



PERMITTING CONTRACT

PROPERTY NAME: Lake Pocotopaug – East Hampton, CT
CONTRACT DATE: January 30, 2017
SUBMITTED TO: Peter Zawisza, Chairperson – East Hampton Lake Committee
SUBMITTED BY: Joe Onorato
SPECIFICATIONS: Permit filing for Lake Pocotopaug in East Hampton, CT.

Permitting:

1. SOLitude staff will be responsible for the following:
 - a. Prepare and file state pesticide use permit application with CT DEEP required to perform Copper Sulfate treatments at Lake Pocotopaug.
 - b. Filing of any notices or year-end reports with the appropriate agency as required by any related permit.
 - c. Notifying the client of any restrictions or special conditions put on the site with respect to any permit received, where applicable.

Client Responsibilities:

1. Client will be responsible for the following:
 - a. Providing information required for the permit application process upon request.
 - b. Providing Certified Abutters List for abutter notification where required.
 - c. Perform any public filings or recordings with any agency or commission associated with the permitting process, if required.
 - d. Compliance with any Order of Conditions or other special requirements or conditions required by the local municipality.
 - e. Compliance and enforcement of temporary water-use restrictions where applicable.

General:

1. Contractor is a licensed pesticide applicator in the state in which service is to be provided.
2. Individual Applicators are Certified Pesticide Applicators in Aquatics, Public Health, Forestry, Right of Way, and Turf/Ornamental as required in the state in which service is to be provided.
3. Contractor is a SePRO Preferred Applicator and dedicated Steward of Water. Each individual applicator has been trained and educated in the water quality

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testing and analysis required for site specific water quality management prescriptions, and utilizes an integrated approach that encompasses all aspects of ecologically balanced management. Each applicator has received extensive training in the proper selection, use, and application of all aquatic herbicides, algaecides, adjuvants, and water quality enhancement products necessary to properly treat our clients' lakes and ponds as part of an overall integrated pest management program.

4. Contractor guarantees that all products used for treatment are EPA registered and labeled as appropriate and safe for use in lakes, ponds, and other aquatic sites, and are being applied in a manner consistent with their labeling.
5. All pesticide applications made directly to the water or along the shoreline for the control of algae, aquatic weeds, or other aquatic pests as specified in this contract will meet or exceed all of the contractor's legal regulatory requirements as set forth by the EPA and related state agencies for NPDES and FIFRA. Contractor will perform treatments that are consistent with NPDES compliance standards as applicable in and determined by the specific state in which treatments are made. All staff will be fully trained to perform all applications in compliance with all federal, state, and local law.
6. Contractor will furnish the personnel, equipment, materials, and other items required to provide the forgoing at his expense. Equipment will include trucks, boats, amphibious vehicles, all-terrain vehicles, utility vehicles, high volume tank sprayers, low volume tank sprayers, back-pack sprayers and other small equipment as required to properly access and perform treatments in the designated areas.
7. Contractor will maintain general liability and workman's compensation insurance.
8. Customer understands and acknowledges that there are irrigation restrictions associated with many of the products used to treat their lakes and ponds. The customer is responsible for notifying the contractor in advance of the contract signing and the start of the contract treatment if they utilize any of the water in their lakes or ponds for irrigation purposes. The customer accepts full responsibility for any issues that may arise from the irrigation of turf, ornamentals, trees, crops, or any other plants as a result of treated water being used by the customer for irrigation without the consent or knowledge of the contractor.
9. Although there is rarely direct fish toxicity with the products used for treatment when applied at the labeled rate, any time there is an extreme infestation of algae and aquatic weeds, there is a risk of dissolved oxygen drops as a result of large masses of algae and aquatic weeds dying and decomposing simultaneously. This risk is most severe in times of extremely hot weather and warm water temperatures, as these are the conditions during which dissolved oxygen levels are naturally at their lowest levels. Often times lakes and ponds will experience natural fish kills under these conditions even if no treatment is performed. Every effort, to include

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the method and timing of application, the choice of products, and the skill and training of the applicators is made to avoid such problems. This risk is especially mitigated by the use of systemic herbicides wherever possible, which results in a very slow steady control of the target weed species. However, the customer understands and accepts that there is always a slight risk of the occurrence of adverse conditions outside the control of the contractor that will result in the death of some fish and other aquatic life. The customer also understands and accepts that similar risks would remain if the algae or submersed invasive vegetation present in the lake goes uncontrolled, as it will over time interfere with the health and well being of the existing fish population. The customer agrees to hold the contractor harmless for any issues with fish or other aquatic life which occur as described above, or are otherwise outside the direct control of the contractor, unless there is willful negligence on the part of the contractor.

10. Contractor is not responsible for treatment failures that result from dam or other structural failures, severe storms, flooding, or other acts of God that are outside of the control of the contractor.
11. Contractor shall be reimbursed by the client for any non-routine expenses, administrative fees, compliance fees, or any other similar expense that are incurred as a result of requirements placed on the contractor by the client that are not covered specifically by the written specifications of this contract.
12. The customer agrees to pay penalties and interest in the amount of 2% per month for all past due invoices and related account balances in excess of 30 days past due from the due date as specified by the contract and as stated on the relevant invoice presented to the customer.
13. The customer covenants and agrees to pay reasonable attorney's fees and all other related costs and expenses of SOLitude Lake Management® for collection of past due invoices and account balances and for any other actions required to remedy a material breach of this contract.

