

## MEMORANDUM

TO: Town Council  
FROM: David E. Cox, Town Manager  
DATE: March 5, 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 information related to the coverage being realized by the proposed relocation of the cell tower currently located on the property occupied by Paul and Sandy's Too to a new parcel. An excerpt of the information received from the provider is included in this Report that provides the basic information on the proposal including information on the current and proposed coverage. Staff has also engaged in a discussion with the tower owner regarding whether other locations are more suitable including the new Town Hall property. It is possible they may reconsider previously reviewed properties as well.

### **Land Use Department**

- The Planning and Zoning Commission continues to review the updates to section 3.1 of the Zoning Code related to the Lake Pocotopaug watershed protection zone. The staff and the Commission continue to receive input from property owners in the area that is leading to clarification to the proposed language and how it is applied to existing improvements. Based on information gathered at the recent workshop, another version of the revision will be developed and made available for public review.

### **Library**

- The Library hosted a Coronavirus Information Session with the Chatham Health District on Tuesday, March 3. The session was attended by 55 people and the Library worked with the East Hampton School System to livestream the event on Facebook. The recording of the session has been viewed by over 500 people and counting.
- The Library has been awarded a \$700 Digital Learning Day mini grant from the American Library Association and Google for Education! The Children's Department will deliver

four student centered sessions utilizing Google's Applied Digital Skills Programming that prepares learners to use technology skills in daily life.

- The Library appreciates the efforts of the Parks and Recreation Maintainers and the Public Works Building Maintainers to provide some crucial up-keep to the facility. The maintainers have thus far re-painted the community room, sections of the children's room, the children's bathroom, the hallway, the front doors and the Local History Room.

### **Police**

- The Police Department is moving forward with its recruitment process and has scheduled the written portion of the testing process for March 9. The testing will take place in the East Hampton High School's library computer room. We have invited all 19 remaining applicants to participate in the written test. We had one person drop out; a certified officer who has decided to go to another agency. After the written portion of the test, the Department will take the top 10 or 11 individuals and run them through an oral board process. We are hoping to find a good candidate for the anticipated June 2020 start of the Police Academy.

### **Parks and Recreation**

- Staff, in coordination with the Conservation Lake Commission and the design engineer, is in the process of creating the remaining details for 15 grant projects within the watershed that are scheduled to start the middle of April this year. With the assistance of the DPW Director and Anchor Engineering, final bidding specifications will be created for the projects. It is expected that the bid documents will be released to the public by March 20 with proposals due by April 10. Any necessary Council action would follow right away and construction would begin shortly thereafter. A list of proposed work and estimated costs is included with this report.
- The Department is also working with the Conservation Lake Commission on another 319 grant application. It is expected that the grant request, which continues efforts to implement the improvements called for in the Nine Point Plan, will be seeking approximately \$115,000 for projects in the following areas: Christopher Brook, Bay Road, Old Marlborough Road, and the new Town Hall location.
- The Park and Recreation Department is preparing for the season by hiring for all seasonal summer positions including Park Maintainers, Lifeguards, Park attendants,

Camp Staff and Afternoon Adventures staff. Due to the additional costs created by the wage increases, Department program fees have been increased by \$10 per registration.

- The Friends of Lake Pocotopaug annual lake clean up activity is scheduled for Saturday, April 25. This project involves teams of volunteers collecting accumulated trash and debris from streets and walks around the lake and along the shoreline in Sears Park. The disposal is coordinated with the Town's Department of Public Works.

#### **WPCA**

- At its meeting on Tuesday, March 3, the WPCA approved its budget for the upcoming year. The approved expenditure budget calls for an increase of about \$115,400 or 6.5% and includes both the additional funds needed to fund the treatment services provided by Joint Facilities as well as increases in Capital budget funding. In September, the WPCA will take up the matter of revenue and rates as part of a Public Hearing.

#### **Youth and Family Services**

- Evaluation of cases handled by Department staff has shown that anxiety is the predominant affliction bringing young people in for counseling. Evaluation of truancy numbers suggests that 30% of sixth graders have been absent since the September 2019 school year. While there may be many variables for why kids do not attend school, our office is interested in exploring the transition from fifth to sixth grade and exploring the possible relationship between that transition and anxiety, which may be attributing to the number of times a child is absent from school. To address this, the Department has several projects underway. With support from Center Elementary School, the Department will be soliciting anonymous input from fifth grade students regarding some of the things they are apprehensive about when transitioning from fifth to sixth grade. The compiled results will be shared with the school and will be used to develop programs to address these matters.
- On April 2, the Department will also be hosting the She Mattered Presentation, a presentation regarding bullying, youth suicide, and the role the Internet played in the decision by a 14-year-old girl to take her own life. The presentation is facilitated by Debra Zegas Berman, mother to the 14-year-old girl.
- Internet safety expert Scott Driscoll will be presenting his program at the Middle School in late March. The program is being hosted by the Youth and Family Services Department. The details are still being worked out but the tentative date is March 24.

The public is encouraged to visit the Department's Facebook Page for details and information about this and all of the Department's programming and projects.

#### **Town Manager/Other**

- Construction of the Town Hall is in its final stages despite some exterior work still ongoing. Start-up of some systems has been completed including staff training and development of the punch list of details to be corrected is beginning. Unfortunately, the completion date is delayed somewhat from the last dates given publicly. The contractor is now expecting completion to occur later in March. Furniture delivery is anticipated in the last week of March. At this point, the move time for the Town Hall remains unchanged. The move will take advantage of the normal Good Friday holiday in order to minimize the extra time the offices are closed. The current plan is for Town Hall and Annex offices to be open until noon on Thursday, April 9 at which point they would close and the move would begin. Offices will reopen at the new Town Hall at noon on Monday, April 13. Behind the scenes, staff will be performing final packing on Thursday and will be unpacking and setting up offices on Monday morning.
- The ad hoc committee working on the opening ceremonies for the new Town Hall met this week and has set the official Grand Opening Ceremonies for Sunday, April 26 beginning at 2 p.m. Additional information will be posted at various locations and published in the newspapers as it becomes known.
- The closing date for the Town Hall sale is anticipated before the end of the month. We understand the buyer's survey is complete and expect that all is in order for the sale. As a reminder, the Town would remain in possession of the building at no charge until the end of June 2020 to allow final moving and disposal of any items not be used elsewhere.
- Senator Norm Needleman will join the East Hampton Energy Task Force (EHETF) for a discussion on energy and industry initiatives at a March 30 meeting beginning at 6:00 pm in the Library Community Room. Senator Needleman, Co-Chair of the Energy & Technology Committee, will present information regarding that committee's 2020 priorities and important legislative points of interest including bills requiring broader notice requirements for utility companies to their customers prior to service shutoffs, encouraging the state to deploy infrastructure and funding for non-state projects to provide significant electric energy storage in the next decade, and to limit how electric suppliers can solicit sales and market to customers or potential customers.



- The Town will receive a disbursement of close out funds from the Materials Innovation and Recycling Authority (MIRA) in the amount of \$18,172. The funds come from the final reconciliation of accounting related to the Mid Connecticut Project, which was a solid waste disposal and recycling effort serving 70 municipalities including East Hampton. The disbursement of \$1,995,000 in surplus funds from the project, after close out of all obligations and liabilities, was accomplished based on each municipality's share of the waste stream managed by the project between 2002 and 2012. East Hampton sent approximately 39,000 tons of material, which accounts for .9% of the total stream handled by the project. The Town continues its relationship with MIRA for waste disposal.

DC

Attachments

cc: Management Staff

February 12, 2020

*Via Hand Delivery*

David Cox, Town Manager  
East Hampton Town Hall  
20 East High Street  
East Hampton, CT 06424

Re: **Submission of Technical Information Concerning a Proposal to Construct a Wireless Telecommunications Facility at 8½ Lakeview Street, East Hampton, Connecticut**

Dear Mr. Cox:

This firm represents Crown Castle USA, Inc. (“Crown”), in its proposal to construct a new wireless telecommunications facility (the “Proposed Facility”) in the southerly portion of a 17.37 acre parcel at 8½ Lakeview Street, East Hampton, Connecticut (the “Property”). The Property is owned by Richard Anderson. The Proposed Facility at the Property would replace Crown’s existing wireless telecommunications facility currently located at 94 East High Street in East Hampton. The existing 94 East High Street facility is currently shared by Verizon Wireless, AT&T, Sprint and T-Mobile (collectively, the “Wireless Carriers”). The Wireless Carriers’ antennas and equipment will be relocated to the Proposed Facility.

This Technical Report is submitted pursuant to Connecticut General Statutes (“Conn. Gen. Stat.”) § 16-50l(g), which establishes local input requirements for the siting of a wireless telecommunications facility under the exclusive jurisdiction of the Connecticut Siting Council (the “Council”). This statutory provision requires the submission of technical information to officials in the municipality where the Proposed Facility will be located and any municipality within 2,500 feet of the Proposed Facility location.

Correspondence and/or communications regarding the information contained in this report should be addressed to:

# Robinson + Cole

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Pascelle Saint-Laurent  
Real Estate Project Manager  
Crown Castle  
3 Corporate Park Drive, Suite 101  
Clifton Park, NY 12065

A copy of all such correspondence or communications should also be sent to Crown's attorney:

Kenneth C. Baldwin, Esq.  
Robinson & Cole LLP  
280 Trumbull Street  
Hartford, CT 06103-3597

Crown intends to submit an application to the Council for a Certificate of Environmental Compatibility and Public Need ("Certificate") for the construction, maintenance and operation of a wireless telecommunications facility in the southerly portion of the Property. The Proposed Facility would provide wireless service along portions of State Routes 66, 196 and 16, as well as local roads and to residential and commercial land uses in the area. See Site Schematic included in Attachment 1. The Proposed Facility will, at a minimum, provide wireless service comparable to that currently enjoyed by the Wireless Carriers at the 94 High Street facility.<sup>1</sup> (See RF Design Analysis included in Attachment 2).

## **Cell Site Information**

Crown proposes to install a 250-foot monopole tower within a 75' x 75' compound and 100' x 100' leased area in the southerly portion of the Property. The Proposed Facility would support the relocated antennas owned and operated by Sprint, at the 246-foot level; Verizon Wireless, at the 234-foot level; AT&T, at the 222-foot level; and T-Mobile, at the 210-foot level. Equipment associated with each carriers' antennas would be located on the ground, near the base of the tower within the fenced compound. Access to the facility would extend from Main Street (Route 66) along a proposed gravel access driveway to the proposed tower site. Utilities would extend from existing utility service along Main Street. Included in Attachment 3 is a set of

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<sup>1</sup> The ground elevation (G.E.) at the 94 High Street tower site is significantly higher (165') than the G.E. at the Proposed Facility. A taller tower is needed to satisfy the Wireless Carriers' coverage objectives.

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Project Plans for the Proposed Facility.

## **Connecticut Siting Council Jurisdiction**

Municipal jurisdiction over the siting of the Proposed Facility described in this report is pre-empted by provisions of the Public Utilities Environmental Standards Act (“PUESA”), Conn. Gen. Stat. § 16-50g *et seq.* The PUESA gives exclusive jurisdiction over the location, type and modification of telecommunications towers, to the Council (Conn. Gen. Stat. § 16-50x(a); 16-50i(a)(6)). Accordingly, the telecommunications facility described in this report is exempt from the Town’s land use (zoning and inland wetlands) regulations.

Upon receipt of an application, the Council will assign a docket number and, following a completeness review, set the schedule for the docket, including a hearing date. At that time, the Town may choose to become an intervenor or party in the proceeding. Other procedures followed by the Council include serving the applicant and other participants with interrogatories, holding a pre-hearing conference, and conducting a public hearing. The public hearing would be held at a location in the Town. Following the public hearing, the Council will issue findings of fact, an opinion and a decision and order. Prior to construction, the Council will also require the Applicant to submit a development and management plan (“D&M Plan”) which is, in essence, a final site development plan showing the details of the facility incorporating any conditions imposed by the Council. These procedures are also outside the scope of the Town’s jurisdiction and are governed by the Connecticut General Statutes, the Regulations of Connecticut State Agencies, and the Council’s Rules of Practice. If the Council approves the cell site described in this report, Crown will submit to the Building Official an application for approval of a local building permit. Under Section 16-50x of the General Statutes, which provides for the exclusive jurisdiction of the Council, the building official must honor the Council’s decision.

## **Municipal Consultation Process**

Pursuant to Section 16-50j of the General Statutes, Town officials are entitled to receive technical information regarding the Proposed Facility at least ninety (90) days prior to the filing of an application with the Council. This Technical Report is provided to the Town in accordance with these provisions and includes information on the need for improved reliable wireless service in the area; the location of existing wireless facilities in and around the area; details of the Proposed Facility; the location of alternative sites considered and rejected; the location of schools and commercial day care facilities in the area and the aesthetic impacts of the facility on those schools and day care facilities, if any; a description of the site selection process; and a discussion of potential environmental effects associated with the Proposed Facility.

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Not later than sixty (60) days after the initial consultation meeting, the municipality may, in cooperation with Crown, hold a public information hearing on the facility proposal. If such a hearing is held, the applicant must notify all abutting landowners and publish notice of the hearing in a newspaper of general circulation in the municipality, at least fifteen (15) days prior to the hearing.

