

MEMORANDUM

TO: Town Council
FROM: David E. Cox, Town Manager
DATE: April 9, 2020
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 request was made for Public Works Director Walsh to come to the next Council meeting to discuss the status of street sweeping, road grading and equipment issues. While he will attend the meeting, we wanted to provide the following information in advance for the Council's benefit. Regarding the truck that was down for some time, lead mechanic Henry Tarryk has provided the following list of items that were repaired or replaced on the truck before it was placed back in service at the end of March. As a reminder, most of our DPW fleet maintenance is performed in house and is constantly prioritized based on urgency and need at a given time. According to Mr. Tarryk, the following was done when the truck was brought in for maintenance: Checked clutch, found it slipping; Removed rusted, frozen, U joints; Removed and reinstalled transmission, which required cutting off rusted bolt heads and extraction of pieces from bell housing to remove transmission; Removed flywheel for machining; Removed and replaced rear engine seal and seal carrier; Drained engine oil; Had flywheel machined; Installed new clutch; Removed rusted and frozen clutch linkage; Free up linkage to adjust clutch brake; Replaced clutch brake; Adjust clutch linkage and clutch brake; Transmission case severely rusted and leaking; Drained transmission and clean case; Ground off rust and attempted to braze the hole; due to the lack of material and condition of the metal, formed a patch from steel and welded over bad area using NI wire; Repaired other cracks. Additionally, the truck frame was rusted heavily in area of transmission. This area and other areas of the frame were scraped, chipped and scaled to remove the rust after which the areas and associated components were primed and painted. Upon inspection, the battery box required repairs including fabrication and welding of a new floor and reinforcements. Battery cables were cleaned and rotted cable and hose hangers were repaired or replaced. Repair was made to the damaged wiring harness for backup lights. A badly corroded air discharge line from the compressor was removed and replaced with flexible hose. Removed rusted front wheels

and replaced rotted backing plates. Repaired the strobe light wiring. Charged and tested batteries. Replaced a broken mirror and reinstalled the exhaust system with new flex pipe. Needless to say, a significant investment of time and resources were expended to ensure that the truck was in quality working order before it was put back on the road.

- Road grading and street sweeping are both scheduled to begin after the crew has finished the drainage and prep work on Lake Road and Meeks Point Road in the next week or so. Road grading, in particular, is impacted by weather and how much moisture is in the soils. The roads will need to dry some more before that work can be performed.

Assessor's Office

- At this time, the October 1, 2020 Revaluation is moving forward though it is somewhat changed by the Governor's Executive Order 75. Item 9 in the Order has substituted full inspection requirements with data mailer questionnaires for which an inspection has not yet been completed. Data mailers were previously mailed to all East Hampton residential property owners in January but those properties that were planned for inspection will be reviewed to ensure that the data mailer was received. As a reminder, that form is a method by which the property owner provides information on the particulars of the property in writing. The sales analysis, field review and database maintenance will start in late April instead of inspections. The field review will involve the contract Assessor's project manager driving throughout East Hampton to review neighborhoods, houses, and other pertinent information. He will do all review from inside his vehicle and the make, model and registration of his vehicle will be provided to the police department and made public closer to the beginning of that work.

Building Department

- The Department is experiencing a small uptick in permit activity, especially for smaller projects and inspections continue. Staff is taking precautions on site to limit exposure to and from the public. Additional information on Department activities is also found in the memorandum included with this Report.

Collector's Office

- Staff is looking into updates to the Town's tax bills to improve the clarity of the payment options so that the different payment amounts and dates are more prominent. Additionally, as preparations are made for the implementation of a relief program, staff has considered how other interest and payment information will be conveyed. It is

likely that some sort of insert will be considered for inclusion with the upcoming bills to assist in conveying this information.

Land Use Department

- The Inland Wetland and Watercourses Agency (IWWA) and the Planning and Zoning Commission have been meeting via Zoom to allow projects to proceed but some petitioners have chosen to delay their approval process in hopes that face-to-face meetings will be restored "soon." Some have continued through the process.
- Recently, the Planning and Zoning Commission approved a site plan modification for the construction of a storage building at 35 West Point, owned by American Distilling. The building will be constructed in the area where the existing residential garage lies and will help the company with space in the existing manufacturing facility.