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CONTRACT PRICE: \$740.00 (Plus CT Sales Tax, if applicable)

PAYMENT TERMS:

1. Payment due upon permit application submission.

APPROVED:

SOLitude Lake Management®

(Authorized Signature)

Town of East Hampton

(Print Name and Title)

(Date)



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RFP #2017-02: Town of East Hampton REQUEST FOR QUALIFICATIONS
Partnership for Success Drug and Alcohol Prevention Grant-- Program Evaluator
Emily Melnick Consulting Proposal
February 15, 2017

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Page 3. C) Name and telephone number of person(s) to be contacted for further information or clarification.

Page 3-4. D) A background and qualifications statement including, name of firm/individual, capabilities, and description and history of your firm and the servicing office.

Page 4. E) Municipal client reference and additional client reference

Page 4-9. F) Personnel including resume

Page 10. G). Understanding of the Scope of Work.

Page 11. H) How individual evaluator will supply evaluation services to the Town and general approach to serving as Program Evaluator including availability and responsiveness.

Page 11. I). A listing of any grievances filed within the firm, with the outcome, against the firm or individual within the past five (5) years.

Page 11. J). Method of communication utilized to provide updates of pertinent information. For example: newsletters, electronic mailings, other.

Page 12 K) Concluding statement as to why the respondent is best qualified to meet the needs of the Town, including any other information relative to this proposal.

L) Signed Non-Collusion Statement (ATTACHMENT A)

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Partnership for Success Drug and Alcohol Prevention Grant-- Program Evaluator
Emily Melnick Consulting Proposal
February 15, 2017**

B.) Letter of Transmittal

This letter serves to indicate Emily Melnick Consulting LLC's interest in providing the services contained within **RFP #2017-02: Town of East Hampton REQUEST FOR QUALIFICATIONS Partnership for Success Drug and Alcohol Prevention Grant-- Program Evaluator.**

Emily Melnick is knowledgeable of those matters and conditions in the Town which would influence this Proposal.

Emily Melnick, Principal

Emily Melnick Consulting, LLC

February 15, 2017

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Emily Melnick Consulting Proposal
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- C) Name and telephone number of person(s) to be contacted for further information or clarification.

Emily Melnick, Principal
Emily Melnick Consulting, LLC
50 Hunting Hill Road
Woodbridge, CT 06525
312-208-7049
melnick.emily@gmail.com

- D) A background and qualifications statement including, name of firm/individual, capabilities, and description and history of your firm and the servicing office.

Emily Melnick is an independent evaluation consultant who, over the past 20 years, has conducted a wide variety of health and social service-related program evaluations at the community, state and Federal level. Emily has worked with diverse groups of stakeholders employing both quantitative (survey development and implementation) and qualitative analytic methods (focus group and structured interview facilitation and analysis) to assess progress towards multiple objectives over time and better understand issues in context. Her recent work focuses on building better outcomes for at-risk youth and their families in the child welfare and juvenile justice systems. Much of this work centers on evaluating multi-system collaborations using nationally validated quantitative survey instruments and conducting focus group and structured interviews to assess progress towards multiple objectives over time.

Emily has in depth experience evaluating partnership building strategies concerning both program- and systems-level goals. From 2012 through 2014, for the Rhode Island Department of Children, Youth, and Families, *Rhode Island Child Welfare-Early Care and Education Partnership*, she used standardized tools to evaluate the developing relationships, over two years, among 10 partner organizations focusing on an assessment of partnership strength to advance the initiative's goals.

Currently, Emily serves as the evaluation site lead for four Hartford Foundation for Public Giving' Career Pathway Initiative grantees, which include non-profit service agencies, community college, workforce development and employer partners. In addition, she provides evaluation consulting services to several Connecticut and Rhode Island based non-profit organizations, including those focused on youth development, education, and juvenile justice. Emily works closely with her clients to establish realistic outcomes, and design systems to collect and analyze data to inform programmatic decision-making.

As of February 2017, Emily was hired as the program evaluator for the Fairfield Cares Community Coalition, CT Department of Mental Health and Addictive Services (DMHAS), CT Strategic Prevention Framework Coalition (CSC) Initiative where she will direct and implement all evaluation

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activities over the next 3 years including the development of comprehensive needs assessment plans, strategic plans, evaluations plans and implementation plans (utilizing the Strategic Prevention Framework as a guide). This work will encompass quantitative and qualitative data collection, instrument development, data analysis, report preparation, interpretation of findings, and community and coalition presentations. Services also will cover communication with DMHAS and University of Connecticut Health Center as required. Emily holds an M.A. in Social Service Administration from the University of Chicago and a B.A. in Social Science from the University of Michigan, Residential College.