Not later than thirty (30) days after the initial consultation meeting, the municipality may present the prospective applicant with alternative sites, including municipal parcels, for its consideration. If not previously considered, these alternatives will be evaluated and discussed in its application to the Council.

Pursuant to Section 16-50l(e) of the General Statutes, Crown must provide a summary of the Town's comments and recommendations, if any, to the Council within fifteen (15) days of the filing of an application.

### **Need for the Proposed Wireless Facility**

The principal need for the Proposed Facility is to replace the service the Wireless Carriers currently provide from Crown's existing 94 East High Street tower. If the Proposed Facility is approved, Crown's existing East High Street facility will be removed. (See Attachment 2).

### **Environmental Effects**

In our experience, the primary impact of a wireless facility such as the Proposed Facility is visual. The visual impact of the Proposed Facility tower will vary from place to place around the site location, depending upon factors such as vegetation, topography, distance from the tower, and the location of buildings or other structures (utility infrastructure) in the sight-line of the cell site.

To more fully assess the visual impact of the Proposed Facility, Crown's consultant, Gould Digital Imaging has prepared a preliminary Visibility Analysis for the Proposed Facility. Visual impact of the Proposed Facility will vary, significantly within a one mile radius around the tower site. (See Attachment 4). A more detailed visual assessment will be prepared and included in Crown's Certificate application to the Council.

Pursuant to the provisions of Conn. Gen. Stat. § 16-50p(a)(3)(G), new telecommunications facilities must be located at least 250 feet from buildings containing schools (defined in C.G.S. §10-154a) and commercial day care facilities (defined in C.G.S. §19a-

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77(a)(1)) unless the location selected is acceptable to the Town's chief elected official or the Council finds that the facility will not have a substantial adverse effect on the aesthetics or scenic quality of the neighborhood where the school or commercial day care use is located. The Proposed Facility is not located within 250 feet of any building containing a school or commercial day care facility.

Based on field surveys, Crown has determined that the construction of the Proposed Facility will have no direct impact on inland wetlands or watercourses, within or near the tower compound or elsewhere on the Property. Crown anticipates that all other physical environmental effects associated with the Proposed Facility would be minimal.

### **Radio Frequency Emissions**

The Federal Communications Commission ("FCC") has adopted a standard (the "Standard") for exposure of radio frequency ("RF") emissions from telecommunications base stations like the Crown Facility. To ensure compliance with the Standard, Crown has commissioned an RF Safety and NIER Analysis Report ("RF Report") for the Proposed Facility according to the methodology described in FCC Office of Science and Technology Bulletin No. 65 ("OST Bulletin 65"). The calculation included in the RF Report is a conservative, worst-case approximation of RF emissions at the closest accessible point to the antenna (i.e., the base of the tower), and assumes that all antennas are transmitting simultaneously, on all channels, at full power. The worst-case calculated RF emissions level would be 1.9% of the FCC Standard for all carriers on the proposed tower. (See Attachment 5).

### **Scenic Natural Historic or Recreational Impacts**

To further assess the environmental impacts of the Proposed Facility, Crown will be working with its consultant team to prepare a National Environmental Policy Act ("NEPA") Environmental Screening Checklist (the "NEPA Checklist") and other related environmental reviews to determine if the facility will have any significant adverse environmental effects. The NEPA Checklist will include information from the Environmental and Geographic Information Center of the Connecticut Department of Energy and Environmental Protection ("DEEP"), the U.S. Fish and Wildlife Service ("USFWS") and the State Historic Preservation Officer ("SHPO"). Copies of the DEEP, USFWS and the SHPO determinations will also be submitted as a part of the Council's Certificate Application.

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## **Site Search Process**

Crown conducted a search of suitable cell site locations in the area around the existing 94 East High Street tower site and investigated a total of nine (9) parcels in the area as potential alternative tower locations. Six (6) of the nine (9) parcels were under contract or owned by individuals who were not willing to lease ground space to Crown for a new tower site. The remaining three (3) parcels are all owned by Richard Anderson and include the Property at 8½ Lakeview Street. A list of alternative candidate sites investigated by Crown and a map showing their respective locations are included in Attachment 6.

## **Tower Sharing**

As stated above, Crown intends to build a replacement tower that will support the antennas and equipment of four (4) wireless carriers and emergency service providers, if a need exists. Crown's intent to share the tower is consistent with the intent of the General Assembly when it adopted Conn. Gen. Stat. § 16-50aa and with Council policy.

## **Conclusion**

This Technical Report is submitted in accordance with Conn. Gen. Stat. § 16-50i which requires Crown to supply the Town with information regarding the Proposed Facility. This report includes information regarding the site selection process, public need, and the potential environmental impacts of the Proposed Facility. Crown submits that its Proposed Facility would not have any significant adverse environmental effects. Moreover, Crown submits that the public need for high quality wireless service, and a competitive framework for providing such service has been determined by the FCC to be in the public interest and that such public need far outweighs any perceived environmental effects of the Proposed Facility.



# Robinson + Cole

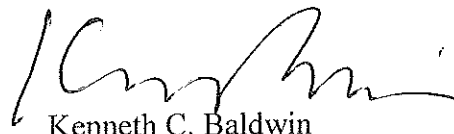
David Cox, Town Manager

February 12, 2020

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Please contact me if you have any additional questions regarding the Proposed Facility.

Sincerely,

A handwritten signature in black ink, appearing to read 'K. Baldwin', written over a thin horizontal line.

Kenneth C. Baldwin

KCB/kmd

Enclosures

Copy to:

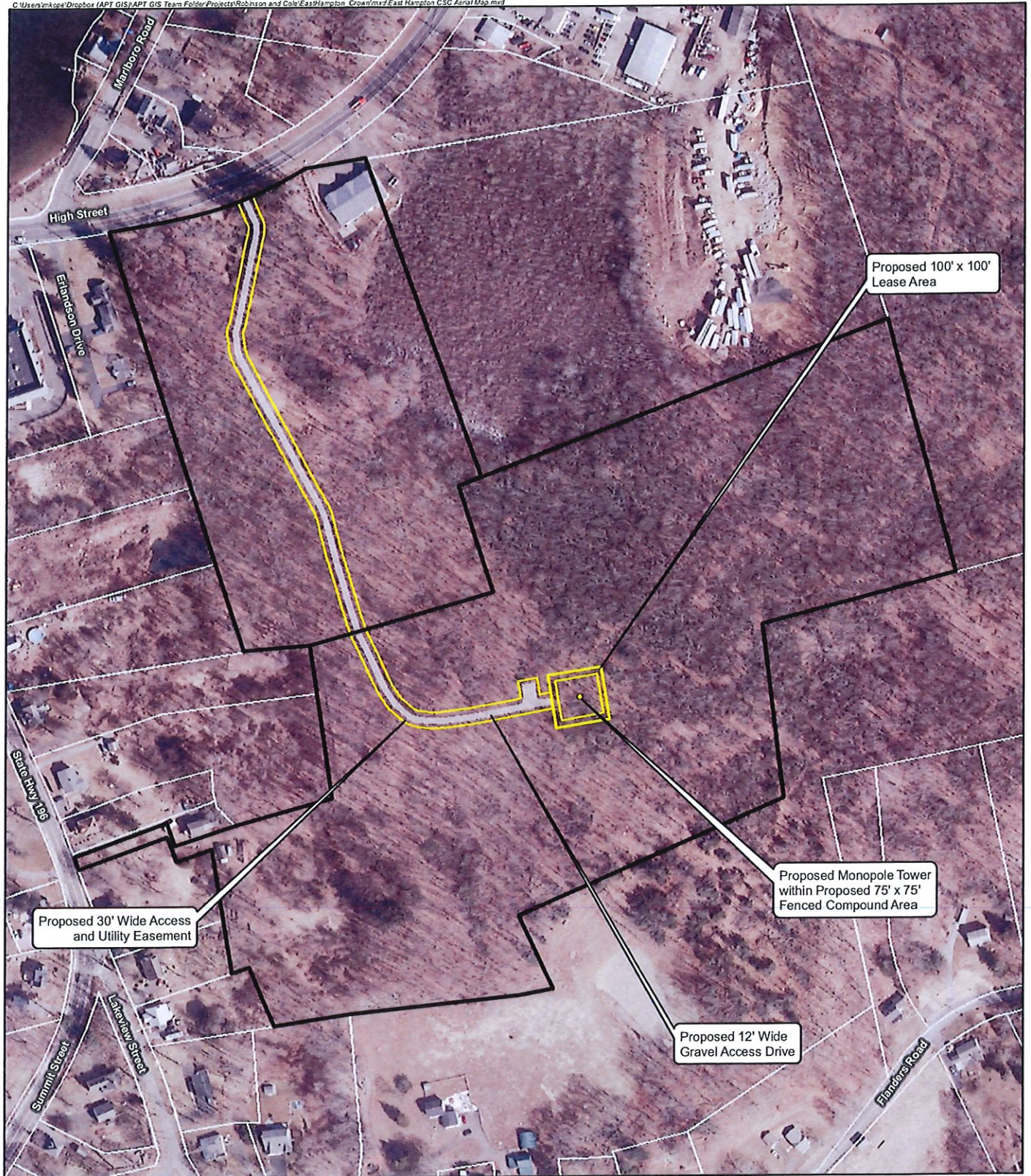
Kevin Kuhr, Chair, East Hampton Planning and Zoning Commission

Jeff Foran, Chair, East Hampton Inland/Wetlands Watercourse Agency

Pascelle Saint-Laurent

# ATTACHMENT 1





**Legend**

- Proposed Site Layout
- Proposed Equipment
- Proposed Gravel Access Drive
- Subject Property
- Approximate Parcel Boundary (CTDEEP)

**Site Schematic**

Proposed Wireless  
Telecommunications Facility  
Site Number 876352  
8 1/2 Lakeview Street  
East Hampton, Connecticut