Library

- The Library has moved several services online to better serve the Town during this closure including:
 - Offering daily online programs for residents of all ages via Zoom and Facebook Live. 15 families attended our first online Storytime and 10 teenagers attended our first online teen program. It is anticipated that numbers will continue to grow.
 - Moving *1000 Books Before Kindergarten* sign ups and check-ins online. We launched this on Monday, March 30. In two days, the Library had four sign ups.
 - Launching online Library Card registration to give people access to eBooks and eResources that do not have an active library card.
 - Promoting the Library's research databases to assist school children with their remote assignments.
 - Investing more in downloadable books and audiobooks since the physical collection is inaccessible to the public. It is anticipated that borrowing of eBooks will be up significantly during this event. Normally, the Library averages about 1,000 digital borrows per month. Early numbers indicate that this borrowing will be up 35 to 40% from a normal month.
- The Library provided an email update to all library card holders with an email address on file (approximately 3,000 unique email addresses) outlining the actions we are taking to continue to serve the Town while closed. A copy of that email is attached to this

Report. As of April 1, staff was extremely pleased that the email was opened by 62% of recipients, or approximately 1,700 people.

- Library Director Ellen Paul will be on maternity leave in mid-April through the end of June.

Parks and Recreation

- Currently, the Department is offering "distance programming" that is done online or through social media. Interested parties can access information and registration through the Recreation Department's website. Classes include:
 - Dance Classes with Patience Coleman, including Pre-Ballet and Ballet/Jazz Combo dance.
 - Futsal/Street Soccer lessons via Zoom
- The Department is also hosting an Easter week Facebook challenge. Residents are invited to decorate an egg, include a word or phrase involving kindness, and place it outside for neighbors and friends to find! People who find the eggs should take a picture and share it to the comments section of the post on Facebook. Also, on both Friday and Saturday, staff will be putting out two Golden Eggs in different public locations in town. The first person to take a picture of each of the Golden Eggs, share it to Facebook and take it with them will win an Easter basket!
- The Conservation Lake Commission has put 15 water quality enhancement projects in the watershed out for bid. Those proposals are due April 17 and it is anticipated that the Council will be asked to award the contract at the meeting on April 28.
- Staff has been working diligently to finalize the locations for the compressors and other equipment for the lake aeration project. One location is secured and is being finalized with the Edgemere association property. A second location on the east side of the lake is still in process and staff is hopeful that a location has been secured. Discussions with the property owner are going well. The contractor for the project currently anticipates installation in May.

Police

- Utility Communications, the Town's contractor for the radio upgrade project, is in the final stages of installing the new radios into police vehicles. It is expected that the Department's vehicles will be complete as of this writing. Additionally, work on the

Young St tower has started including installation of the radio equipment enclosure at the base of the tower and connection of the electrical lines to the meter box. Eversource is being scheduled to make the final connection for power.

- The newest member of the Department, Caleb Cavanaugh, has been finishing his remaining Police Academy courses remotely at the Police Department. He is scheduled to complete his coursework sometime after April 24 at which time he will start his 16-week Field Training Program. Unfortunately, he will not be having a formal graduation ceremony due to the pandemic. Staff is considering options for a ceremony including a possible ceremony in the new Town Hall Council Chambers during a Town Council meeting.
- The police department lobby continues to be closed and people are encouraged, when possible, to report their complaints by phone. Nevertheless, Officers remain available for in-person complaint acceptance and investigations when necessary.
- The Department continues to monitor the parks and playground areas to ensure everyone is practicing social distancing and so far, people are generally keeping separated.

Senior Center

- The Senior Center staff and volunteers on the Commission on Aging are actively calling Older Adults in our system to make sure they are OK and to let them know we are available if they need assistance. The first two weeks people were generally in a good position and not needing assistance. Three weeks into the situation and people are beginning to look for resources such as where to get masks, how to get groceries, computer access, etc. Staff is working hard to teach the technology so people can participate. It is so very important to keep people actively involved and Zoom and video chats are helping. Staff continues to call those without the computer resource.
- Initially, the Center was providing transportation services to go grocery shopping. It quickly became apparent this was increasing the risk to exposure for the Older Adult and the driver so this program was discontinued. The Center will provide individual transportation on an as needed basis if it is a critical situation and the person has no one else to assist. MAT transit continues to provide Dial A Ride service, so this population

can get to medical appointments as needed. Many doctor's offices have cancelled appointments so the demand for rides has lessened.

