


MEMORANDUM

TO: Town Council

FROM: David E. Cox, Town Manager 

DATE: December 6, 2019

SUBJECT: Town Manager's Report

The following information includes follow up from general items that were discussed at previous Council meetings as well as updates of a general nature from the departments. The items are organized by department and are intended to provide information on activities currently being undertaken by the Town's departments and those matters that are upcoming. Not all departments will be represented in each Report.

Council Meeting Follow Up

- A question was raised during discussion related to the budget for heating cost whether and to what level we had realized savings after converting from Oil to Natural Gas as the fuel for our heating systems. Finance Director Jylkka has prepared the attached charts showing that our costs appear to be at least approximately 40% to 50% lower than they were in the past and that the Town is indeed realizing savings.
- Council members expressed concerns regarding the North Main Street paving project and, specifically, the final product. There were concerns regarding the centerline joint, the matching of pavement at the storm water inlets and the centerline striping. Public Works Director Matt Walsh has prepared the attached memo that discusses the matter.
- The Council requested a tour of the new Town Hall facility. A date for the tour will be coordinated with the contractor and the Council so that the tour can occur in the upcoming weeks prior to the holidays. It will be identified as a Special Meeting with only the tour as its topic.

Assessor

- The Assessor's Office is reminding Town residents that the Town is undertaking its state-mandated revaluation of all properties. The new values will be effective for the October 1, 2020 Grand List. The process will involve mailing of letters to the owners of our approximately 4800 properties requesting that they confirm the information we have about their property. Additionally, the Town's contracted assessing firm will be visiting

approximately 900 properties that are in active construction, have received an Occupancy or Approval Certificate recently, have recently sold or are properties that have not been inspected in the last 10 years. The attached press release is expected to be published in today's *Rivereast*. The letters are expected to be finalized and mailed very soon.

Collector

- The Collector's Office is reminding Town residents that the second installment for real estate, personal property and supplemental motor vehicle taxes are due and payable by January 1, 2020 and that the last day on which to pay without penalty is February 3, 2020. Real estate and personal property taxes over \$100 are split into two equal installments. The Office is in the process of preparing bills for the supplemental motor vehicle tax, which will be mailed on December 26, 2019. The bills will be available for viewing and payment online as soon as they are loaded into our tax software system. As a reminder, there is not a second billing for real estate and personal property taxes. All bills can be paid online or in person. An after-hours drop box is available to the left of the front door of Town Hall.

Land Use Department

- On December 4, the Planning and Zoning Commission approved a Zone Change from R-2 Single Family Residential to Commercial for the property known as 49 Oakum Dock Road, which is associated with St Clements Castle. The related application for a Special Permit to operate a banquet facility on that parcel was continued to the Commission's January 8, 2020 regular meeting. There are several steps the property owner needs to complete prior to consideration of a final plan for the banquet facility including completion of actions related to the septic systems for the facility and the neighboring property. Barring any delays in septic installation and approval, the Commission will likely be ready to issue an approval for the construction and operation of the proposed banquet facility with conditions at the January meeting.
- Also on December 4, the Planning and Zoning Commission approved an application adding language to the Zoning regulations governing Bed and Breakfast facilities, which will allow these facilities to host outside events upon approval of a Special Permit. These events would be considered an Accessory Use to the main bed and breakfast and guests to these events would not be allowed in the house per State Fire and Building Codes. The Zoning Code language, as approved, would allow up to 18 events per year, no more

than one event per week, with no more than 30 guests at each event at any Bed and Breakfast facility in the Town. The language, by requiring a Special Permit for any B&B that desires to have these events, allows the Commission to further restrict and apply conditions to these events depending on the particular property and location being proposed for such a use.

- As noted previously, the Route 66 Corridor Study is in its final stages. Staff is aware that the Council desires to receive a presentation on the proposed plan from the committee prior to preparation of the final plan. The Town's representative to the Committee, Planning and Zoning Official Jeremy DeCarli, is working with the Committee to set a date for that presentation at a January or February Town Council meeting.