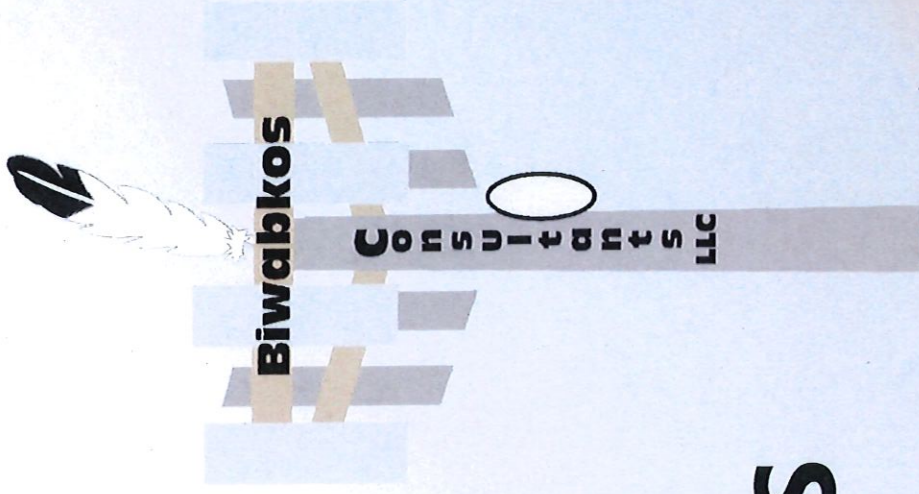




# **ATTACHMENT 2**



# WIRELESS NETWORK CONSULTING



Crown Site# 876352

Richard Wall Site

## RF DESIGN ANALYSIS

# Current/Proposed Site

## † Existing 117' Monopole Tower

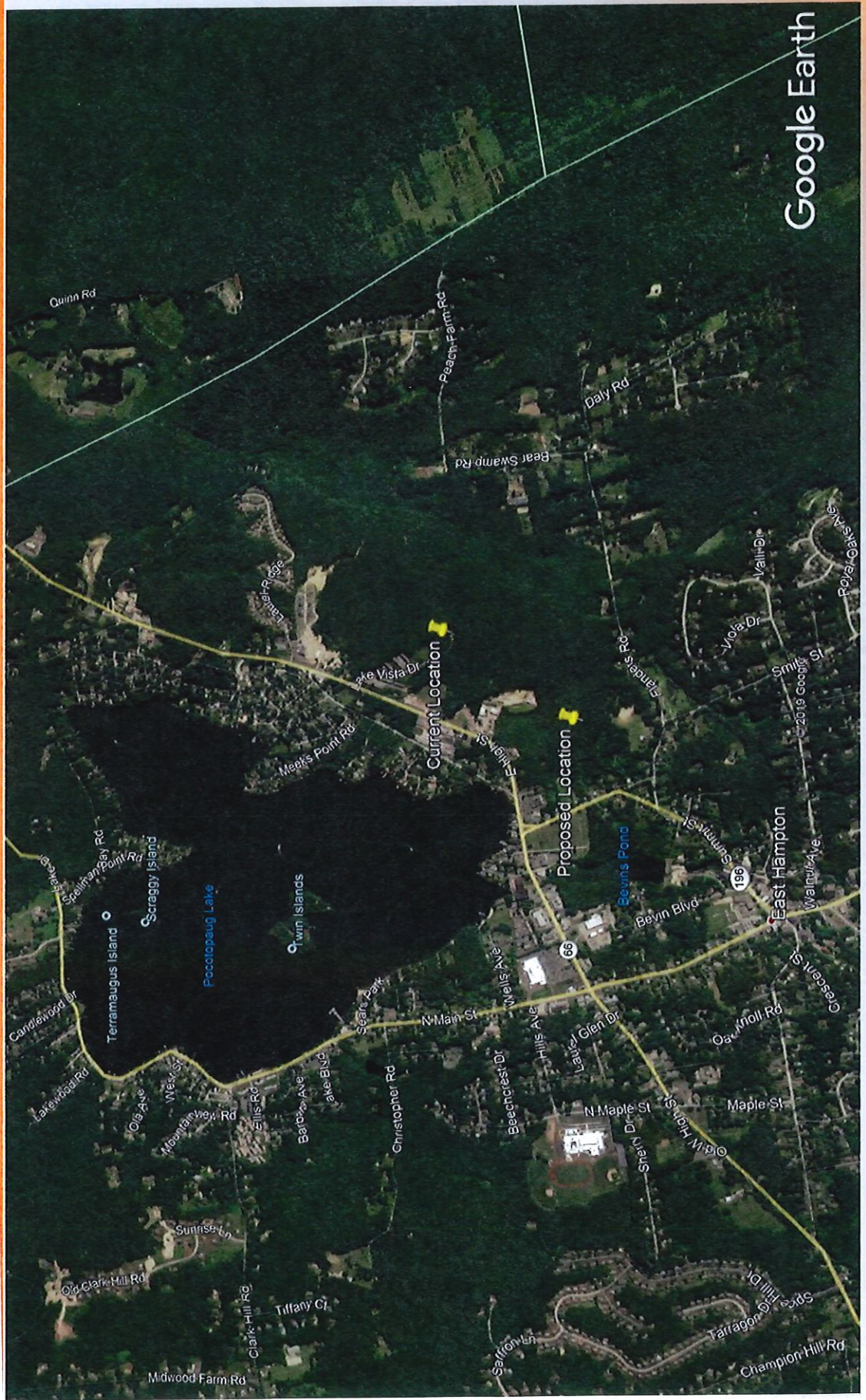
- 94 East Hight Street East Hampton, CT 06424
- Latitude: 41 35 14.2 (NAD83)
- Longitude: -72 29 19.6 (NAD83)
- 688' AMSL Ground Elevation
- Sprint 117', Verizon 105', AT&T 91',

## † Proposed 250' Monopole Tower

- 8 ½ Lakeview Street East Hampton, CT 06424
- Latitude: 41 34 56.92 (NAD83)
- Longitude: -72 29 35.29 (NAD83)
- 523' Ground Elevation
- Sprint 246', Verizon 234', AT&T 222', T-Mobile 210'



# Sites



Google Earth



## Objective of new site

- † Replace existing coverage for (3) carriers that provide service to Hwy 16, Hwy 66, Hwy 196 and East Hampton
- † Site would also continue to provide services to users on Pocotopaug Lake
- † Since ground elevation differs between locations by 165' a taller structure is needed for the proposed location to duplicate existing coverage



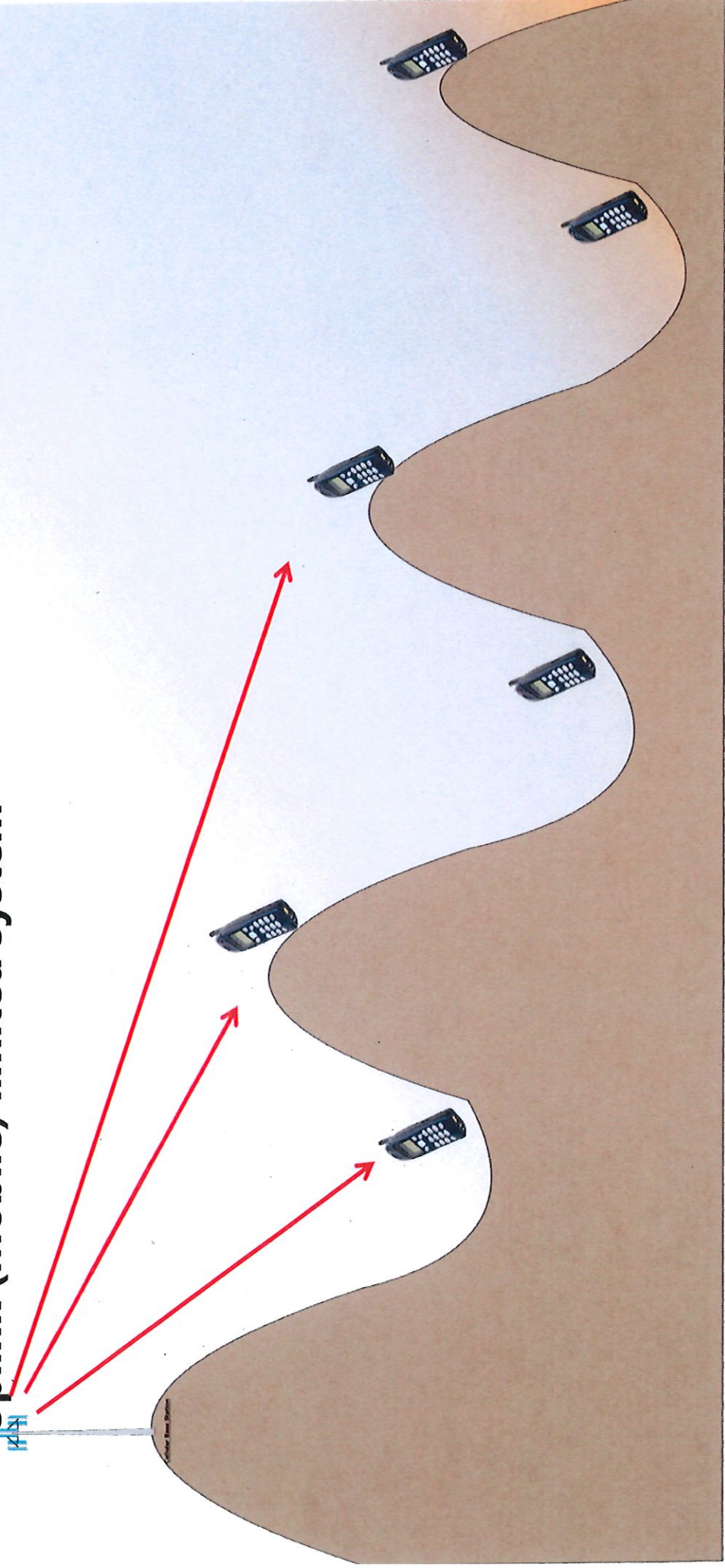
# Antenna Height Requirements

- † Terrain is a significant impact to the sites coverage area
- † With the loss of 165' in Ground elevation the replacement tower is taller than the existing tower
- † With the taller proposed tower the carriers are able to duplicate the existing coverage of the site that will be removed



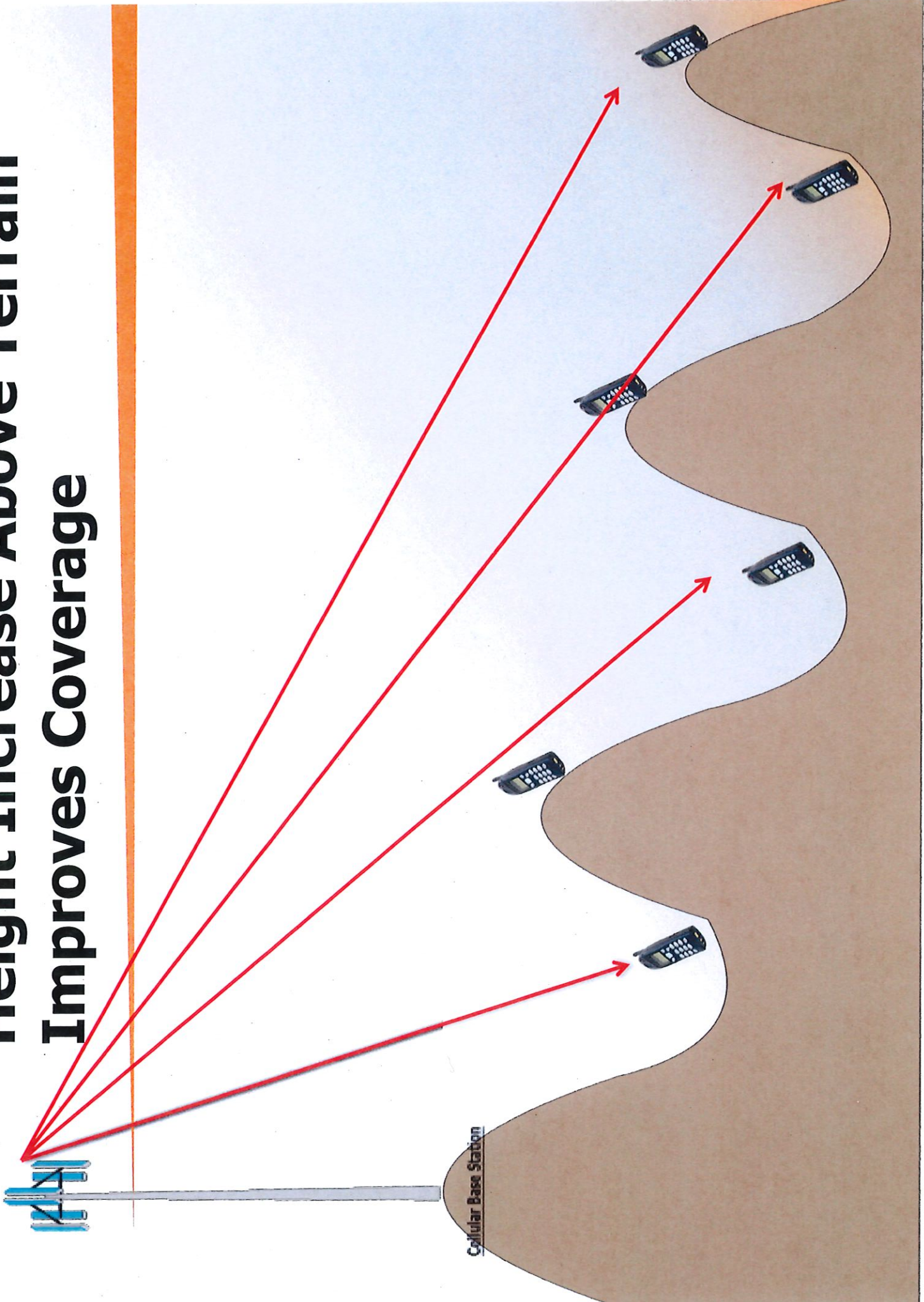
# Terrain can limit coverage

- † Wireless antenna must be above the terrain in order to provide services to customers
- † Limited primarily to "Line of Sight" communications
- † Uplink (Mobile) limited system