- Staff at the Center is setting up a grocery shopping and delivery service for Older Adults. Using volunteers, items on a person's shopping list will be acquired and delivered to their home. Payment is made through the Town with payments received from the user. Additionally, staff is helping Older Adults to use the technology available for services the stores may offer such as Peapod or Instacart. At times, all is needed is for someone to walk them through the steps to have success.
- The Center is also developing on-line programming. Next week, the Center will continue with its online Book Club and BINGO. People are excited to explore this new adventure.
- A special edition of the Belltown Senior News was produced to help keep people up-date. The response to the newsletter has been very positive and a copy is included with this Report.
- CRT has been providing meals to those who previously received congregate meals on Tuesday and Thursdays; some recipients come to the Center to 'Grab and Go' their frozen dinner meals and others are delivered to them. During this time, CRT is providing three weeks of shelf stable meals for the meals-on-wheels and Grab and Go meal recipients. Members of the Town's Community Emergency Response Team (CERT) and Commission on Aging have been a great help with the distribution of these meals. With their help, the Center delivered 66 boxes of shelf stable meals to provide a back-up in case CRT is unable to deliver meals. At this time, CRT is continuing to operate its regular schedule and will provide two frozen meals each Tuesday to the congregate meal users and five days per week to the Meals On Wheels recipients.

WPCA

- The early spring weather has prompted the WPCA and JFC to start cleaning wet wells throughout the system. Cleaning of the Middletown Avenue wet well went well and one of the pumps was cleared of debris.
- Staff from the WPCA and its engineer have met with some of the affected property owners and associations about the installation of a new force main for the Pine Trail Pump Station to replace the old force main, which has ruptured in the past. At this point, due to delays in meeting with the various owners due to Coronavirus concerns, it

is possible the project will need to be delayed to the Fall of 2021 in order to take advantage of lower water levels.

- The WPCA is working on the fiscal year 20/21 water budget and reviewed it at its meeting on April 7. It is anticipated that the WPCA will consider a recommendation at its May meeting. A copy of the draft budget, which calls for a 0.3% increase, is included with this Report. The Town Council will consider this budget in May.
- Pursuant to COVID-19 recommendations and procedures, the plant offices are closed to the public and personnel are implementing additional safety practices when dealing with pumps and alarms including additional PPE and hand washing. Staff in the plant have been divided into two separate groups with only one group on duty at a time to ensure distancing and to minimize the likelihood of cross-infection.

Youth and Family Services

- Youth and Family services has been given permission to use Enhancement grant funds to help families directly affected by the pandemic. The Department has also been given room to get creative with how to redistribute funding. As such, until April 13, Youth and Family Services will be taking orders from families for activity bags, which will include modeling clay, books, manipulatives, craft items, art supplies, chalk, and other items based on the ages of children in the household. Families have been calling, emailing, or messaging through the Department's Facebook Page to order. Staff will be delivering the disinfected bags to the doorsteps of families who have signed up.
- The Department will also redirect some of the funds to a family pizza night through which families would receive a family-friendly DVD's along with a pizza delivered to their home. As of now, the team is discussing safe ways to implement this activity. Stay tuned for more information on this.
- When the pandemic is over, the Department will reschedule both the She Mattered presentation about online bullying and youth suicide as well as the Internet Safety presentation. Both were cancelled as a result of COVID-19. The Department has other activities it will reschedule as well, including a mindfulness/yoga relaxation event and a bullet journaling event, both previously scheduled to take place at Epoch Arts.
- The Department continues to work with residents in crisis, some of which are directly related to COVID-19 job loss or reduction in hours, as well as on-going cases, which

include oil, utility, and food needs. Calls coming in for routine food issues are rerouted to the Food Bank. All other calls for energy assistance and financial hardship from Covid-19 are being handled internally by the Youth and Family/Social Services Department. Most of the Department's budget will be routed to providing these services.

Town Manager/Other

- Transition to the new Town Hall is proceeding, however, the timeline has been delayed. At this point, the plan is to move the Town operations on May 7 through May 9. Town operations would begin out of the new location on May 11. During this time, please expect delays in response to phone calls, emails and other messages as staff offices will be in transition. No Grand Opening Ceremony is planned at this time but once it is safer to be together as a community, we will hold an event.
- The Fire Marshal and Building Official have been conducting Certificate of Occupancy (CO) inspections as areas become ready for this review. To date, they have issued two reports with findings from their inspections, which are being addressed by the contractor and, as necessary, the architect. As we continue to aggressively pursue the completion of the project, the Town Manager has been in communication with the two inspectors to help facilitate the process.
- As always, residents are reminded to be diligent as they continue to avoid contact with others. In general, to prevent the spread of COVID-19, please consider wearing a cloth covering over the mouth and nose, maintain "social distancing" of at least 6 feet, stay away from group meetings and other opportunities for transmission, wash hands frequently with soap and water for 20 seconds and stay home if you are sick. For the most current updates and recommendations, visit ct.gov/coronavirus. For general questions, call 2-1-1.