Parks and Recreation

- In response to parent feed back and to accommodate growing enrollment, the Department has determined to split its Afternoon Adventures after-school program between the two elementary level schools rather than bussing the students to one location as had been done in the past. This will allow the program to grow somewhat and will allow the programing to be tailored more to the needs and desires of the participants by age group.

Public Works

- During the recent Sunday-Thru-Tuesday Snow Storm, the Town received between 4 and 6 inches of snow depending on the location. The majority of the roads were clear by mid-morning Tuesday after the heavy bands of snow ceased. Crews then moved on to clean the school parking lots and town-maintained sidewalks. During the storm, the Department had as many as fourteen trucks on the road engaged in treating and snow clearing operations. The Sunday portion of the storm was focused mostly on treating the roads and removing slush before it could turn to ice, while the Monday evening through Tuesday portion of the storm delivered the majority of the plowable snow. Crews began work mid-day on Sunday and continued through late Sunday evening. Crews returned early Monday to ensure that there were no icing conditions and worked through the day Monday preparing for the rest of the incoming storm. Crews were called in again Monday evening and remained on duty through the day on Tuesday.

- Public Works crews performed the demolition and disposal of the existing stairs at the Town Hall on Friday November 22 and reconstruction of the stairs by the Town's contractor is underway and nearing completion. The contractor for the project, Ken McGahee, Construction services and Consulting, expects to complete the work Monday or Tuesday, December 9 or 10.

Town Manger/Other

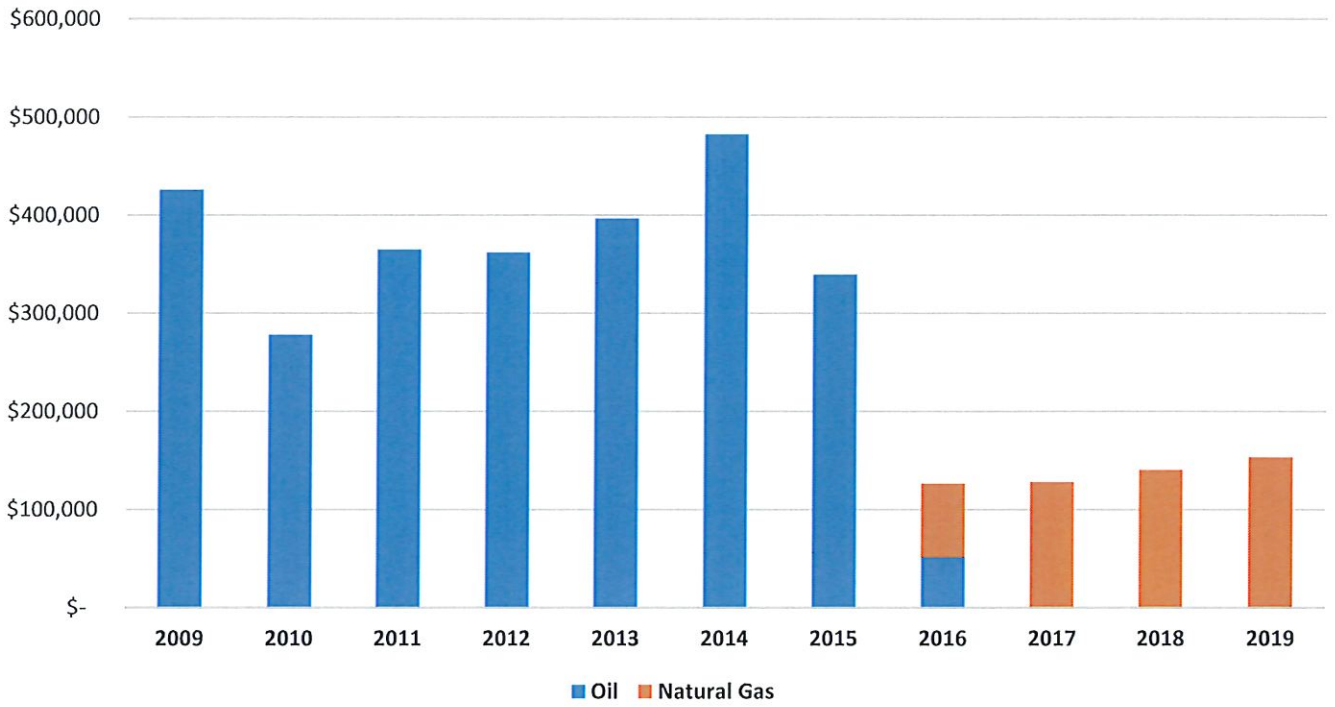
- Registrar of Voters Charlene Marquis-O'Brien (D) resigned her position effective November 28. The Town Clerk has notified the State of the resignation and the elevation of Ms. Marquis-O'Brien's appointed Deputy Registrar (Theresa Latimer) to the position of Registrar in accordance with Statute. Ms. Latimer is now required to appoint a new Deputy of the same political party.
- The Town Hall project continues to remain on schedule for substantial completion by March 2020. Exterior work has effectively wrapped up with the exception of final completion of the siding work, which is ongoing. Final paving of the roads and parking lots is complete. Final adjustments and determinations are being made for interior work including access controls and security systems. Staff continues to prepare for the eventual move including design and ordering of equipment for computer networking and telephone systems as well as solicitation of quotations/estimates for relocation. Current expectations remain that Town operations will relocate to the new facility in mid-April 2020.