# Height Increase Above Terrain Improves Coverage



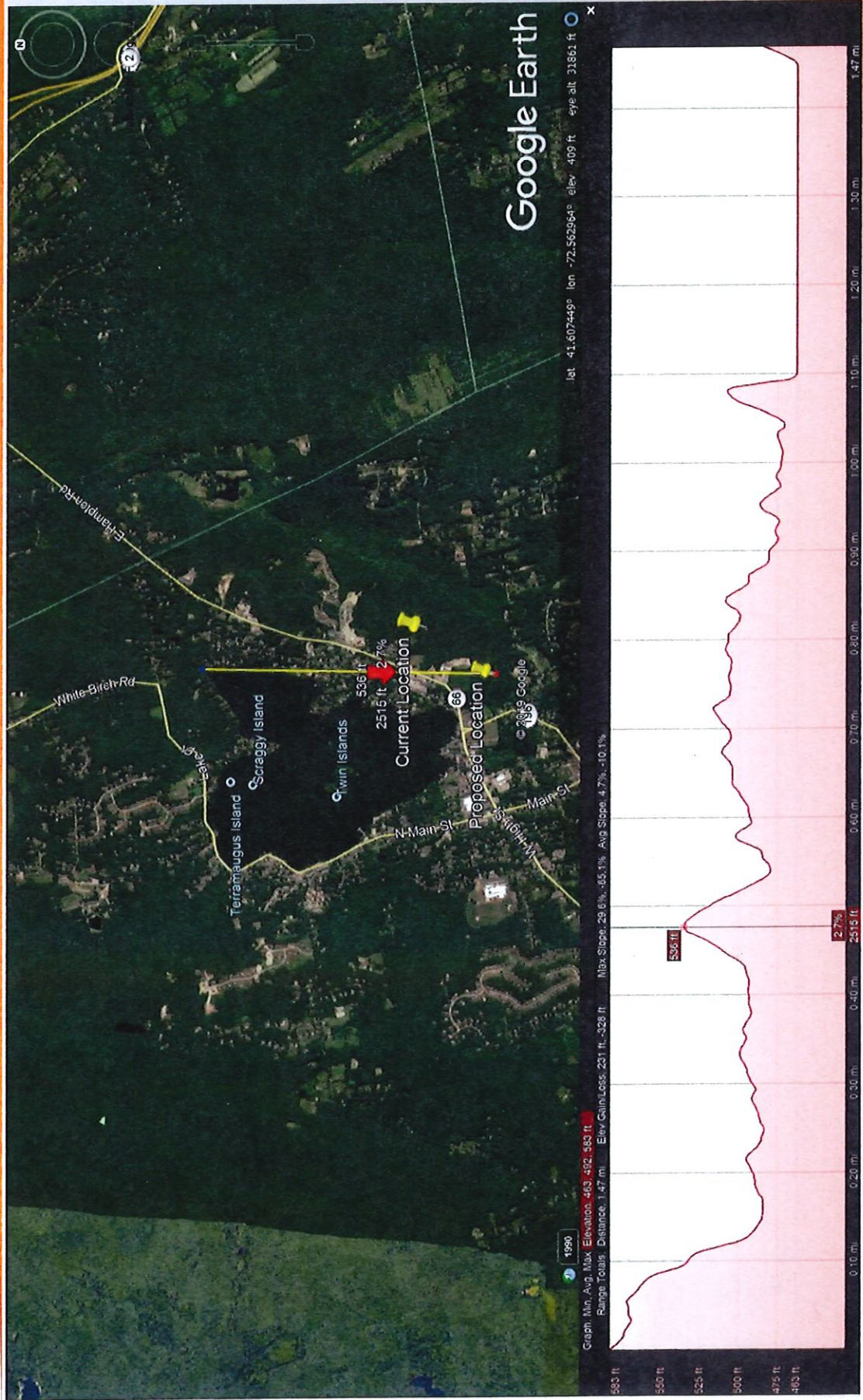


# Terrain





# Terrain profile going North





# Terrain profile going East

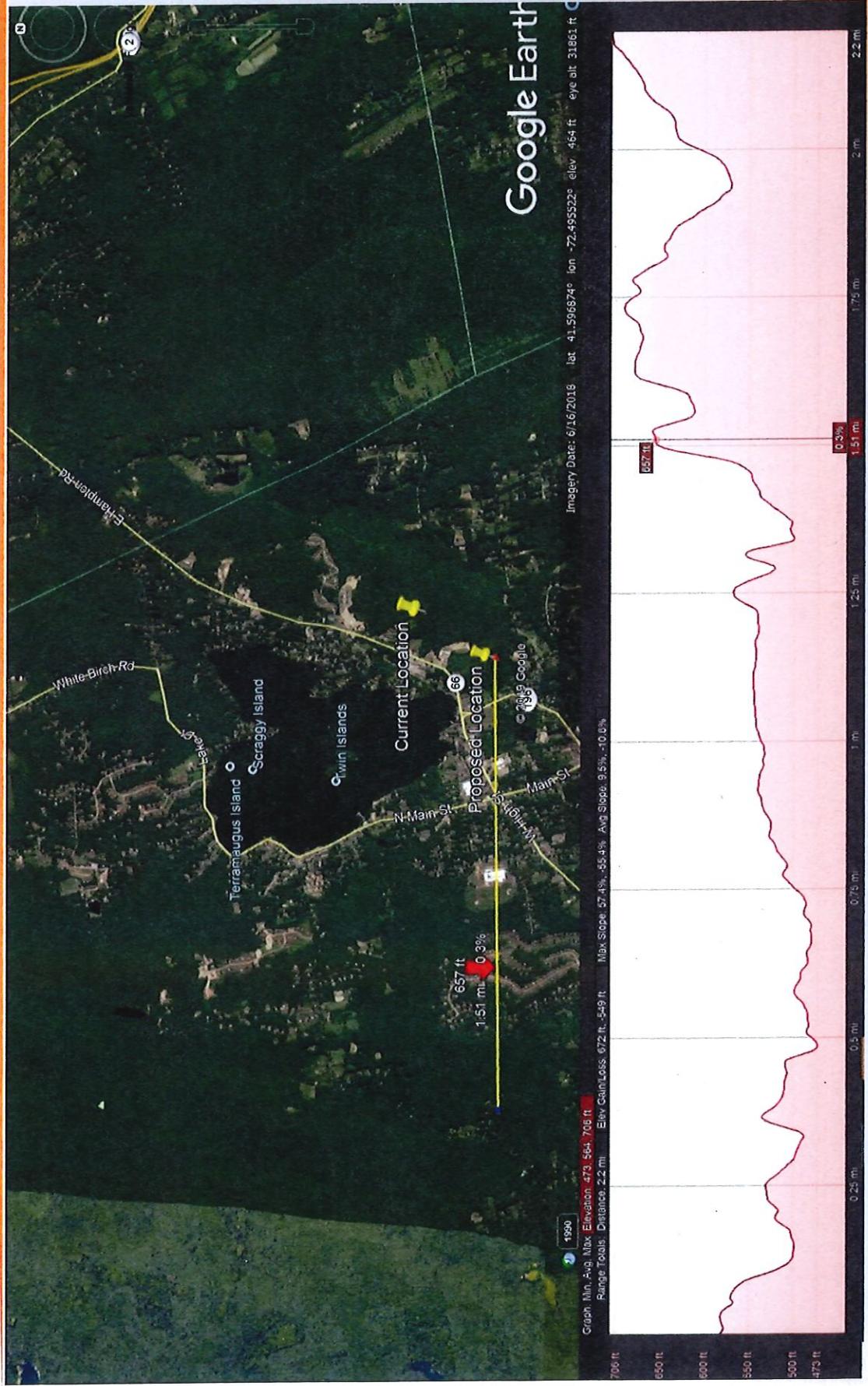






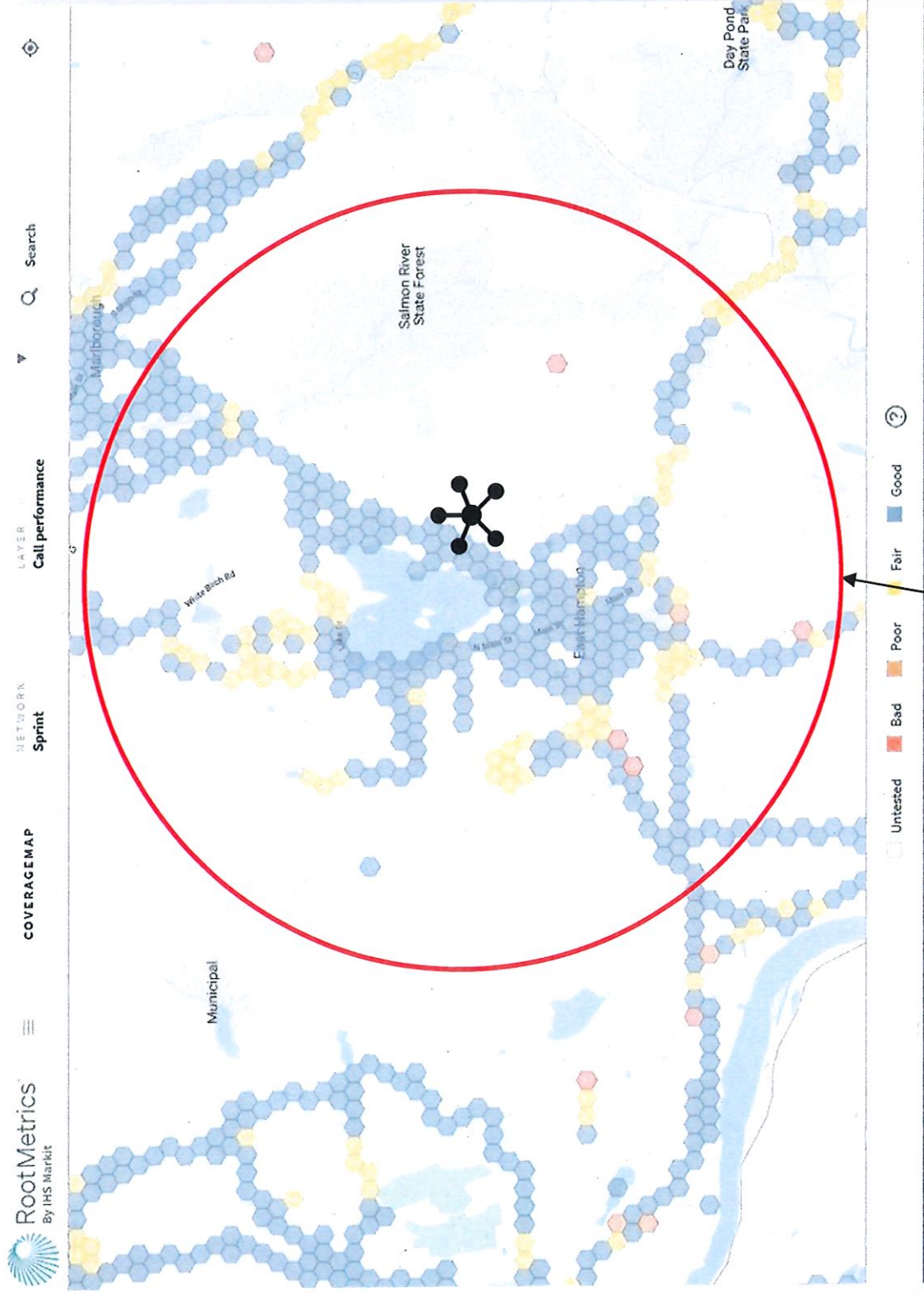


# Terrain profile going West



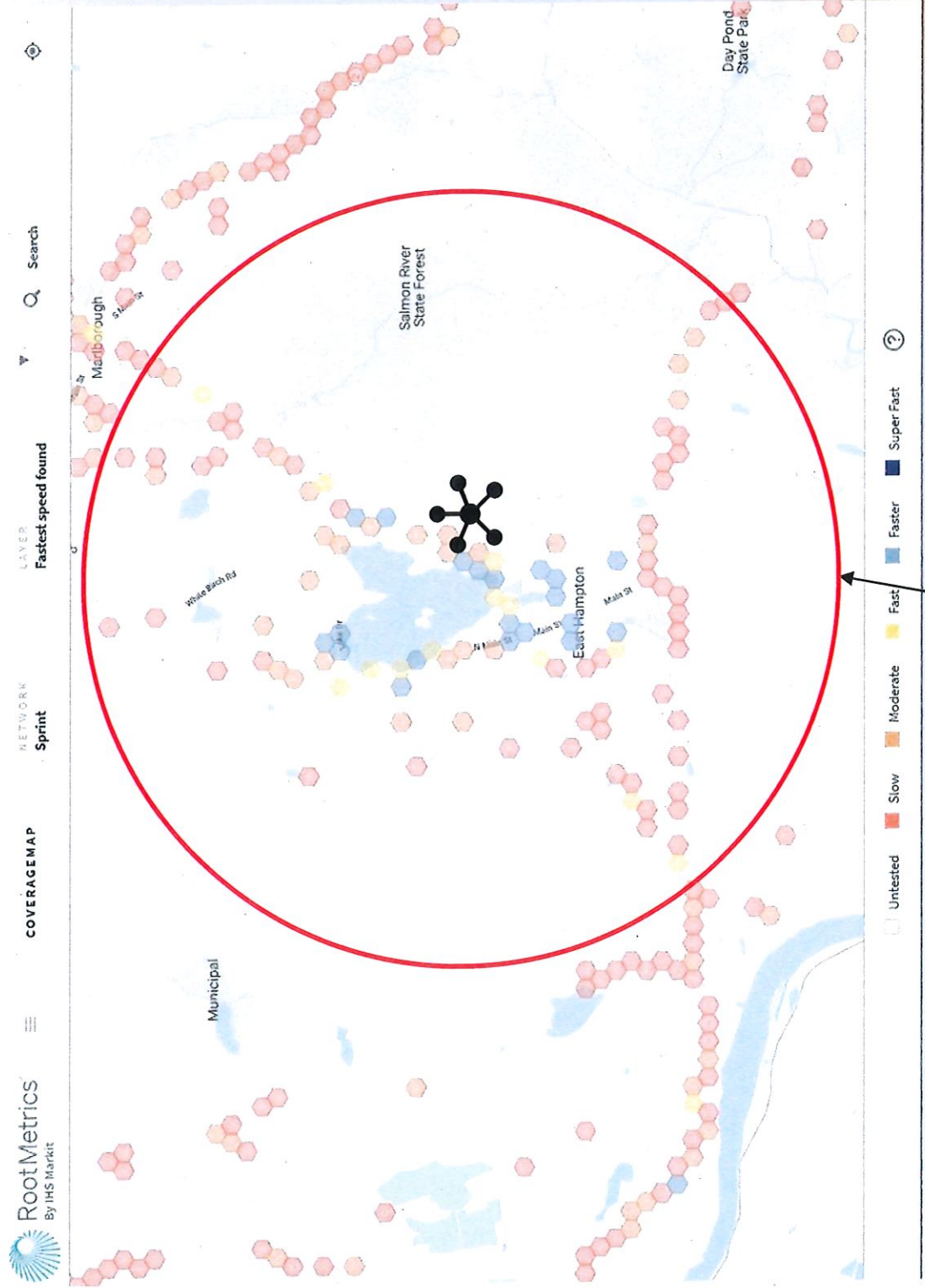


# RootMetrics – Sprint Coverage Map



Area where existing site provides coverage and capacity

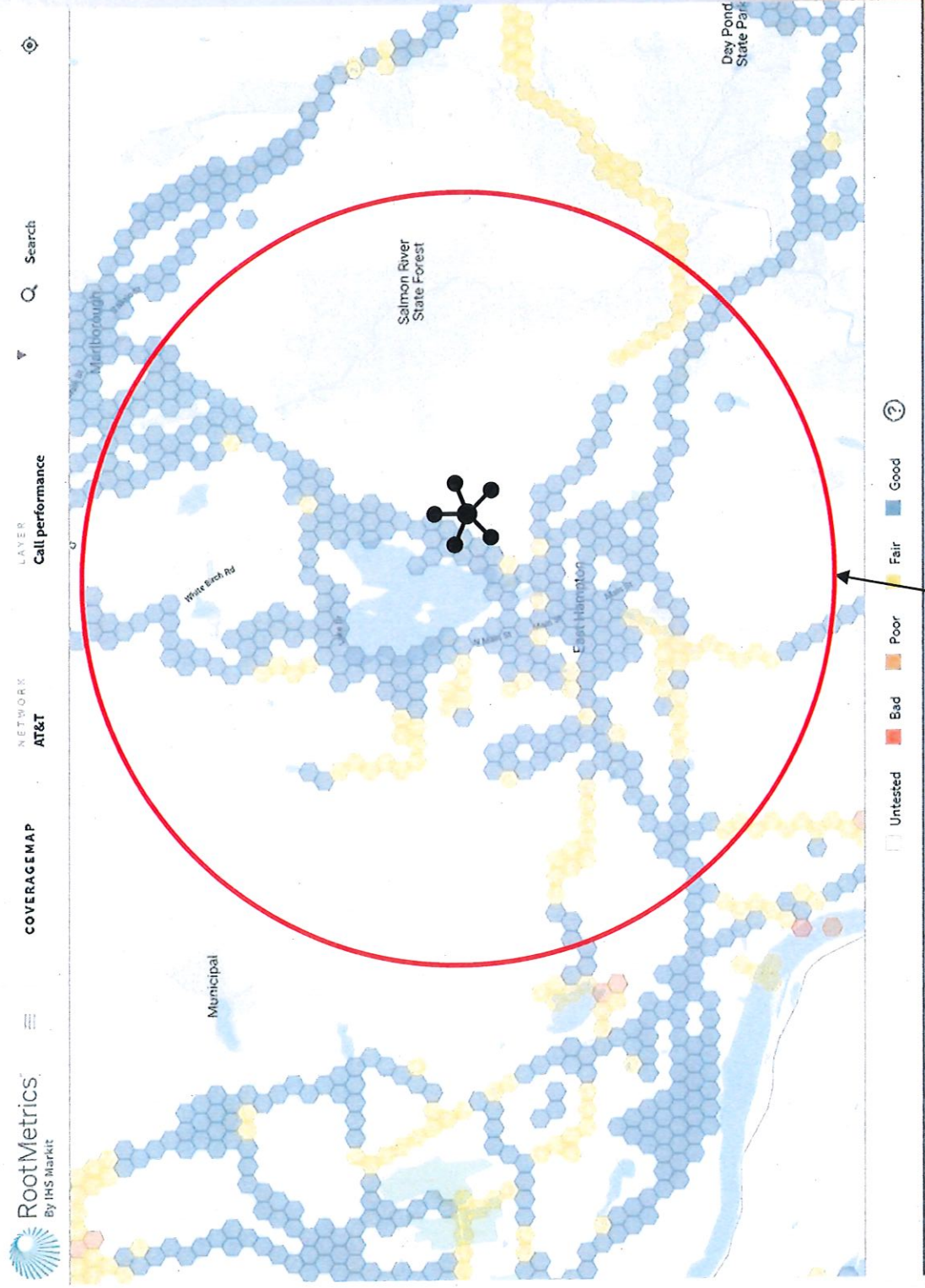