DC

Attachments

cc: Management Staff



GLEN LECONCHE
BUILDING OFFICIAL
gleconche@easthamptonct.gov

MEMORANDUM

To: Dave Cox, Town Manager
From: Glen LeConche, Building Official
Re: Town Manager's Report
Date: April 8, 2020

Update from the Building Department

The Executive Order 7B deemed the construction industry and all skilled trades as essential. In addition, services necessary to maintain the safety, sanitation and essential operations of residences and other buildings, including building code enforcement, have been deemed essential as well. Therefore, application submissions, processing, plan review, permitting, inspections and other services, have continued seamlessly but have been modified to accommodate the health crisis and to address safety concerns for the residents and staff.

Staff is working remotely to limit the number of employees in the building at the same time. The phone message has been changed to reflect this information. Our goal is for the staff in both departments to remain healthy and prevent illness so the departments do not get shut down.

Applications can be submitted electronically, through regular mail or in our Drop Box/Mail Box that was installed outside the Building Department Office. This is checked regularly throughout the day.

Inspections have continued for both exterior and interior work. The Building Official wears a face mask as well as rubber gloves and maintains the 6 foot social distancing rule. Hand sanitizer is available in the office as well as in the town vehicle for use in between inspection appointments. Staff calls residents with interior inspections to inform them of the safety protocol in place to protect them and to inquire their comfort level. The homeowner is given the option to postpone the inspection if they are uncomfortable having public enter the house or if someone in the residence is exhibiting symptoms or is sick.

Since the office is closed to the public, we are encouraging contractors and residents to visit the website for application forms and other resources. We have also increased communication through email and as always, phones are still available. The public have been adapting well to these changes.

In summary, the Building Department has seen an increase in inspection requests and the permitting flow has remained consistent and has not changed level of activity during this time.

We are committed to doing our very best to provide services, safely and continuously, during this health crisis. Thank you and stay well.

Glen LeConche
Building Official



EAST HAMPTON PUBLIC LIBRARY

An Update from us on COVID-19

Dear East Hampton,

With the rapid spread of COVID-19 around the country and in our region, the Town Manager has made the difficult decision to close all town facilities. That means that the East Hampton Public Library will be closed to the public for the foreseeable future.

We know that you value library services. From the books on our shelves, to the educational programs we produce, to the gathering places we provide for individuals and groups, we know that many people count on us.

This is why the Library is still committed to serving you. Over the next few weeks we will be offering a number of services, both traditional and digital, to ease this difficult time.

- **Daily Online Programs.** Every weekday we'll be offering a different digital program for people of all ages on Zoom and Facebook Live. From Teen Tuesdays and Wednesday Story Times to our Quarantine Book Club, we have something for everyone. Check our [Facebook page](#) or our [event calendar](#) for the latest listings.
- **E-books and E-Audio Books.** We're doubling down our commitment to offering you a great selection of e-books and e-audiobooks. We've increased the monthly borrowing limit on [Hoopla](#) and we're investing more money in titles on [Overdrive](#) and [RBDigital](#). If you've never downloaded an e-book from the library before, you won't want to miss our [live tutorial](#) on Zoom this Thursday.
- **Research and Entertainment Options.** Now is a great time to check out all of our research tools. If your kids are doing research projects and need articles, we have you covered with [free online subscriptions](#) to Encyclopedia Britannica and a full range of scholarly articles on ResearchItCT specifically for elementary and middle school children. And for fun, check out our online arts and crafts video tutorials through [CreativeBug](#) or do some family research through [Ancestry!](#) All you need is your library card number to access any of these resources for free!
- **1000 Books Before Kindergarten Goes Online.** If you've always wanted to get your child involved in 1000 Books Before Kindergarten but were never able to get to the Library, we've got great news for you! You can now [sign up online and download new reading logs!](#)
- **Waiving Fines and Fees.** Our book drop remains open but we understand that you may not be able to get to the Library to return your items. Don't worry about it! We will be waiving all fines and fees for the foreseeable future.
- **Extending Due Dates and Library Card Expiration Dates.** If you've checked out an item with us chances are we've automatically renewed everything on your card so it's not due back until May. If your card recently expired, or is set to expire in the next month, we've gone ahead and renewed it until the end of July so you can still access our online services. And

remember, you can always check [your account online](#).

- **Cleaning and Preparing to Re-Open.** During the next few weeks we will take advantage of this closure to thoroughly clean our facility and to create plans on how to restart services as soon as possible.

If there is anything else that we could be doing to better serve you, please don't hesitate to let us know. We are available by phone Monday through Friday 9:30am to 5:00pm at 860-267-6621.

As always, our [website](#) and our [Facebook page](#) are the best way to keep up to date on the latest news of the Library. We look forward to serving you again in person soon. Stay healthy!