DC

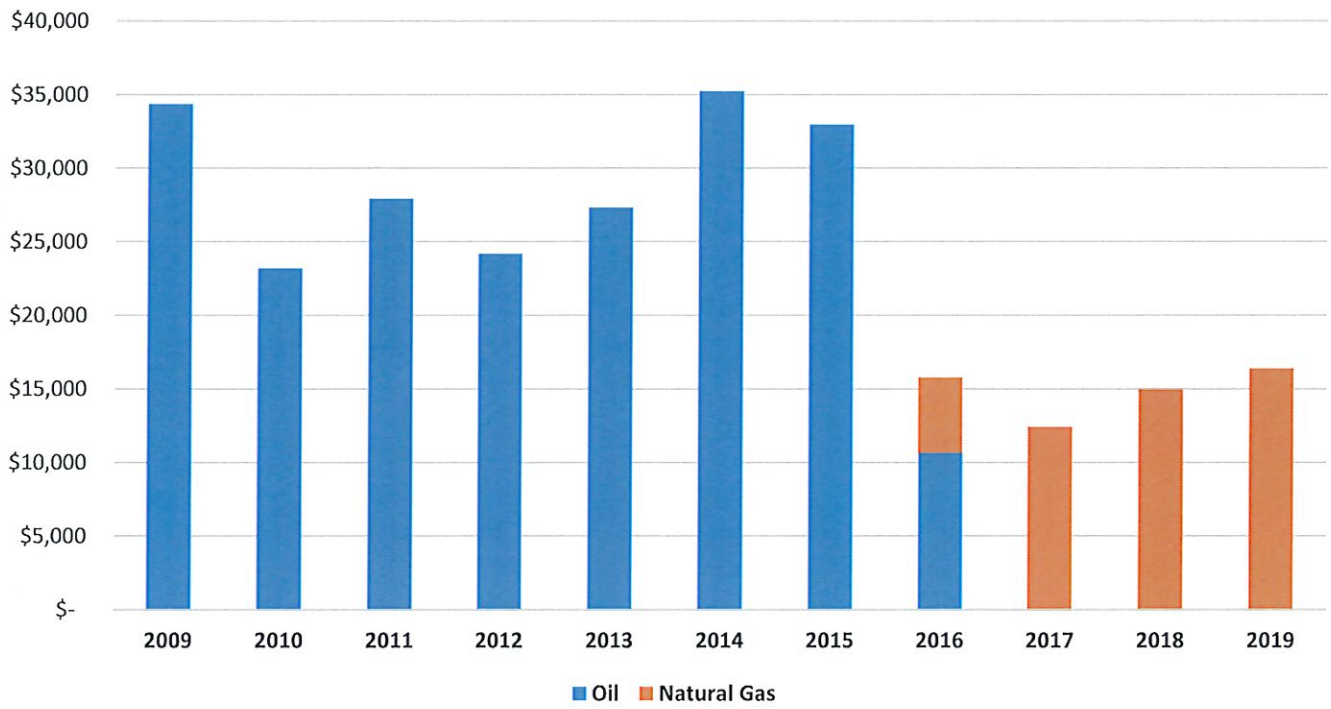
Attachments

cc: Management Staff

Board of Education Heating Cost



Community Center Heating Cost





Office of Public Works

Matthew Walsh, P.E., Director

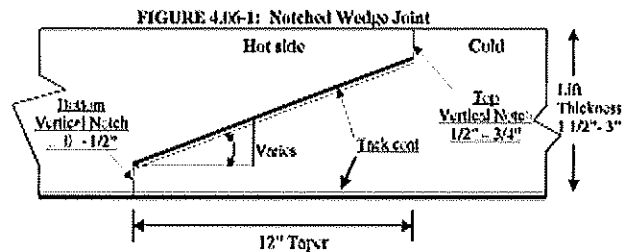
MEMO

TO: David Cox, Town Manager
FROM: Matthew Walsh, Director of Public Works
DATE: 11/27/2019
SUBJECT: North Main Street Paving Project

This memo is a response to some concerns that have been raised in the regarding the North Main Street paving project at the November 26 Town Council meeting. The concerns and responses are addressed below.

1. A concern was raised regarding the wavy centerline joint.

As a part of modern paving standards, we require the contractors to use what is called a “notch wedge” joint along the centerline, which, with respect to service life, is the preferable method of joining two lanes of asphalt. The design (as shown below) reliably locks in one lane of asphalt with the other and helps to prevent water seepage. What happens sometimes with this type of joint is that the contractor is not as diligent as they could be in raking the fresh joint behind the paver on the final pass to blend the joint in. As a result, the joint may not look great and is a bit sloppy but it is structurally sound. It does not have any service life or structural impact to the asphalt and, frankly, any method that might be employed to try to rectify the



appearance of the joint may be detrimental to the service life of the road.

2. The centerline painting.

The centerline painting on the project is unacceptable. The contractor has been informed of this and has not been paid for this work. The contractor has provided a corrective action plan that utilizes a different sub-contractor to remove or cover over the existing paint and reapply new paint correctly.

3. Raised catch basin tops.

As part of the contract work the contractor was to remove and replace several catch basin tops. Due to the age of the existing drainage infrastructure and the fact that the grade of the road was to remain largely unchanged, there were issues with placing the new precast concrete tops on old precast parts that existed in the road. In some instances, once the old top was removed there was no room for adjustment to accommodate the different dimensions of the new precast top. As a result, the difference in dimension was required to be made up with the road materials, which, in some places, caused a high spot in the wheel path. It is important to note that the dimensional difference between the old and new catch basin tops did not impact the gutter line and positive drainage is maintained in these instances.

4. Punch List Items

There are some punch list items that will be addressed by the contractor prior to the final inspection and final payments on the project. Some of these include the asphalt slide near Liberty Bank, the puddle at Clark Hill, and some other small bumps in the road way.

Please contact me if there are further questions.