# RootMetrics – Sprint Throughput Map



Area where existing site provides coverage and capacity

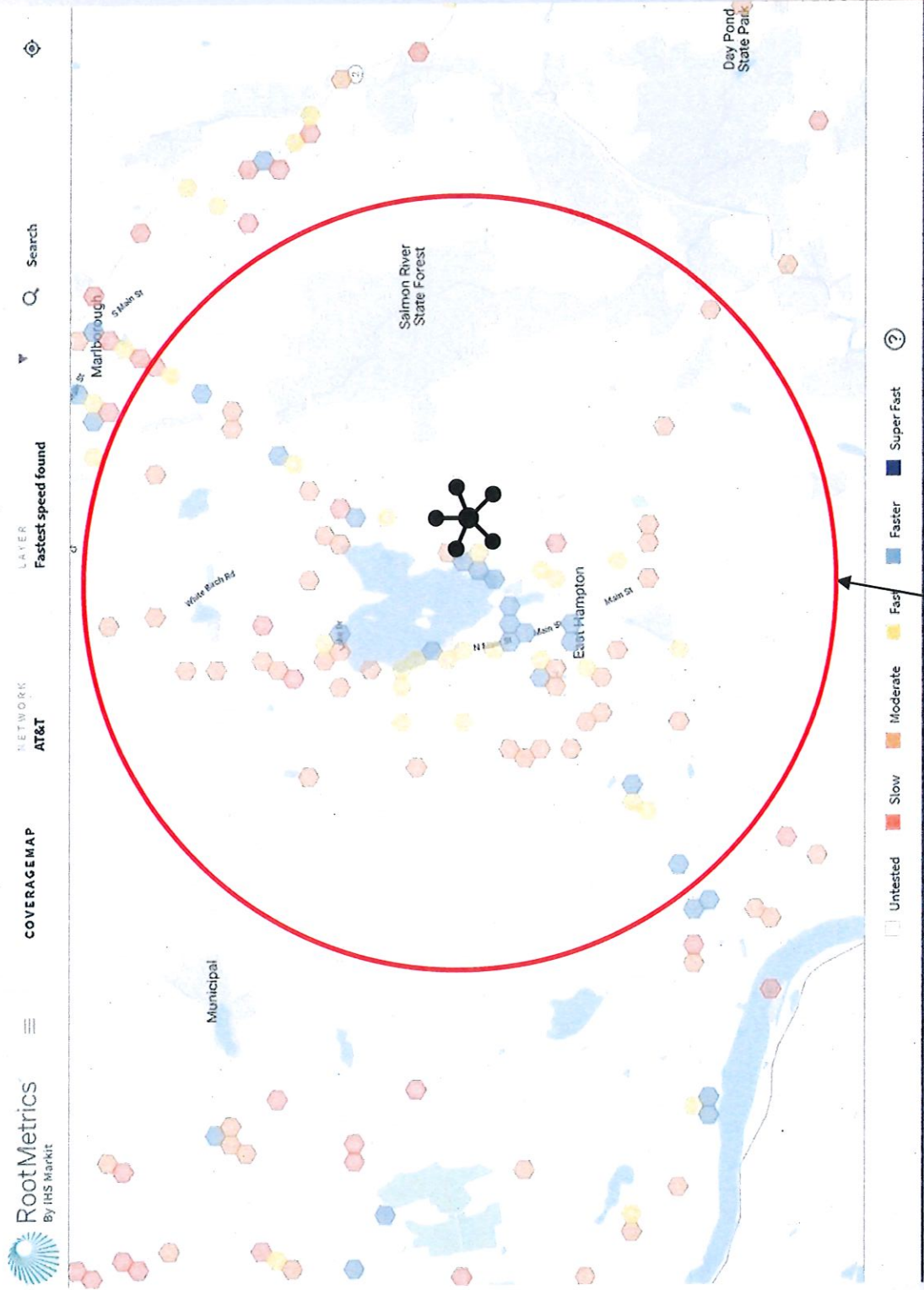


# RootMetrics – AT&T Coverage Map



Area where existing site provides coverage and capacity

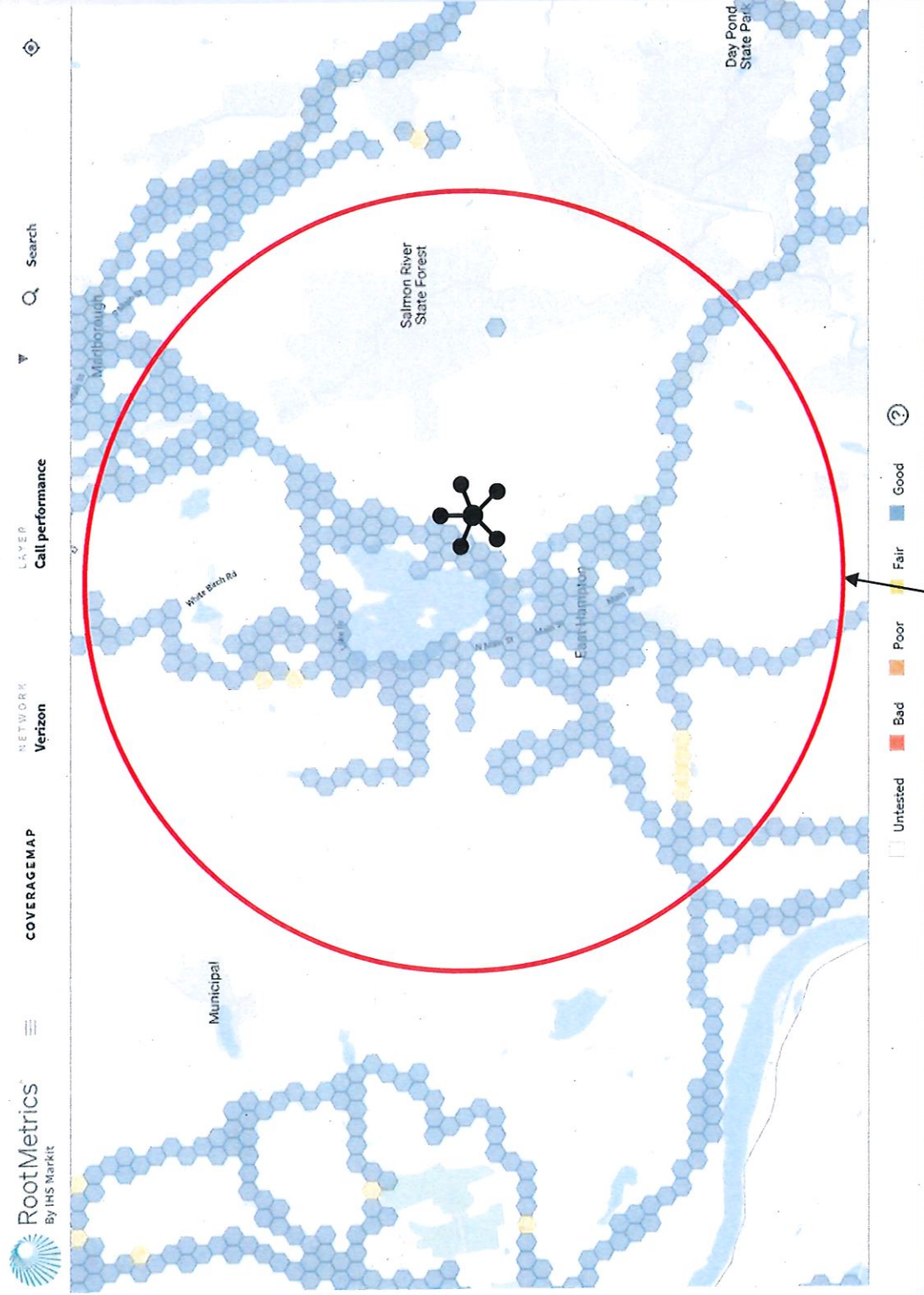
# RootMetrics – AT&T Throughput Map



Area where existing site provides coverage and capacity



# RootMetrics – Verizon Coverage Map

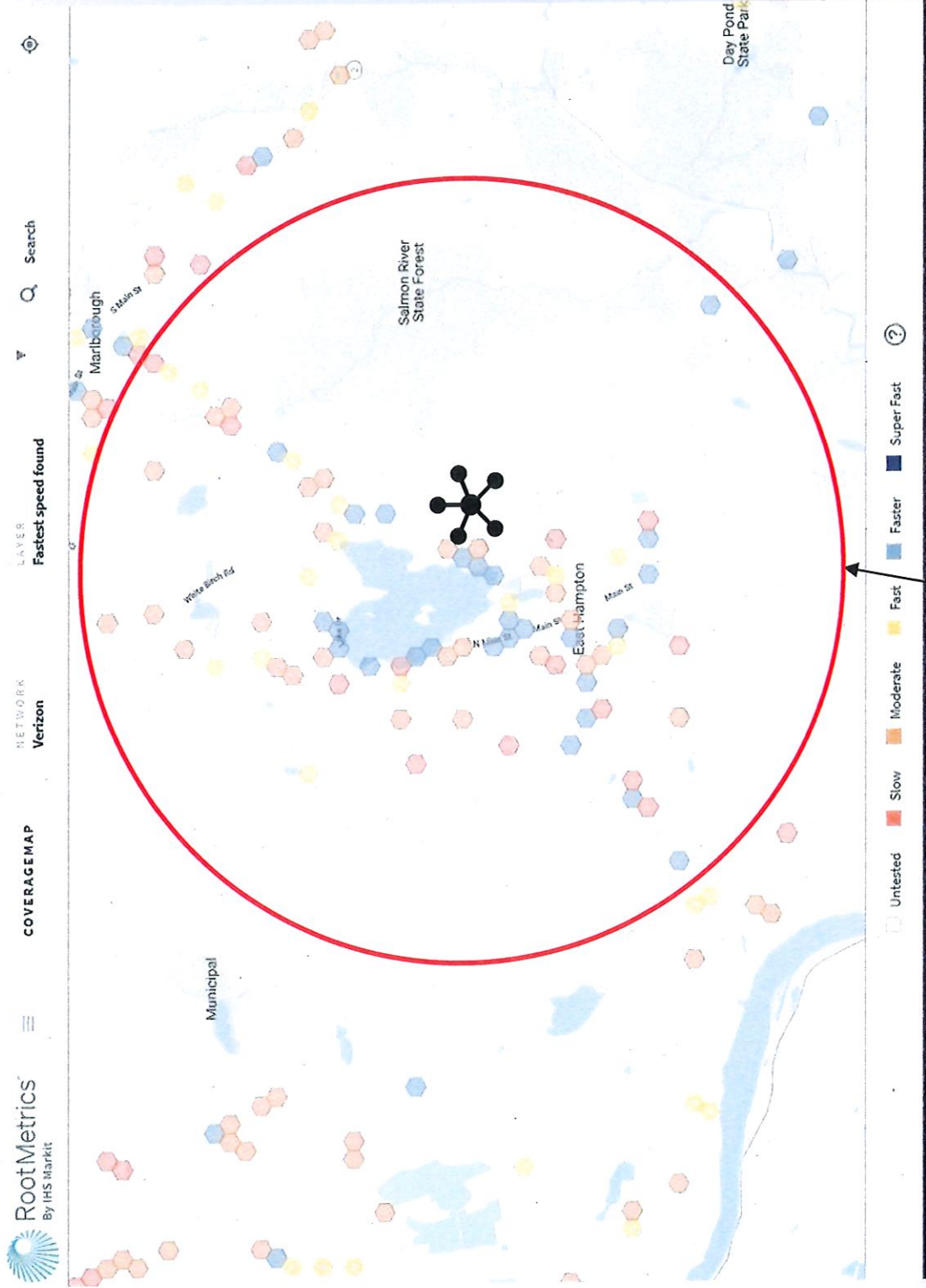


Area where existing site provides coverage and capacity