Sincerely,

Ellen Paul
Library Director

East Hampton Public Library | [Website](#) | [Facebook](#) | [Event Calendar](#) | [Hours & Contact Info](#)

East Hampton Senior Center

105 Main Street, East Hampton, CT 06424
 Phone: 860-267-4426 Fax: 860-267-7682
 Hours of Operation: Monday-Thursday: 8:30am-4:00pm
 Friday: 9:00am-4:00pm
 www.easthamptonct.gov/seniorcenter
 Email: seniorcenter@easthamptonct.gov



Newsletter Date:
*Special
 Covid
 Edition*

TOWN OF EAST HAMPTON
Belltown Senior News

From the Director

Hello, Everybody! I hope you are well and practicing appropriate social distancing. I'm learning how difficult it is to work from home. I don't have all my STUFF! I can't turn to my file cabinet or desk or staff to get what I need! It's quite comical at times, but enough about me. How are you? I miss you! Senior Center calls have been forwarded to my phone. Please give me a call and say, "Hi!". It's too quiet! The number to reach a staff member is 860-267-4426.

As you know, **we're closed until at least April 20th unless told otherwise.** This is needed to ensure everyone's health and safety. We have to remember this is unprecedented and no one knows what to expect. Yes, it may be frustrating, but don't put your health or life in jeopardy. There is much more information at: www.ct.gov/coronavirus or www.cdc.gov

We'd also like to take a moment to say, **"Thank YOU!!!"** to CRT for providing the Grab and Go Lunches that some of our seniors have been provided.

Good news! There may be some volunteer grocery shopping options coming in the near future. Call the Senior Center for more info.

Meanwhile, check our FACEBOOK page! Be sure to 'Like' us, to receive notices when new info is available. We need to connect in this time of uncertainty and hope this will introduce the Center to more of you.

Yours in continued health,
 Jo Ann Ewing, Director

"To keep the body in good health is a duty... otherwise we shall not be able to keep the mind strong and clear." – Buddha

And one way to keep the body in good health is to read and understand the following information about COVID-19 from the Chatham Health District:

1. Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, sneezing, coughing or after you've been in a public place.
2. Avoid touching high-touch surfaces like elevator buttons, door handles, handrails.
3. Avoid touching your face, nose and eyes.
4. Clean and disinfect your home, again particularly frequently touched areas.
5. Pay attention to COVID-19 symptoms including fever, cough and shortness of breath. If you feel like you're developing symptoms, call your doctor.
6. If you develop or observe **emergency warning signs for COVID-19**, immediately call your doctor. Critical signs may include difficulty breathing, pain or pressure on your chest, new confusion, inability to wake up, bluish lips or face.



CANCELLED TRIPS & ACTIVITIES

Cromwell Shopping: Tuesday, April 7

Stop and Shop, East Hampton: Monday, April 13 and 27

Medicare Bankers Life Presentation - Monday, April 6

Mike Cerreta Talk - Wednesday, April 8

Nature Everywhere Presentation - Thursday, April 9

Medicare Savings Program - Monday, April 13

Mystery Trip - Tuesday, April 14

AARP Being Mortal - Monday, April 20

Frank Pepe's Pizzeria Napoletana & Trader Joe's -Tuesday, April 28

Friendship Tours, who does our Coach Trips, will be looking at their schedule to see what changes and adjustments need to be made. We'll keep you posted!

In the meantime, go online and try something new. People are using this time to learn yoga, guitar and cartooning online. Many museums are offering online tours and musicians are performing concerts online. Here are a couple good places to start:

<https://www.timeout.com/travel/virtual-museum-tours>

A list including links to many incredible museums

<https://www.maxim.com/travel/google-offers-virtual-tours-of-museums-2020-3>

A listing of virtual tours of iconic museums

You can also learn how to meditate (www.headspace.com) or continue your Silver Sneakers regime by visiting www.facebook.com/silversneakers/. As well, the East Hampton Public Library has a variety of EBooks and online programs available at www.easthamptonpubliclibrary.org. You may also visit East Hampton Parks & Recreation at www.easthamptonrec.com/ for a listing of their online programs.

Be a friend! Call a friend!

And when the weather stops spitting at us, you can get outside and flex your green thumb...or at least sit on your front steps and be thankful for the sunshine!

And from all of us...
Stay well
and tell someone
you care!



Town of East Hampton
Water Pollution Control Authority
P.O. Box 218, 20 Gildersleeve Drive
East Hampton, Connecticut 06424-0218
Telephone (860) 267-2536, Fax (860) 267-9913

TO: Members of the WPCA

XC: David Cox, Town Manager
Jeff, Jylkka, Finance Director

DATE: April 2, 2020

SUBJECT: 2020/21 Public Water System Operating Budget & Water Rate Recommendation

Management has reviewed the operations of the two (2) public water systems as well as the projected operations costs of the Hampton Woods system and has developed the following 2020/21 Public Water System Operating Budget. Based upon current operating conditions and known operational changes necessary to operate the systems as efficiently as possible the recommended budget for all systems totals \$238,228.00 and represents an \$828.00 or 0.35 % increase over last year.