EAST HAMPTON, CT - 2020 PROPERTY REVALUATION – NOVEMBER PRESS RELEASE

The Town of East Hampton is undergoing a State mandated revaluation of all real estate parcels, which will be effective for the October 1, 2020 Grand List. We have contracted with Vision Government Solutions to assist the Assessor's Office with this project. The last revaluation was completed in 2015 and current state laws require towns to revalue every five years. A revaluation will determine the current fair market value of every property in town. It equalizes the values of all properties for the purpose of a fair distribution of the tax burden.

The major phases of a municipal revaluation are: Data Collection, Market Analysis, Valuation, Field Review and Informal Hearings. You can visit the Vision Government Solutions website at www.vgsi.com for information that explains the revaluation process and read answers to frequently asked questions.

Vision Government Solutions will be mailing data verification letters to all residential property owners. We ask that you review and verify the information on them, and if any changes are necessary mail the form back as instructed. Please do not send this form back if there are no changes to the property.

Approximately 900 properties will be visited by Vision Data Collectors. Vision personnel will also be driving through the town reviewing properties to update the Assessor's database. An "Assessor's Office" sign will also be posted in the vehicle window, and their car will be registered with the East Hampton Police Department as well as the Assessor's Office at the Town Hall. If you have questions as to the identity of a data collector, call the **East Hampton Police Department at (860) 267-9544** or the **Town of East Hampton Assessor's Office (860) 267-2510** for further confirmation. If no one is available at the visit to the property, follow up letters will be sent to owners with information on how to schedule an inspection appointment.

If you have questions about the revaluation process or need additional information, please contact the Assessor's Office at (860) 267-2510. Updates and information can also be found on the Assessor's webpage at www.easthamptonct.gov Your cooperation is greatly appreciated.

Gail Gwiazdowski, CCMA I
East Hampton Assessor

12/02/2019

«Grantee»
«Co_grantees_Name»
«Mailing_Address»
«Mailing_address_2»
«City», «State» «Zip»



Location of Property:

Parcel ID:

The Town of East Hampton is currently in the process of conducting its State mandated revaluation of all real property effective **October 1st, 2020** and has hired Vision Government Solutions to assist with this project. To ensure public confidence, property owners must play an active and important role in monitoring the quality of the data that is to be used as the basis of the Revaluation. Certain **information concerning your property** has been compiled from the existing Town Records and property inspections. This information will be utilized during the valuation phase of this revaluation process. **Please review this information**, make any necessary corrections, sign the form, and provide a daytime telephone number where you can be reached. Please return the completed form no later than **January 31st, 2020** to:

Vision Government Solutions c/o
Town of East Hampton
Office of the Assessor
20 East High Street
East Hampton, CT 06424

Please note that it is not necessary to return this form if there are no corrections.

House Style:

Basement:

Year Built:

Heat Fuel:

Bedrooms:

Heat Type:

Rooms:

A/C:

Full Baths:

Fireplace:

Half Baths:

Garage:

Attic:

Building #:

****Outbuildings:**

**** Note – Detached garage, barn, pool, shed, docks, etc.**

Signature _____ **Daytime Phone** _____ **Date** _____

SOME CORRECTIONS MAY INITIATE A PHONE CALL FOR AN INSPECTION

12/02/2019

«Grantee»
«Co_grantees_Name»
«Mailing_Address»
«Mailing_address_2»
«City», «State» «Zip»



Location of Property:

Parcel ID:

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Town of East Hampton
Office of the Assessor
20 East High Street
East Hampton, CT 06424

Please note that it is not necessary to return this form if there are no corrections.

House Style:
of Stories:
Exterior Wall:
Bedrooms:
Rooms:
Full Baths:
Half Baths:
Year Built:
Attic:
Lot Size:
**Outbuildings:

Basement:
Heat Fuel:
Heat Type:
A/C:
Fireplace:
Garage:
Roof Cover:
Roof Style:
Building #:

** Note – Detached garage, barn, pool, shed, docks, etc.

Signature _____ Daytime Phone _____ Date _____

SOME CORRECTIONS MAY INITIATE A PHONE CALL FOR AN INSPECTION