E) municipal client reference:

Project Evaluator for the Fairfield Cares Community Coalition, CT Department of Mental Health and Addictive Services (DMHAS), CT Strategic Prevention Framework Coalition (CSC) Initiative.
Fairfield, CT

February 2017

Contact: Denique Weidema-Lewis, Director of Prevention Positive Directions- The Center for Prevention & Recovery 420 Post Road West, Westport CT 06880. 203-227-7644

community agency client reference:

Program Evaluator for Tides Family Services, West Warwick, RI
November 2012 to present

Contact: Beth A. Lemme Bixby, MSW, LICSW, Chief Operating Officer, Tides Family Services, 215 Washington Street West Warwick, RI 02893, 401-822-1360 Main Line 401-580-5267 Cell

F) Personnel --- Emily Melnick, Principal will provide all services described herein.

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EXPERIENCE Independent Evaluation Consultant at Emily Melnick Consulting, LLC

Hartford Foundation for Public Giving, Hartford, CT (April 2016-present)
Career Pathways Initiative

Evaluation Site Lead

- Design comprehensive program evaluation protocol, including articulation of Hartford Foundation and grantee outcomes.
- Facilitate collaborative Theory of Change development.
- Develop, plan and deliver evaluation training and technical assistance.
- Conduct stakeholder interviews and focus groups.

The Yale Medical Legal Partnership Project, New Haven, CT (Nov. 2015-present)

Read to Grow, Branford, CT (March 2016-August 2016)

Neighborhood Music School, New Haven, CT (July 2016-August 2016)

- Design comprehensive program evaluation protocol.
- Facilitate collaborative logic model development.
- Facilitate development of agency performance metrics.
- Design and implement performance management system.
- Facilitate the implementation and monitoring of quantitative and qualitative evaluation metrics and data collection methods.
- Train program staff on quality assurance, data collection and evaluation.
- Program evaluation grant writing.

The Consultation Center, Inc. Department of Psychiatry, Yale University School of Medicine,
New Haven, CT (Nov. 2012-present)

Evaluation Consultant, Staff Affiliate

- Design evaluation protocols and facilitate collaborative logic model development.
- Train agency program staff on quality assurance, data collection and evaluation.
- Facilitate development of agency performance metrics.
- Conduct focus groups and key informant interviews.
- Conduct cost evaluations and social network analysis.
- Analyze qualitative and quantitative evaluation data.
- Write reports and present findings to stakeholders.
- Oversee key components of federal grant implementation with state and local partners.

Asian Health Coalition of Illinois, Chicago, IL (Feb. 2009-Feb.2010)

Program Evaluator

- Designed, coordinated and conducted evaluation of organization's Asian Mental Health Partnership Initiative.
- Provided program evaluation training and technical assistance for agency staff.

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Program Manager, Asian American Substance Abuse Intervention Initiative

- Managed coalition of 15 community-based organizations focused on increasing access to culturally and linguistically appropriate substance abuse screening, early intervention, and treatment services.
- Designed and managed all aspects of program, including development of survey instruments, client tracking forms, agency contracts, and financial documents.
- Provided and coordinated training and technical assistance.
- Provided fiscal oversight, management, and financial reporting.
- Conducted research and data collection through interviews, surveys, and quantitative data analysis.
- Evaluated all services rendered through development and execution of summary reports and final evaluation.

**US Department of Health and Human Services, Office of Inspector General,
Office of Evaluation and Inspections, Chicago, IL (Jan.1997-Sept. 2006)**

Senior Program Analyst, Team Leader

- Served as Team Leader of analysts conducting multiple national program evaluations of Department of Health and Human Services' programs and policies.
- Supervised and trained team members conducting program evaluations.
- Created designs and methodologies used to conduct program evaluations.
- Designed survey instruments used to collect qualitative and quantitative data.
- Coordinated and conducted research and data collection through interviews, surveys and quantitative data analysis.
- Analyzed qualitative and quantitative data gathered during field work.
- Wrote evaluation reports highlighting key research findings and recommendations for the Department, Congress, and HHS grantees.
- Wrote evaluation reports resulting in policy, regulatory and management improvements.
- Presented report findings at Departmental meetings and external conferences.
- Completed 2 year selective Leadership Development Program, including 2 month detail working for Cook County Ambulatory Health Care Network, Office of Accreditation and Quality Assurance.

Illinois House Democratic Majority, 13th District, IL (Sept.1996-Nov. 1996)

Co-Campaign Manager

- Coordinated all aspects of Illinois State Representative campaign.
- Wrote campaign materials including mailings, press releases and letters to the editor.
- Supervised, trained and recruited volunteers.
- Organized election day "get out the vote" activities.

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Chicago Department of Human Services, Office of Legislative Affairs,
Chicago, IL (June 1995-Sept.1996)

Legislative Intern

- Analyzed federal and state legislation impacting human services.
- Researched and advocated on issues affecting low-income Chicago residents.
- Wrote legislative updates for Department staff and social service community.
- Presented information to city-wide social service coalitions.
- Worked on formulation of Department's state and federal legislative agendas.