Village Center Water System

The VCWS continues to perform within parameters. The media in the carbon filters has been changed this year and the storage tank has been inspected and cleaned. Testing of PFAS indicated contamination in well#1 raw water. The finished water after treatment tested at 0 ppt. Future projects include staying on top of media changeouts for the greensand and carbon filters. We will also have to test for PFAS quarterly as required by the state.

We did not experience any violations under the Safe Water Drinking Act for FY 19-20. VCWS revenues are tracking as projected, future revenues are discussed separately.

Royal Oaks Water System

Mitigating the PFAS at the Memorial School well was a top priority this year, 2 carbon filters were installed at a cost of \$21,000, this will also require PFAS testing quarterly. While the slip lining improved the water quality, the wells still have 7 – 10 mg/l of iron, which will require additional filters to improve water quality.

We continue to increase the iron and manganese filter capacity at the plant with every change-out of the media. Currently our treatment capacity is 12.0 cubic feet. We will need to replace both pumps for well #3 & #4 again this year, which are continuing fail due to high iron content.

We experienced no violations for water quality parameters in FY 19/20. ROWS revenues are tracking as expected; management expects revenues to support the operation of the system for this fiscal year.

Hampton Woods Water System

The HWWS is fairly new to the East Hampton WPCA; Phase I A of the development has 34 individual homes of which 6 are connected to the water system. This facility will be expandable to serve 255 homes. The Town will not be responsible for a financial deficit associated with the operation prior to the full build out of the development, as per Developers agreement.

WATER RATE RECOMMENDATION: WATER RATE RECOMMENDATION:

The 2020/21 budget of \$238,228.00 will not require an increase in water rates for FY 20-21.



2020–21 Public Water Systems Operation Budget

63-59-0000-XXXX VCWS

63-59-0590-XXXX ROWS

63-59-0593-XXXX HWWS

Presented to WPCA: April 7, 2020

Recommended by WPCA: May 5, 2020

First Reading Date: May 9, 2020

Public Hearing Date: June 2, 2020

Town Council Adoption: June 9, 2020

Drop in Location:
20 Gildersleeve Drive
East Hampton, CT 06424

Board recommendation

East Hampton Water Pollution Control Authority Community Water Systems Fiscal Year Budget - 2020-21

REVENUES

Residential Consumption Estimated

	VCWS	ROWS	HWWS	
daily consumption (gals.)	6,000	12,000	4,080	
Est. daily cons./unit (gals.)	94	145	120	
Mthly. commodity cost (\$/1000gals.)	\$11.50	\$11.50	\$11.50	
Monthly commodity charge (\$)	\$32.43	\$49.88	\$41.40	
Monthly meter cost (1EMU = X.XX)	\$40.00	\$40.00	\$40.00	
Per unit monthly cost (\$)	\$72.43	\$89.88	\$81.40	
EMU's	94	83	34	
Estimated monthly revenue	\$6,808	\$7,460	\$2,768	

Est. Residential yearly revenue	\$81,701.04	\$89,520.00	\$33,211.20	\$204,432
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	Ctr. Sch.	Mem. Sch.	
Monthly meter cost (15 EMU = \$X.XX)	\$600.00		
daily consumption (gals/day)	900		
Monthly commodity charge (\$)	\$310.50		
Monthly meter cost (20 EMU = \$X.XX)		\$800.00	
daily consumption (gals/day)		1,800	
Monthly commodity charge (\$)		\$621.00	
Estimated monthly revenue	\$910.50	\$1,421.00	

Est. Institutional yearly revenue	\$10,926.00	\$17,052.00	\$27,978
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Estimated total revenue 19/20	\$92,627.04	\$106,572.00	\$33,211.20	\$232,410
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Transfer from capital fund balance				-\$5,818
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Proposed fiscal year Operating Budget \$238,228

Annual Cost based upon 72,000 gals. \$1,308.00

Water sytem Fund balance 6/30/17 \$ 108,732.00

Water system Fund balance 6/30/18 \$ 151,967.00

Water system Fund balance 6/30/19 \$ 188,636.00

Acct 5980 funded reserve/Capital 6/30/20 \$ 40,000.00

Transfer /Water Ops budget / Capital 6/30/19 \$ 25,000.00 If need transfer for budget take from here