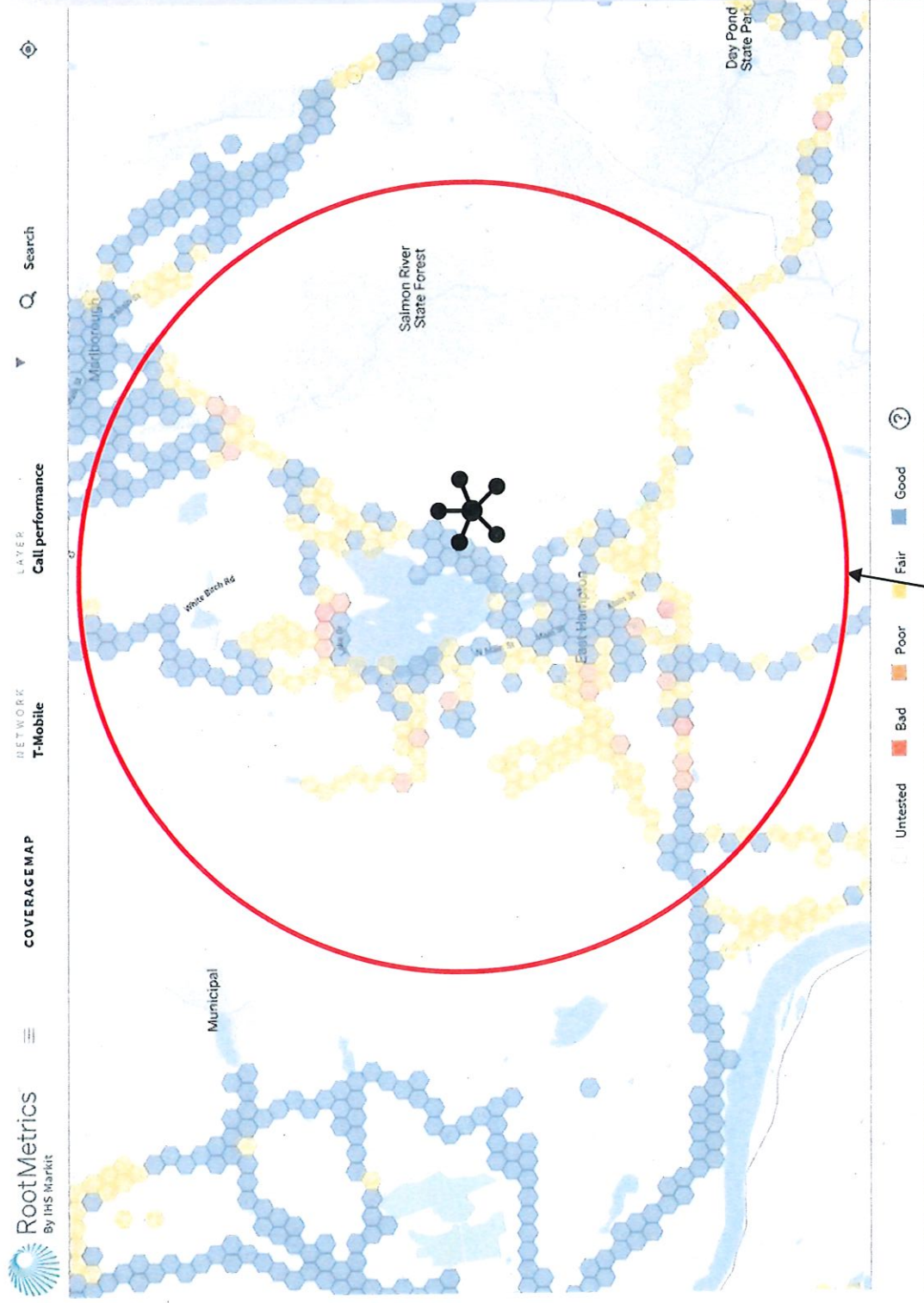
# RootMetrics –

# Verizon Throughput Map



Area where existing site provides coverage and capacity

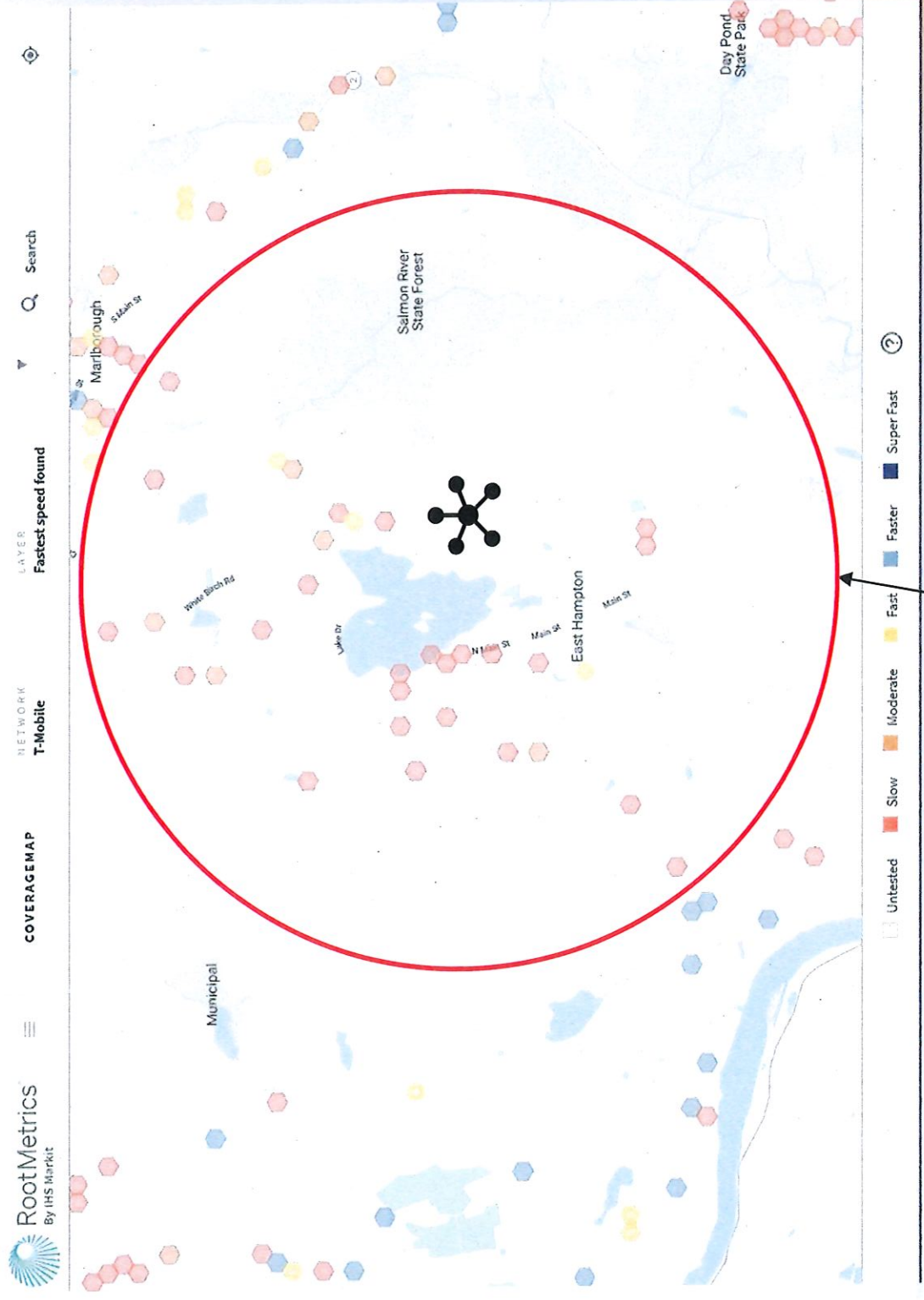
# RootMetrics – T-Mobile Coverage Map



Area where existing site provides coverage and capacity

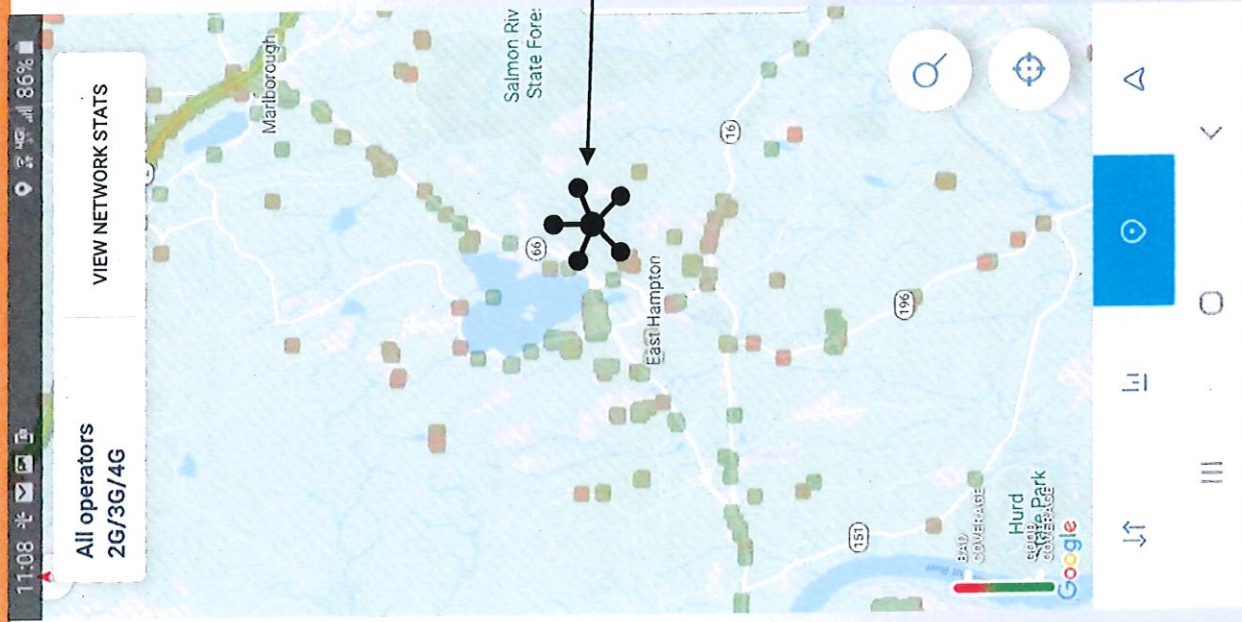


# RootMetrics – T-Mobile Throughput Map



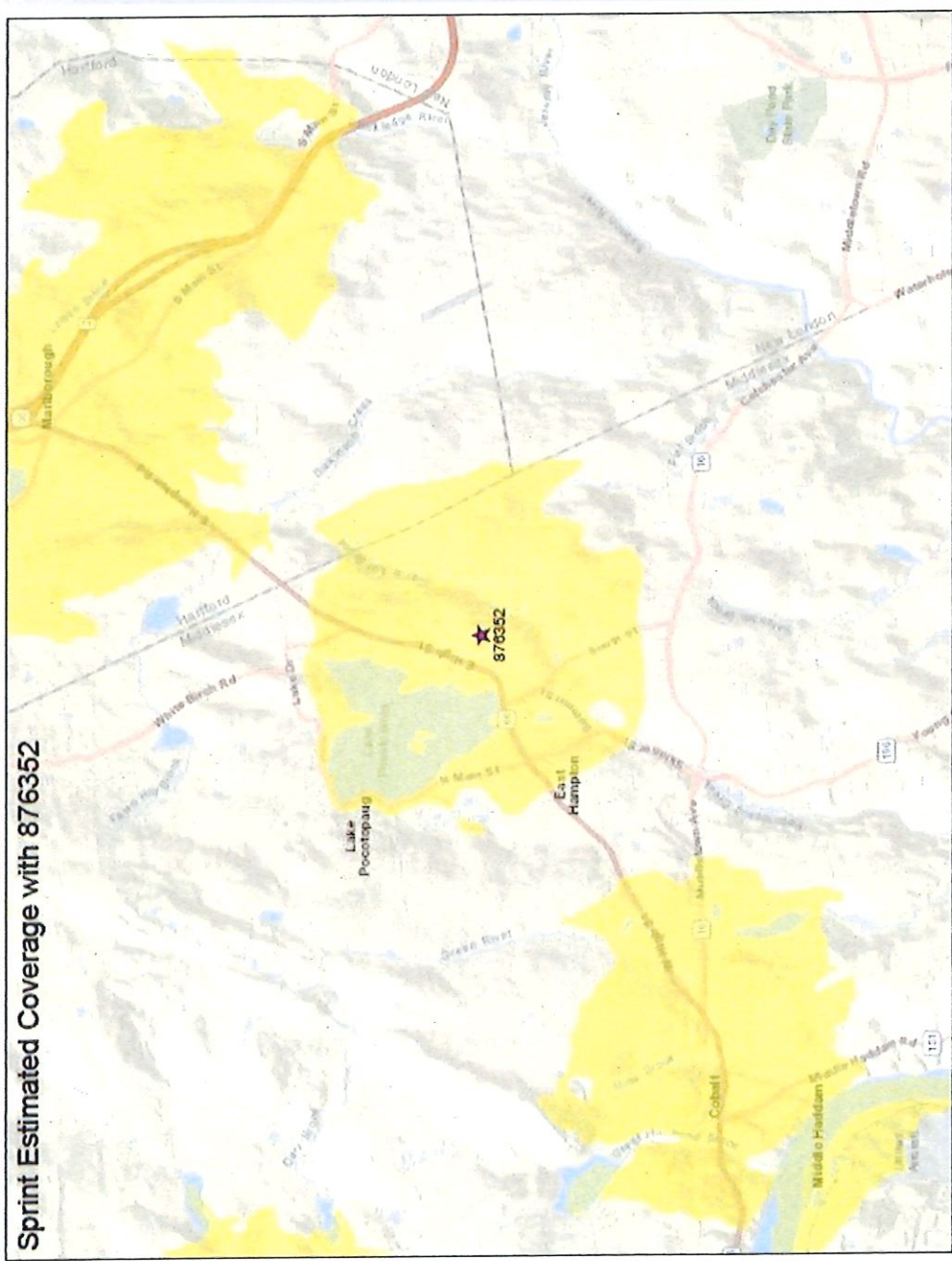
Area where existing site provides coverage and capacity