Evanston Department of Health and Human Services, Evanston, IL (Oct. 1994-June 1995)

Intern to Director

- Researched and evaluated city-funded social service programs.
- Participated in determination of human service budget priorities.
- Coordinated McKinney emergency shelter grant funding allocation process.
- Developed individual case plans for Child and Adolescent Local Area Network.

Northwest Action Against Rape, Schaumburg, IL (Dec. 1993-Aug. 1994)

Legal Coordinator

- Provided legal advocacy and crisis intervention services to sexual assault survivors.
- Trained police officers and assistant state's attorneys on working effectively with survivors.
- Supervised and trained volunteer legal advocates.

Big Brothers-Big Sisters of Metropolitan Chicago, Chicago, IL (Sept. 1992-Sept. 1993)

Girls Program Coordinator

- Developed, planned, and implemented educational programs designed to strengthen the development of "at-risk" adolescent girls.
- Managed and supervised a caseload of 25 matched volunteers and clients.
- Conducted agency orientations and training sessions for client families and prospective volunteers.

University of Michigan School of Social Work, Ann Arbor, MI (May 1992-Aug. 1992)

Research Assistant

- Reviewed literature, developed instrument, interviewed participants, and analyzed data for a project studying organizing with women of color.

EDUCATION **The University of Chicago, School of Social Service Administration, Chicago, IL**
M.A. Public Policy concentration, June 1996.

The University of Michigan, Residential College, Ann Arbor, MI
B.A. Social Science, French language and literature, May 1992.

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CIVIC **Woodbridge School District Board of Education, Woodbridge CT (July 2013-present)**
Elected Representative

- Policy Committee

PUBLICATIONS

- "Connecticut's Cross-System Approach to Heal Traumatized Children and Promote Well-Being." CW360, Center for Advanced Studies in Child Welfare, Spring 2014
- "Enrollment Levels in Head Start," U.S. Department of Health and Human Services, Office of Inspector General, Office of Evaluation and Inspections, April 2007
- "Preadmission Screening and Resident Review for Younger Nursing Facility Residents with Serious Mental Illness," U.S. Department of Health and Human Services, Office of Inspector General, Office of Evaluation and Inspections, January 2007
- "Temporary Medicare-Approved Drug Discount Card: Beneficiaries' Awareness and Use of Information Resources," U.S. Department of Health and Human Services, Office of Inspector General, Office of Evaluation and Inspections, November 2005
- "Variation in State Medicaid Drug Prices," U.S. Department of Health and Human Services, Office of Inspector General, Office of Evaluation and Inspections, September 2004
- "SCHIP: States' Progress in Reducing the Number of Uninsured Children," U.S. Department of Health and Human Services, Office of Inspector General, Office of Evaluation and Inspections, August 2004
- "State Strategies to Contain Medicaid Drug Costs," U.S. Department of Health and Human Services, Office of Inspector General, Office of Evaluation and Inspections, October 2003
- "Distributing Collected Child Support to Families Exiting TANF," U.S. Department of Health and Human Services, Office of Inspector General, Office of Evaluation and Inspections, October 2001
- "Withholding Child Support Obligations from Departmental Employees," U.S. Department of Health and Human Services, Office of Inspector General, Office of Evaluation and Inspections, August 2001
- "Younger Nursing Facility Residents with Mental Illness: An Unidentified Population," U.S. Department of Health and Human Services, Office of Inspector General, Office of Evaluation and Inspections, January, 2001

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- "Younger Nursing Facility Residents with Mental Illness: Pre-admission Screening and Resident Review Implementation and Oversight," U.S. Department of Health and Human Services, Office of Inspector General, Office of Evaluation and Inspections, January 2001
- "Indian Health Service Equal Employment Opportunity Complaints Process," U.S. Department of Health and Human Services, Office of Inspector General, Office of Evaluation and Inspections, June 2000
- "Head Start, TANF and Child Care Needs Assessments," U.S. Department of Health and Human Services, Office of Inspector General, Office of Evaluation and Inspections, October 1999
- "Tribal Child Care," U.S. Department of Health and Human Services, Office of Inspector General, Office of Evaluation and Inspections, October 1998
- "States' Child Care Certificate Systems: An Early Assessment of Vulnerabilities and Barriers," U.S. Department of Health and Human Services, Office of Inspector General, Office of Evaluation and Inspections, February 1998
- "How Did We Get Here?: Understanding the Political Process of Welfare Reform," The Advocate's Forum, vol. 2, no. 2, Winter 1996, School of Social Service Administration.

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G) Understanding of the Scope of Work.

The evaluator will assist data collection within the following two domains: 1) Needs Assessment and 2) ongoing data collection. In order to guide the Prevention Coordinator and Local Prevention Council decision making regarding priority substance and to inform planning throughout the grant period, community level data will be collected through both quantitative (surveys and existing data management systems) and qualitative methods (structured interviews and focus groups). In addition, through a mixed methods approach, the evaluator will collect specific outcomes related to underage drinking (age 12-20) and prescription drug misuse (age 12-25) including school survey data. Further, in collaboration with the Town staff and Prevention Council members, the evaluator will identify key stakeholders, data sources, including required student and parent surveys, assist in the data collection and dissemination for the process and outcome evaluation of the grant.