Unaudited Water system fund balance 6/30/20 \$ 203,636.00

PWS capital balance 6/30/19 \$ 54,725.00

Projected PWS capital balance 6/30/20 \$ 79,725.00

2020-21 Individual Water System Expense Breakdown

	25%				Total
	EXPENDITURES	VCWS	ROWS	Mem Sch	
5110 - Full Time Salaries	700	500	100	100	1,400
5120 - PIT Seasonal PIR	2,623	1,967	328	328	5,245
5220- Social Security (.062)	163	122	20	20	325
5122 - Medicare (.0145)	38	29	5	5	77
5319 - Meetings/Conf.	500	453	85	85	1,123
Certification Training	125	125	38	38	
Conf./Seminars	375	328	47	47	
5330 - Prof/Tech Services	5,710	3,790	3,025	1,899	14,424
DOHS Water Quality Testing	5,500	3,500	3,000	1,874	
Misc. Engr. Bldg	n/a	n/a	n/a	n/a	
B102 Tank Insp/engr	n/a	n/a	n/a	n/a	
Annual Auditing Reports	210	290	25	25	
5430 - Bldg & Equip. M & Rep.	14,900	18,550	2,350	250	36,050
JF Labor	250	500		250	
well pump replacement	2,000	2,000	2,000	0	
Dist/WTP system maint.	2,500	1,000	150	0	
plumbing parts & repairs	400	800	200	0	
Greensand Valves		500		0	
Greensand media changeout	9,000	9,000		0	
Emrg. Gen. Maint. & An. Insp.	750	750		0	
VFD for R.O. pump	n/a	4,000	n/a	n/a	
Storage tank cleaning	n/a	n/a	n/a	n/a	
Well Driller	0	0		0	
5436 - UTT/Oper. Labor	21,000	21,000		4,506	46,506
5490 - Other Purch. Property Scrvs					600
Locate leaks/R & R meter & radio	150	300		150	
5520 - Prop/Llab Ins (Inc 10%)	1,197	1,931	270	1,931	5,329
5530 - Communications	650	1,100	150	650	2,550
5540 - Newspaper Advertising	100	100		100	300
5580 - Travel	1,500	1,500		1,500	4,500
5590 - Other Purch. Services	3,596	9,528	192	3,846	17,161
Billing Administration (112 cust.)	2,846	7,528	92	3,121	
Shut offs/Final bills	100	600		100	
Flushing water mains 2X/yr	450	1,300		450	
Annual Cross Connection Report	200	100	100	175	
5611 - Office Supplies	100	74	13	13	200
5615 - Uniform Allowance	75	75	75	75	225
5622 - Electricity	9,750	9,750		9,750	29,250
5627 - Motor Fuel (Veh & Gen)	600	600	50	50	1,300
Veh. \$200/200/50 - Gen. \$400/400					
5680 - Chemicals	1,750	7,500	2,250	1,750	13,250
5690 - Other Supp/Materials	550	250	100	550	1,450
5744 - Computer Equip	25	25	25	25	100
5810 - Dues & Fees	1,155	1,144	195	570	3,064
AWWA	45	34	11	45	
CWAA	735	735	184	150	
DEEP Annual Diversion permit	250	250		250	
DEEP Generator Permit	125	125		125	
5923 - Oper. Transfer to S.F.	1,000	1,000	500	1,000	3,500
5980 - Res for Cap & NR	20,000	20,000	0	6,700	46,700
5990 - Contingency	1,200	900	300	1,200	3,600
TOTAL	89,031	102,187	10,032	37,054	238,228
Approved Operating Budget 19-20	96,260	97,416	6,679	37,054	237,409
"+/-	(7,229)	4,771	3,353	(0)	819
"+/-	-7.51%	4.90%	50.21%	0.00%	0.35%

ROWS F/Y 2019-20 Operating Budget - Expenditures only

Adopted:

page 1 of 1

	Actual		APPROVED		Spent	% Available	PROPOSED		% +/-
	2018-19	EXPENSES	2019-20	BUDGET			2020-21	BUDGET	
5110 Full Time P/R	0		500		0	100.00%	600	100	20.0%
5120 P/T P/R (19.5 hrs/wk)	0		1,967		0	100.00%	2,295	328	16.7%
5220 Social Security	0		122		0	100.00%	142	20	16.3%
5221 Medicare	0		29		0	100.00%	34	5	15.6%
5319 Meetings/Conf.	244		453		0	100.00%	538	85	18.8%
5330 Prof/Tech Services	2,800		3,290		7,183	-118.33%	6,815	3,525	107.1%
5430 Bldg. & Equip. M&R	38,240		21,550		16,206	24.80%	20,900	(650)	-3.0%
5436 UTT/Oper. Labor	8,153		18,519		6,675	63.96%	21,000	2,481	13.4%
5490 oth purchasedproprv	383		300		583	-94.33%	300	0	0.0%
5520 Prop/Liab Insurance	0		1,931		0	100.00%	2,201	270	14.0%
5530 Communications	2,378		1,100		624	43.27%	1,250	150	13.6%
5540 Newspaper Adv.	30		100		80	20.00%	100	0	0.0%
5580 Staff Travel	1,501		1,500		620	58.67%	1,500	0	0.0%
5590 Other Purch. Serv.	9,111		9,528		4,748	50.17%	9,719	191	2.0%
5611 Supplies/ materials	142		74		4	94.59%	87	13	17.6%
5615 UNIFORMS	0		75		0	100.00%	150	75	100.0%
5622 Electricity	7,284		9,750		3,453	64.58%	9,750	0	0.0%
5627 Motor Fuel	0		600		0	100.00%	650	50	8.3%
5680 Chemicals	2,920		7,500		2,660	64.53%	9,750	2,250	30.0%
5690 Other Supp./Material	127		250		783	-213.20%	350	100	40.0%
5741 Machinery & Equipmer	0		0		22,771	0.00%	0	0	0.0%
5744 Computer Equip.	0		25		0	100.00%	50	25	100.0%
5810 Dues & Fees	1,130		1,144		766	33.04%	1,339	195	17.0%
5893 Claims & settlements	0		0		0	0.00%	0	0	0.0%
5923op TRANS TO wpca cap	0		1,000		0	100.00%	1,500	500	50.0%
5980 Res. For Cap & NR	0		15,210		0	100.00%	20,000	4,790	31.5%
5990 Contingency	0		900		0	100.00%	1,200	300	33.3%
	\$74,443		\$97,417		\$67,156		\$112,219	\$14,802	15%

APPENDIX G
WPCA
 Fiscal Year 2019/20
Capital Budget 2017-2022
Fund 82

<u>Est. Cost</u>	<u>Purchase Year</u>	<u>Projects</u>
\$25,000	2019/20	Carbon Filters (ROWS)
\$30,000	2020/21	9 ft3 greensand addition (ROWS)
\$30,000	2020/21	9 ft3 greensand addition (ROWS)
\$30,000	2021/22	9 ft3 greensand addition (ROWS)
\$30,000	2022/23	9 ft3 greensand addition (ROWS)
\$30,000	2023/24	Drill New well and outfit (ROWS)
\$30,000	2024/25	Carbon Filters (VCWS)
\$205,000		Current Projected Total Capital Budget
	\$ 205,000.00	Current Fiscal Year 100% Funding Level

Basic business practice as defined by Moody's & DEP requires a contingency of 5-10% of the annual operating budget be kept within the Capital Budget . \$ 19,013

Recommended F/Y 20/21 funding level for Capital Budget

\$ 51,160 see line item 5980 Oper. Transfer to Cap. Budget

WPCA CAPITAL BUDGET

	Year 1 18/19	Year 2 19/20	Year 3 20/21	Year 4 21/22	Year 5 22/23	Year 6 23/24
Budget Line Item 5980 (Res for Capital)	\$ 30,420	\$ 38,025	\$ 44,489	\$ 46,714	\$ 49,049	\$ 51,502
WATER system fund transfer / Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative Reserve for Capital	\$ 133,827	\$ 171,852	\$ 216,341	\$ 263,055	\$ 312,104	\$ 363,606
Anticipated Capital Fund Expenditures	\$ (25,000)	\$ (25,000)	\$ (30,000)	\$ (30,000)	\$ (30,000)	\$ (30,000)
Cumulative Capital Expenditures	\$ 157,000	\$ 132,000	\$ 102,000	\$ 72,000	\$ 42,000	\$ 12,000
Anticipated Capital Fund Balance	\$ 35,000	\$ 48,025	\$ 62,514	\$ 79,228	\$ 98,277	\$ 119,779
Budget Line Item 5980 Percent Increase over previous year	30%	25%	17%	5%	5%	5%
Total Budget Percent Increase over 2016/2017 Budget	30%	33%	28%	10%	10%	10%
Water system Fund balance 6/30/18	\$	\$ 151,967.00				
Water system Fund balance 6/30/19	\$	\$ 188,636.00				
Acct 5980 funded reserve/Capital 6/30/20	\$	\$ 44,000.00				
Transfer /Water Ops budget / Capital 6/30/20	\$	\$ 25,000.00				
Unaudited Water system fund balance 6/30/20	\$	\$ 207,636.00				
PWS capital balance 6/30/19	\$	\$ 54,725.00				
Projected PWS capital balance 6/30/20	\$	\$ 79,725.00				