# Open Signal – Quality Map

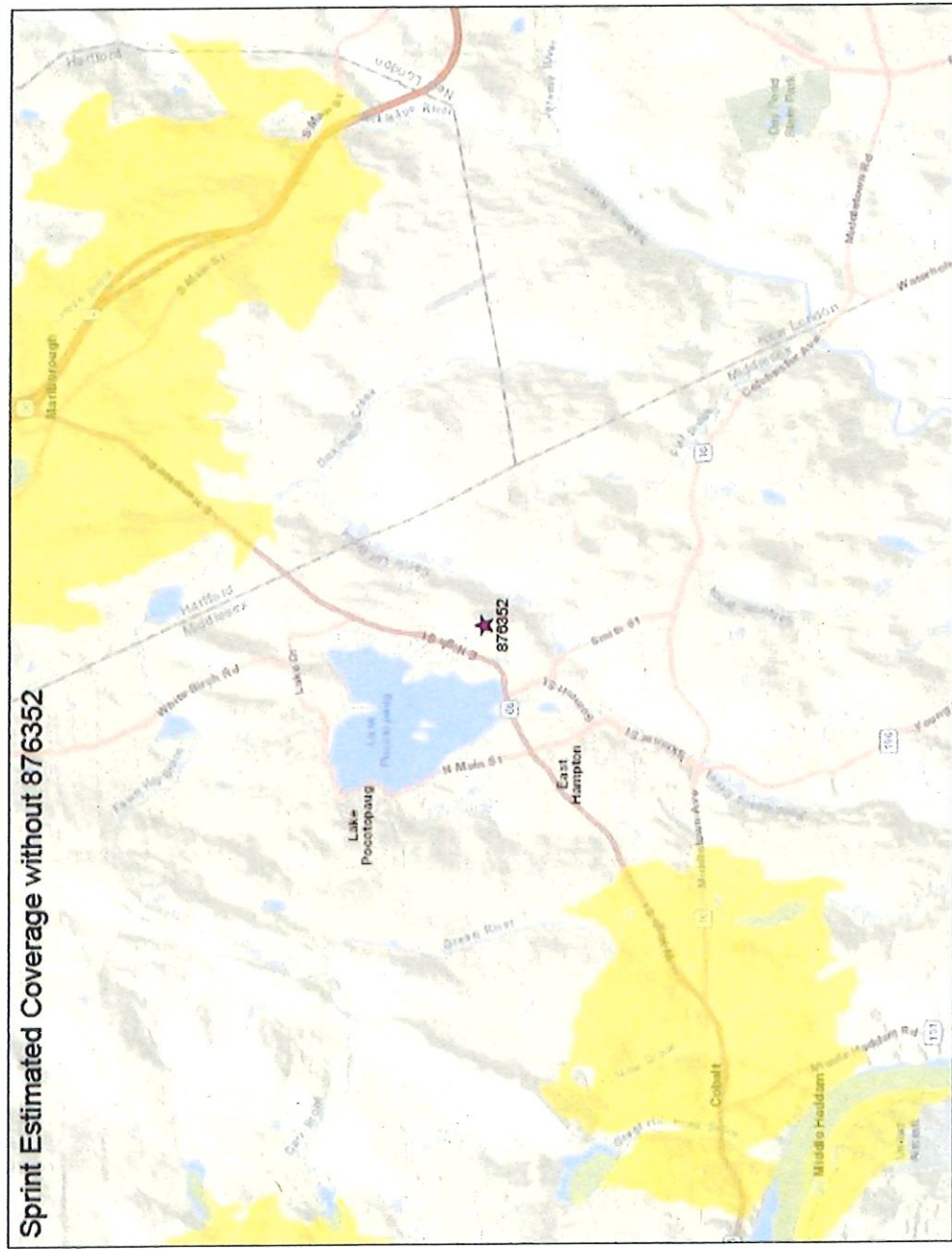




# Sprint Current Coverage

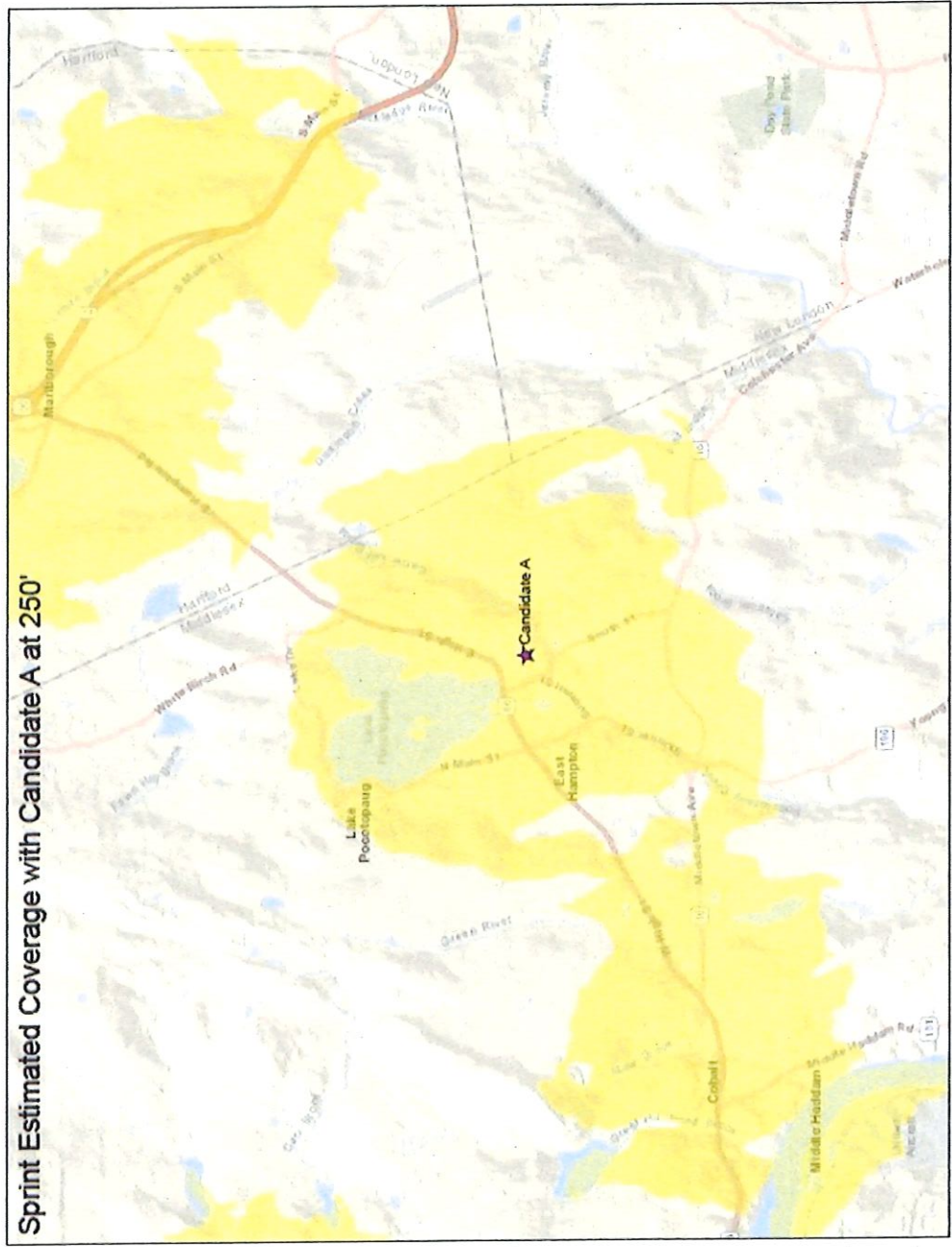


# Sprint Coverage without proposed site



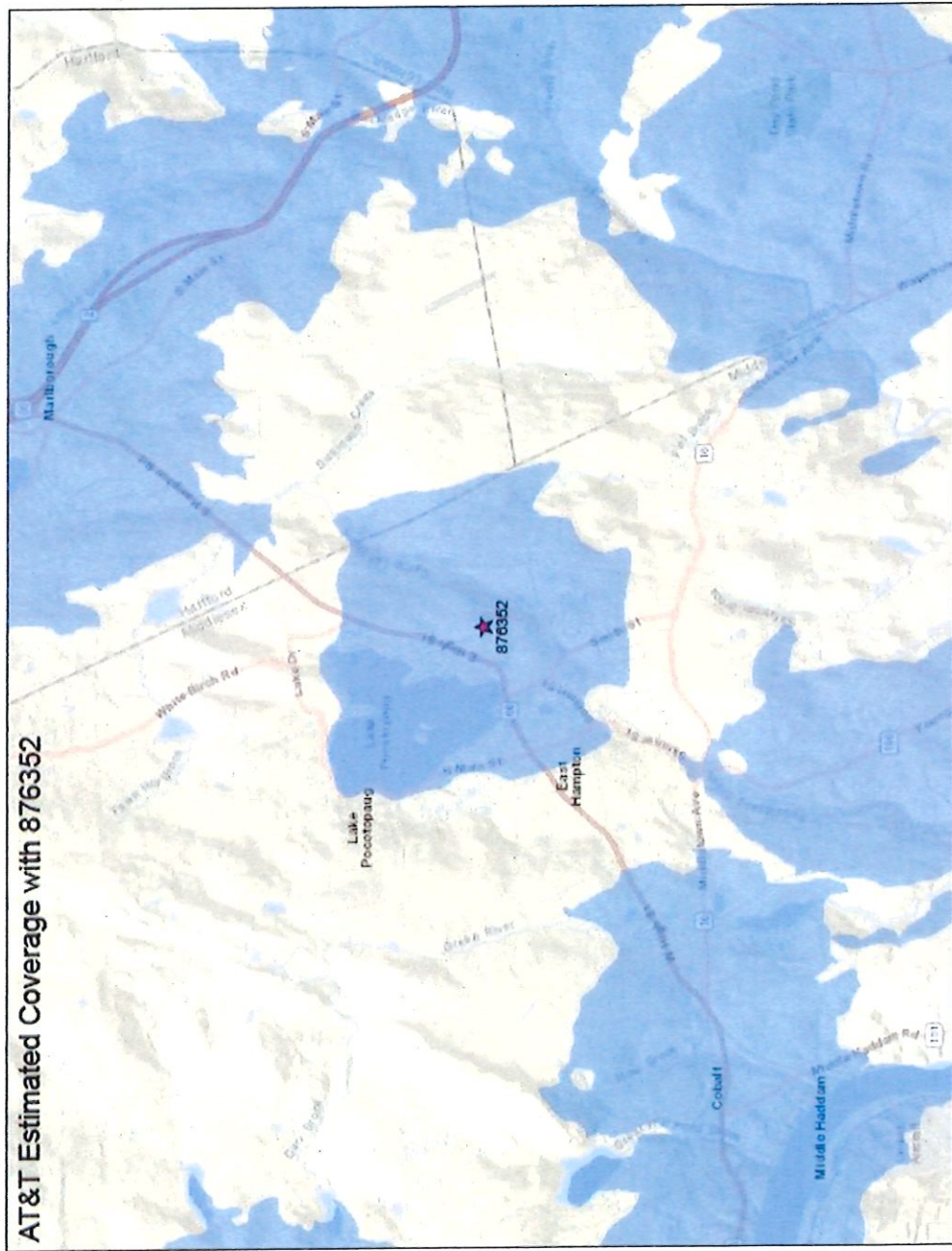