The table below details the scope of services, including the general approach to the work, a brief description of the methodology to be used, and the estimated hours required for YEAR 1.

| <u>Scope of Services:</u> | <u>Approximate Hours</u> |
|---|--------------------------|
| Working with the Prevention Coordinator and Prevention Council, the Evaluator will plan and conduct a community needs assessment and prepare a comprehensive summary report. This includes conducting primary qualitative data collection (focus groups, key informant interviews) and quantitative data collection (surveys), as needed, in addition to the collection of secondary data from a variety of relevant sources (e.g. CT Dept. of Public Health, Chief Medical Examiner's Office, CT Dept of Education, CT Dept. of Labor, etc.). Data will be analyzed and summarized for the needs assessment and findings will be shared with key stakeholders. | 34 |
| The Evaluator will provide support to the Prevention Coordinator and Prevention Council in the development of a Strategic Plan and Sustainability Plan. This includes the identification of any necessary evaluation components that may be included in the Plans. At a minimum this will include the identification of measureable short and long-term outcomes to be included in the Strategic Plan. | 8 |
| The Evaluator will develop a comprehensive Evaluation Plan. The Evaluation Plan will include performance targets, measurement tools or data source, frequency and timing of data collection, and the person responsible for collection as it relates to the short and long-term objectives and outcomes identified in the Strategic Plan. In addition, the plan will detail the collection of process and outcome data as it relates to the goals and objectives of the PFS program throughout the course of the grant period. | 10 |

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| | |
|---|------------|
| The Evaluator will be responsible for and/or assist with data collection, data entry, and the preparation of summary reports throughout the course of the grant period. Data collection will include process and outcome data as it relates to the PFS program goals and objectives and may include qualitative and quantitative data via surveys, focus groups and key informant interviews (or other methods as needed). The Evaluator will ensure that student survey data is collected on a regular schedule and that all CORE measures for all CORE substances are included in the survey tool selected or developed. In addition, surveys will be developed to collect data from parents, community members and coalition members throughout the course of the project. | 32 |
| The Evaluator will participate in all state and federal monitoring and evaluation required by the PFS project. | 14 |
| The Evaluator will maintain on-going communication related to evaluation activities with Prevention Coordinator and Prevention Council members including in-person and telephone meetings; the Evaluator will attend coalition meetings and present findings and summary reports at these meetings when applicable. | 20 |
| The Evaluator will work in conjunction with the Center for Prevention, Evaluation & Statistics and the University of Connecticut Health Team the PFS Evaluation Coordinator, as required. Specifically, per DMHAS's guidance and requirements, evaluator will support required participation in in 2 data collection systems (IMPACT for DMHAS) and for the Federal Cross-site Evaluation, the Community Level Instrument Revised (CLI-R). | 8 |
| <i>Anticipated Deliverables:</i> The Evaluator will prepare Evaluation Reports prescribed by DMHAS and enter data into any prescribed federal reporting data bases as identified by SAMHSA. | 24 |
| Total Hours | 150 |

H) Throughout the Evaluator's engagement with the Town of East Hampton Prevention Coordinator and Prevention Council, frequent electronic, and phone communication and in-person involvement including attendance at all key partnership meetings will facilitate our collaborative approach and help stakeholders take ownership of the evaluation process. Structured interviews and focus groups will also be conducted in person.

I) No grievances have been filed within the firm, against the firm or individual within the past five (5) years.

J) Method of communication – the Evaluator will use frequent electronic, phone and in person attendance at key coalition partner meetings to provide real time updates of pertinent information.

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K) Concluding statement:

As a recently implemented and developing initiative, the Town of East Hampton's Partnership for Success Drug and Alcohol Prevention Grant will benefit from a developmental, utilization-focused approach to evaluation. Developmental evaluation provides continuous feedback to decision-makers through real-time interactions that generate learning and practical ideas for program improvement. When done right, this type of evaluation can serve as an important intervention for a program, influencing its implementation, as it assesses its outcomes. This evaluation plan establishes processes and formats for collecting, analyzing, and presenting outcome data, including establishing evidence of progress towards the grant goals and objectives. I look forward to working together with the Town of East Hampton's Partnership for Success Drug and Alcohol Prevention Grant staff and stakeholders to delineate goals and indicators, identify benchmarks or targets to measure progress, and mechanisms for regular reporting. Throughout my engagement, frequent communication and in-person involvement will facilitate a collaborative approach and help stakeholders take ownership of the evaluation process.

