biz)

Review this letter carefully - call if items need to be removed or added - Sign and return promptly

Enter Total based on options chosen

Customer Acceptance Signature:

*Kristy L. Merrifield*

Print Name and Title:

Kristy L. Merrifield

Customer Acceptance Date:

6/19/18

collector of revenue

Purchase Order # (if applicable):



Quality Data Service, Inc.  
 121 Mattatuck Heights Rd  
 Waterbury, CT 06705

# Budget Letter 2018-19

Date	Letter #
1/24/2018	201606765

Name / Address

Town of East Hampton  
 Attn: Tax Collector  
 20 High Street  
 East Hampton, CT 06424

Contact	Leo DiNicola
Phone #	203-755-9031 x103
Fax #	203-574-4360
e-mail	leo@qds.biz
Cellphone #	203-910-2316

Description of Services

Description of Services	Est Qty	Total
Dec 2018 - EZ-Track USPS Mail tracking system for each individual mailings using QDS Permit	1	25.00
Dec 2018 - #10 Envelopes 24# WW - 1 sided	1,800	58.50
Dec 2018 - #9 Return Envelope (BRE) - 1 Sided - WW envelopes - Black Ink	1,800	58.50
Dec 2018 - 1st Class Postage* - CASS Certified Rates	1,800	729.00
Subtotal DEC 2018		1,130.50

Mailing services available for ALL Town Mailings - Delinquent Notices, Mayors Letters, other Departments - Please call for Pricing

WE WILL BEAT YOUR CURRENT VENDOR PRICING FOR MAILING SERVICES BY 5% (GUARANTEED) excluding Postage as that is a pass-through charge

[www.qds.biz](http://www.qds.biz)

Review this letter carefully - call if items need to be removed or added - Sign and return promptly

Enter Total based on options chosen

Customer Acceptance Signature:

*Kristy L. Merrifield*

Print Name and Title:

Kristy L. Merrifield

Customer Acceptance Date:

6/19/18 collector of Revenue

Purchase Order # (if applicable):



Quality Data Service, Inc.  
 121 Mattatuck Heights Rd  
 Waterbury, CT 06705

# Budget Letter 2018-19

Date	Letter #
6/14/2018	2018E035

Name / Address

Town of East Hampton  
 Attn: Tax Collector  
 20 High Street  
 East Hampton, CT 06424

Contact	Leo DiNicola
Phone #	203-755-9031 x103
Fax #	203-574-4360
e-mail	<a href="mailto:leo@qds.biz">leo@qds.biz</a>
Cellphone #	203-910-2316

Description of Services

Description of Services	Est Qty	Total
Printing Services - REPRINT RE BILLS		
Setup Charge	1	100.00
2018 - Printing and Processing RE Bills Including Banks	3,100	480.50
2018 - Printing and Processing Motor Vehicle Bills	8,000	1,240.00
2018 - Printing and Processing Personal Property Bills	900	139.50

\$1,960.00

[www.qds.biz](http://www.qds.biz)

Review this letter carefully - call if items need to be removed or added - Sign and return promptly

Enter Total based on options chosen

Customer Acceptance Signature:

Print Name and Title:

Customer Acceptance Date:

Purchase Order # (if applicable):

*Kristy L. Merrifield*  
 Kristy L. Merrifield  
 6/19/18  
 collector of Revenue



Quality Data Service, Inc.  
121 Mattatuck Heights Rd  
Waterbury, CT 06705

# Budget Letter 2018-19

Date	Letter #
6/14/2018	2018E036

Name / Address

Town of East Hampton  
Attn: Tax Collector  
20 High Street  
East Hampton, CT 06424

Contact	Leo DiNicola
Phone #	203-755-9031 x103
Fax #	203-574-4360
e-mail	leo@gds.biz
Cellphone #	203-910-2316

Description of Services

REPRINT AND MAIL RE BILLS

Description of Services	Est Qty	Total
2018 - CASI certify File (RE, PP, MV)	1	75.00
2018 - Fold, Meter, Insert, Tray, Strap & Deliver Mail to PO	12,000	1,230.00
2018 - #10 Mailing Envelopes 24# WW - 1 sided	12,000	390.00
2018 - #9 Return Envelope (BRE) - 1 Sided - WW Envelope	12,000	390.00
2018 - 1st Class Postage - CASS Certified Rates (est)	12,000	4,860.00

~~~~~ CHANGE ORDER ~~~~~

June 18, 2018

- > Changed description of CASI Certify. (+\$0.00)
- > Increased quantity of INSERTER from 3,100 to 12,000. Increased price of INSERTER from \$317.75 to \$1,230.00. (+\$912.25)
- > Increased quantity of Envelopes #10-Single from 3,100 to 12,000. Increased price of Envelopes #10-Single from \$100.75 to \$390.00. (+\$289.25)
- > Increased quantity of #9-Single-B&W from 3,100 to 12,000. Increased price of #9-Single-B&W from \$100.75 to \$390.00. (+\$289.25)
- > Increased quantity of Postage - CASI Rate from 3,100 to 12,000. Increased price of Postage - CASI Rate from \$1,255.50 to \$4,860.00. (+\$3,604.50)

Total change to estimate +\$5,095.25

[www.qds.biz](http://www.qds.biz)

Review this letter carefully - call if items need to be removed or added - Sign and return promptly

Enter Total based on options chosen

Customer Acceptance Signature:

*Kristy L. Merrifield*

Print Name and Title:

Kristy L. Merrifield  
Collector of Revenue

Customer Acceptance Date:

6/19/18

Purchase Order # (if applicable):



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

AGENDA ITEM# 12

June 26, 2018

To: The East Hampton Town Council,

The documentation for the tax refunds listed below is available in the Office of the Collector of Revenue for your review. There are two refunds totaling \$67.90.

Respectfully Submitted,

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

Kristy L. Merrifield, CCMC  
Collector of Revenue

002

17.48

50.42

67.90