2/1/2017

ATTACHMENT A

**TOWN OF EAST HAMPTON
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR QUALIFICATIONS
Prevention Grant- PROGRAM EVALUATOR
RFP #2017-02**

NON-COLLUSION STATEMENT

The company submitting this proposal certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other respondent or competitor. We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

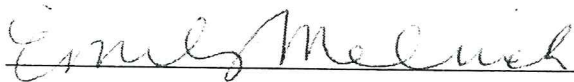
Date: 2/15/17
Name of Company: Emily Melnick Consulting LLC
Name and Title of Agent: Emily Melnick, Principal
By (SIGNATURE): Emily Melnick
Address: 50 Hunting Hill Road
Woodbridge CT
06525
Telephone Number: 312-208-7049

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B.) Letter of Transmittal

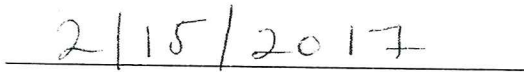
This letter serves to indicate Emily Melnick Consulting LLC's interest in providing the services contained within **RFP #2017-02: Town of East Hampton REQUEST FOR QUALIFICATIONS Partnership for Success Drug and Alcohol Prevention Grant-- Program Evaluator.**

Emily Melnick is knowledgeable of those matters and conditions in the Town which would influence this Proposal.



Emily Melnick, Principal

Emily Melnick Consulting, LLC



February 15, 2017

CERTIFIED RESOLUTION OF APPLICANT

SMALL CITIES PROGRAM

Certified a true copy of a resolution adopted by the Town of East Hampton at a meeting of its Town Council on February 28, 2017 and which has not been rescinded or modified in any way whatsoever.

(Clerk) Sandra M. Wieleba

(Date)

(Seal)

WHEREAS, Federal monies are available under the Connecticut Small Cities Community Development Block Grant Program, administered by the State of Connecticut, Department of Housing pursuant to Public Law 93 – 3 83, as amended; and,

WHEREAS, pursuant to Chapter 127c, and Part VI of Chapter 130 of the Connecticut General Statutes, the Commissioner of Housing is authorized to disburse such Federal monies to local municipalities; and,

WHEREAS, it is desirable and in the public interest that the Town of East Hampton make application to the State for \$800,000 in order to undertake a Small Cities Community Development Program and to execute an Assistance Agreement therefore, should one be offered.

NOW, THEREFORE, BE IT RESOLVED BY THE Town Council:

1. That it is cognizant of the conditions and prerequisites for State Assistance imposed by Part VI of Chapter 130 of The Connecticut General Statutes; and,
2. That the filing of an application by the Town of East Hampton in an amount not to exceed \$800,000 is hereby approved, and that the Town Manager is hereby authorized and directed to file such Application with the Commissioner of the Department of Housing, to provide such additional information, to execute such other documents as may be required by the Commissioner, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an Agreement is offered, to execute any amendments, rescissions, and revisions thereto, to carry out approved activities and to act as the authorized representative of the Town of East Hampton.

EAST HAMPTON HOUSING PROJECT NARRATIVE:

East Hampton Housing Authority is looking to complete the 3rd phase of our long term plan for the senior /disabled housing to give it sustainability, accessibility, safety while remaining affordable for the low to moderate income senior and disabled.

We started with Phase 1 in 2012 with an award of a CDBG. The grant allowed us to replace failing shingles on the roofs of 7 buildings. It also allowed us to completely renovate the bathrooms in 36 units by removing the tubs and replacing them with a step in shower, new vanity, sink, and faucet. This allowed better accessibility for the residents and provided some storage in the bathroom. About half of the units had the hot water heaters replaced for those more energy efficient and we installed new 24" stoves.

Phase 2 was planned with a SSHP award in 2014. This award was a combination grant from DOH, a CHFA loan and a commitment by the Housing Authority to contribute more than half of our reserves. The work was a total renovation of the thirty units at the 40 year old Bellwood site. The work included new roofs and new siding, new LED street light fixtures and indoor and outdoor LED lights in the units and community building. In the individual units new laminate flooring was installed, new interior and exterior doors and trim, new cabinets, countertops, 24" stoves with exhaust fan, kitchen sink and faucet, replace the electric boxes, the electric outlets and GFIs, a complete bathroom renovation that removed the tubs and installed step in shower, bathroom sink, vanity, toilet and vinyl flooring and complete painting of all units. One of the requirements of the renovation was to make 3 units H/C accessible. The 3 units were completely gutted and converted to accommodate a resident who needed wheel chair accessible space especially in the kitchen and bathroom. At the Chatham Acres site, the 40 unit received new flooring, cabinets, countertops and sinks and faucets.

All interior of the units have been painted, the interior lights were replaced with LEDs, new electric outlets and GFIs. An exhaust fan was installed over the stove. The interior doors and trim was replaced.

With approval of our Town leaders, the East Hampton Housing Authority is applying for a CDBG to be able to complete Phase 3 of our long term plan. If the CDBG is awarded, the plans are to include major site work to redo and improve deteriorating parking lot with many cracks/potholes. The parking lot while adding more parking spaces including 3 new H/C accessible spots, will actually reduce the area of bituminous by reducing a circular effect present now to level the sloping, provide better drainage and move back from the edge of the watershed/ flood plain. This will provide a safer access to parking area for the residents. We are looking at possibility that a few street lights in the parking area may need to be replaced. The site work will include repaving of the current sidewalks which are in disrepair with many cracks in order to improve safety to the community room, units and parking. In the community room, an addition will be added to create a larger bathroom space which will be unisex and enlarged for H/C accessibility. It will also allow the laundry room to be more accessible.

At Chatham Acres we have looked at the need for more office space to accommodate two separate offices which would allow the E.D. and the RSC to work separately with a resident to provide confidentiality and privacy about financial or personal issues. The former small office space will be turned into a "library" for the resident's use where they can go to do puzzles or games or access the Wi-Fi with their laptop, iPad, etc.

If awarded, the CDBG will enhance the quality, safety and enjoyment of the community.

EAST HAMPTON HOUSING AUTHORITY

CHATHAM ACRES
GOVERNOR BILL O'NEILL DRIVE
EAST HAMPTON, CT 06424
(860) 267-8498

Thomas Denman, Chairman
Patricia Dufour, Vice Chairman
Jo Ann Ewing, Secretary
Ann McLaughlin, Treasurer

Judie Bobbi, Executive Director

2016 Annual Report

The Housing Authority of the Town of East Hampton maintains two senior housing complexes; Bellwood Court on West Drive with 30 units; 22 singles @410 sq. ft. and 8 one bedroom apartments @510 sq. ft. and Chatham Acres on Governor Bill O'Neill Drive with 40 apartments; 30 singles @410 sq. ft., 6 one bedroom, double apartments @ 518 sq. ft., and 4 handicap accessible @ 600 sq. ft.

The total number of occupants as of December 31, 2016 was sixty-five. The Housing Authority is required to have a DOH/CHFA approved Fair Housing Marketing Plan. As per this plan we advertise and accept new applicants from April 1st until January 31st the following year. We do not take applications during February or March. To be eligible to apply for housing, a person must be 62 or older or certified disabled under the Federal Social Security Act. Income limits apply according to the HUD medium family income estimates that are calculated using the Fair Market Rent definitions. The Housing Authority maintains a waiting list for applicants. As of December 2016 there were 16 names on the waiting list.

The Housing Authority units were built in 1975/76 at the Bellwood Court site and 1982/83 at the Chatham Acres site. Modest rehab has been done over several years as needed and as funds have been available through state funding or use of reserves.

In June 2014, the Housing Authority, with the help of consultant team Millennium Realty, LLC of Rocky Hill, submitted an application for State Sponsored Housing Plan (SSHP) in order to obtain funding for major indoor improvements at Bellwood Court, including an outside face lift and other work at Chatham Acres along with improvements in the office space at Chatham Acres. In December 2014 the Housing Authority received approval for \$1,126, 318 in funding from the Department of Housing. The Housing Authority estimates the work to be in the \$2,000,000 range. We have received a \$700,000 loan from the Connecticut Housing Finance Authority who is the underwriter and is working with the Department of Housing to finance the improvements. The Housing Authority was required to use \$400,000 of reserves to complete the total amount needed.

We secured Rental Assistance Payments through the Department of Housing with J. D'Amelia Associates for 50 units in order for us to bring up our base rents to \$493 and \$523 and over time reach the current market rents for this area. Seventeen of the rental assistance payments will be permanent and the others will go away when a vacancy occurs.

The work that began in September is nearly completed with only punch list items to be addressed. We have been able to install new flooring, new cabinets and counters, new interior doors and molding and new paint in all 70 units. Bellwood Court also received new siding and roofing on all 8 buildings, new stoves and new bathrooms and hot water heaters and electrical boxes. At this point all 70 units have received a total make over.

We are now looking to secure a Small Cities Block Grant through the Town to complete our 3rd and final phase of our long term plan. This will include major site work on the parking area and sidewalks and making an ADA compliant unisex bathroom and an accessible laundry room at Bellwood Court. Also, if possible we are looking expand to two office spaces at the Chatham Acres location for better accessibility and confidentiality for the residents who need to speak to the Resident Services Coordinator or the Executive Director in private; then turn the old office into a usable room for the residents to do crafts, puzzles, play cards, etc.

The Housing Authority receives a Grant from Department of Housing for a Resident Services Coordinator for sixteen hours per week. The RSC helps the residents apply for programs and needed services and coordinates social activities and informational programs.

The Housing Authority Board continues to explore different options that may be available in the future for expansion of our senior community to provide, safe, decent, affordable and accessible housing. For more information about our housing, citizens may contact our office.

Judie Bobbi
Executive Director



**TOWN OF EAST HAMPTON
AGENDA REPORT**

Agenda Item: 76

DATE: February 24, 2017
SUBJECT: Preservation Resolution
DEPARTMENT: Town Clerk's Office

RECOMMENDED ACTION:

Approval of the resolution.

BACKGROUND

In 2001, the Legislature passed a statute allowing Town Clerk's to charge an additional \$3.00 per document recorded on their land records. Every month a portion of the revenue collected is sent to the Connecticut State Library and is returned to the Town Clerk's in the form of a grant. The money generated from this additional fee is to be used for the development of a formal town-wide or multi-office cooperative records management program or management and care of permanent, archival and historical records on a town-wide or multi-office cooperative basis. Every year a resolution must be passed authorizing the town manager to execute and deliver a contract with the Connecticut State Library prior to applying for this grant.

ALTERNATIVE ACTIONS

None

FISCAL IMPACT

This grant will allow this office to continue preserving land records, minutes and other historical records on file in this office using grant money rather than increasing my budget. This was the purpose of passing legislation due to unfunded budgets and the deterioration of the historic records.

Authorization – State Library Historic Document Preservation Grant

BE IT RESOLVED THAT Michael Maniscalco, Town Manager of the Town of East Hampton, is empowered to execute and deliver in the name of an on behalf of this municipality a contract with the Connecticut State Library for a Historic Documents Preservation Grant.

EAST HAMPTON TOWN COUNCIL

Patience Anderson, Chairperson

Theodore Hintz, Jr., Vice Chairperson

Peter “James” Brown

Melissa Engel

Mark Philhower

Josh Piteo

Kevin Reich

Dated this 28th day of February, 2017

Agenda Item: 5A

CAPITAL RESERVE FUND

**NEW TOWN HALL/POLICE STATION BUDGET TRANSFER AND APPROPRIATION FOR DESIGN FEES AND
PRE-REFERENDUM SERVICES**

RESOLVED,

1. That the Town of East Hampton appropriate ONE HUNDRED TWENTY-EIGHT THOUSAND DOLLARS (\$128,000) for costs with respect to the proposed new Town Hall/Police Department facility. The appropriation may be spent for architectural, engineering, project management, construction management, legal fees and administrative costs related to pre-referendum project costs, including without limitation the preparation of schematic drawings and outline specifications for the project.

2. That the Town transfer funds from the following Capital Reserve Fund Project(s) to temporarily fund the project:
 - Mill Rate Stabilization (13900) \$128,000

3. That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs paid from such temporary advances are reasonably expected to be reimbursed from the appropriation for the full costs of the project, including not in excess of \$128,000 of the proceeds of borrowings funding such appropriation, if and when approved.

FY 2016-2017 Budget Transfer

Agenda item: 5B

Transfer From:

| Org | Object | Description | 2017 Revised Budget |
|------------|---------------|--------------------|----------------------------|
| 01010000 | 5230 | Pension | 15,487 |
| 01020000 | 5230 | Pension | 124 |
| 01060135 | 5230 | Pension | 42,021 |
| 01060136 | 5230 | Pension | 14,045 |
| 01060137 | 5230 | Pension | 15,798 |
| 01060138 | 5230 | Pension | 45 |
| 01070000 | 5230 | Pension | 15,542 |
| 01210211 | 5230 | Pension | 12,101 |
| 01210212 | 5230 | Pension | 158,498 |
| 01210213 | 5230 | Pension | 136 |
| 01320000 | 5230 | Pension | 9,091 |
| 01330000 | 5230 | Pension | 7,035 |
| 01410000 | 5230 | Pension | 36,270 |
| 01420000 | 5230 | Pension | 69 |
| 01430000 | 5230 | Pension | 60 |
| 01460000 | 5230 | Pension | 49 |
| 01510000 | 5230 | Pension | 118,687 |
| 01560000 | 5230 | Pension | 3,769 |
| 01610610 | 5230 | Pension | 23,075 |
| 01670000 | 5230 | Pension | 6,696 |
| 01680681 | 5230 | Pension | 18,700 |
| | | | \$ 497,298 |

Transfer To:

| | | | |
|----------|------|---------|-------------------|
| 01110000 | 5230 | Pension | \$ 497,298 |
|----------|------|---------|-------------------|

Note: As the Town continues its transition to a defined contribution plan from a defined benefit plan, the individual allocations between departments has become more complicated and time consuming. Continuing this process offers little to no benefit. I am recommending that beginning in FY2018 the Town budget for its share of the pension contribution in the employee benefits budget. The Board of Education, WPCA & Jt. Facility will budget for their respective shares as well. In order to have a budget that is comparative from FY2017 to FY2018 I am proposing that the department budgets for the DB pension contribution be transferred to the employee benefits budget (FY2017). Not doing this would give the appearance that department budgets are decreasing from 17 to 18.

TOWN OF EAST HAMPTON
LEGAL NOTICE

Public notice is hereby given that the Town Council will consider a waiver of the bidding procedure at the Town Council's regular meeting on Tuesday, March 14, 2017, at 6:30 p.m., in the East Hampton Middle School Library. Said waiver is requested by the Board of Education pursuant to the East Hampton Purchasing Ordinance #12.07, Section 7, for the school bus transportation contract.

Town Council

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



AGENDA
ITEM # 12

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

February 28, 2017

To: The East Hampton Town Council,

The documentation of the below listed tax refunds are available in the Office of the Collector of Revenue for your review. There are 10 refunds totaling \$2,455.30.

Respectfully Submitted,

Kristy L. Merrifield, CCMC
Collector of Revenue

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| 392 • 14 | + |
| 2,455 • 30 | * |