# Sprint Coverage with proposed site



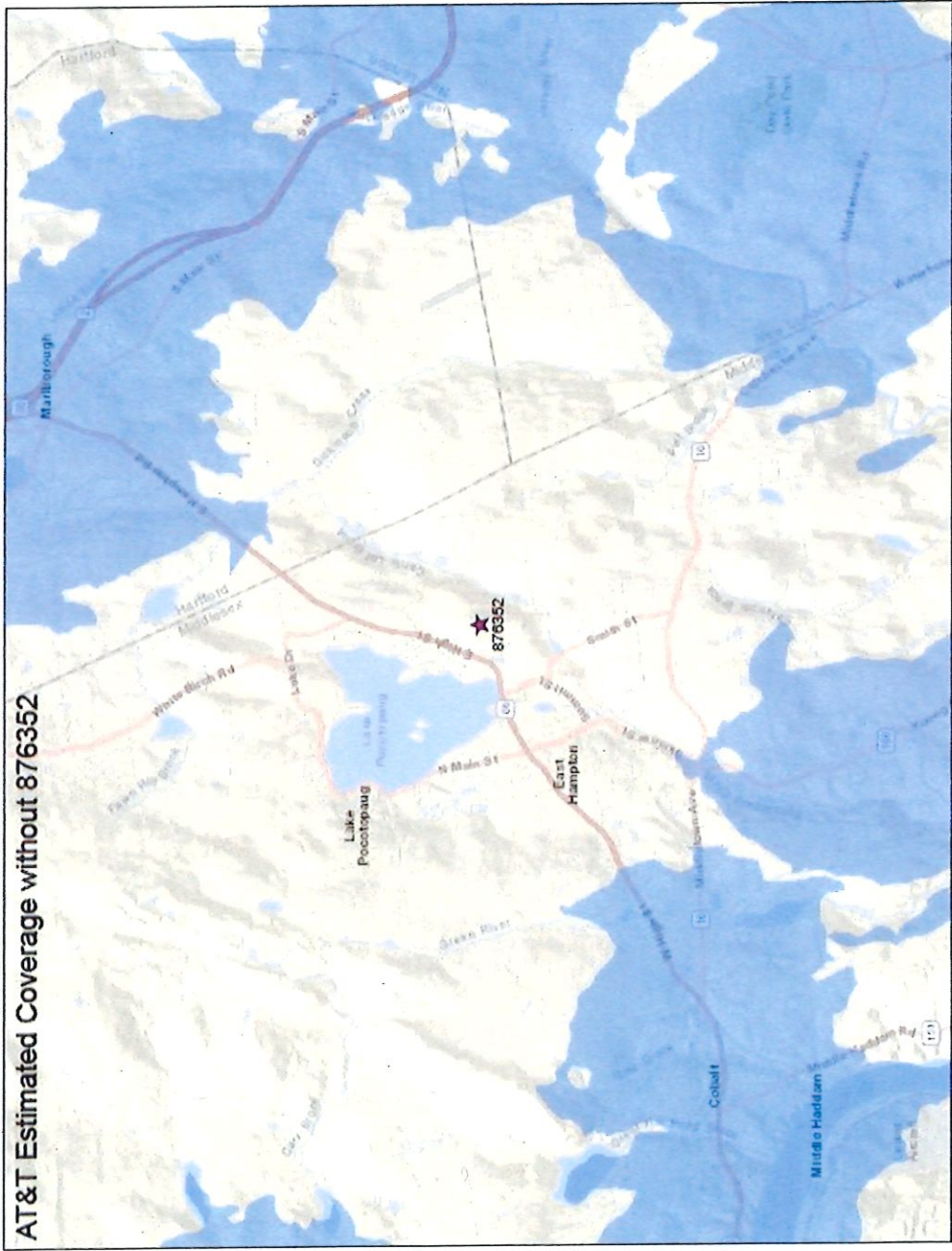


# AT&T Current Coverage



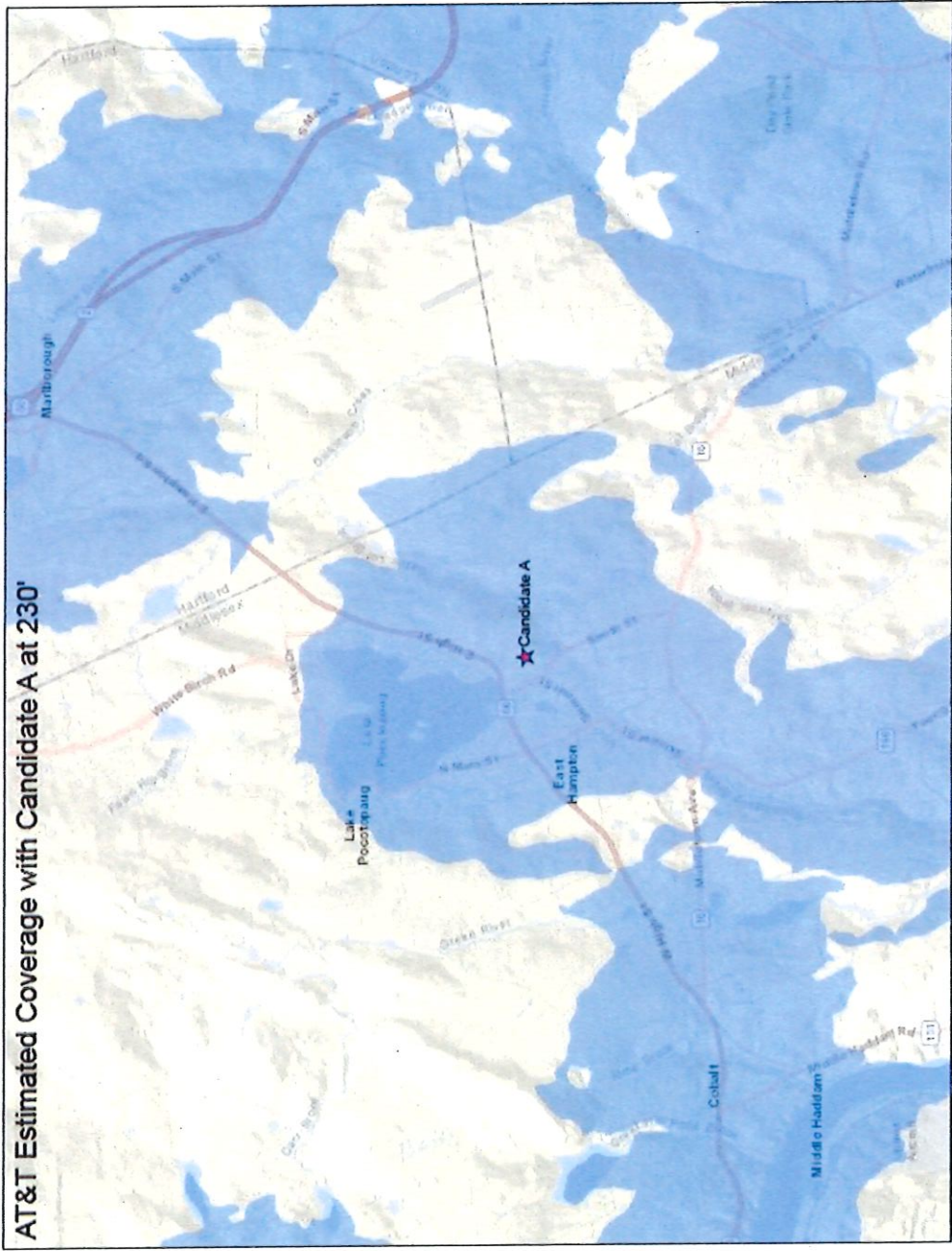


# AT&T Coverage without proposed site



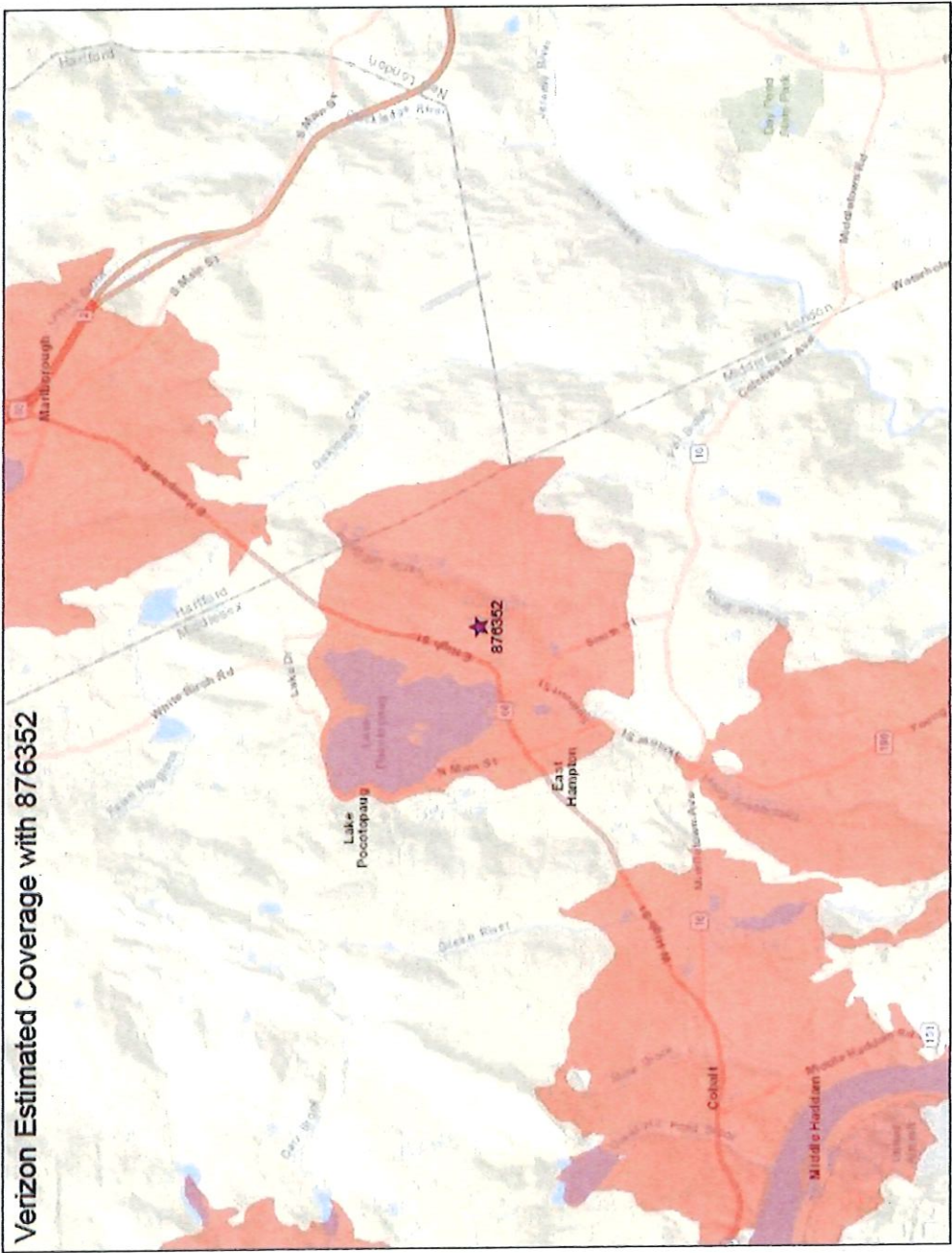


# AT&T Coverage with proposed site



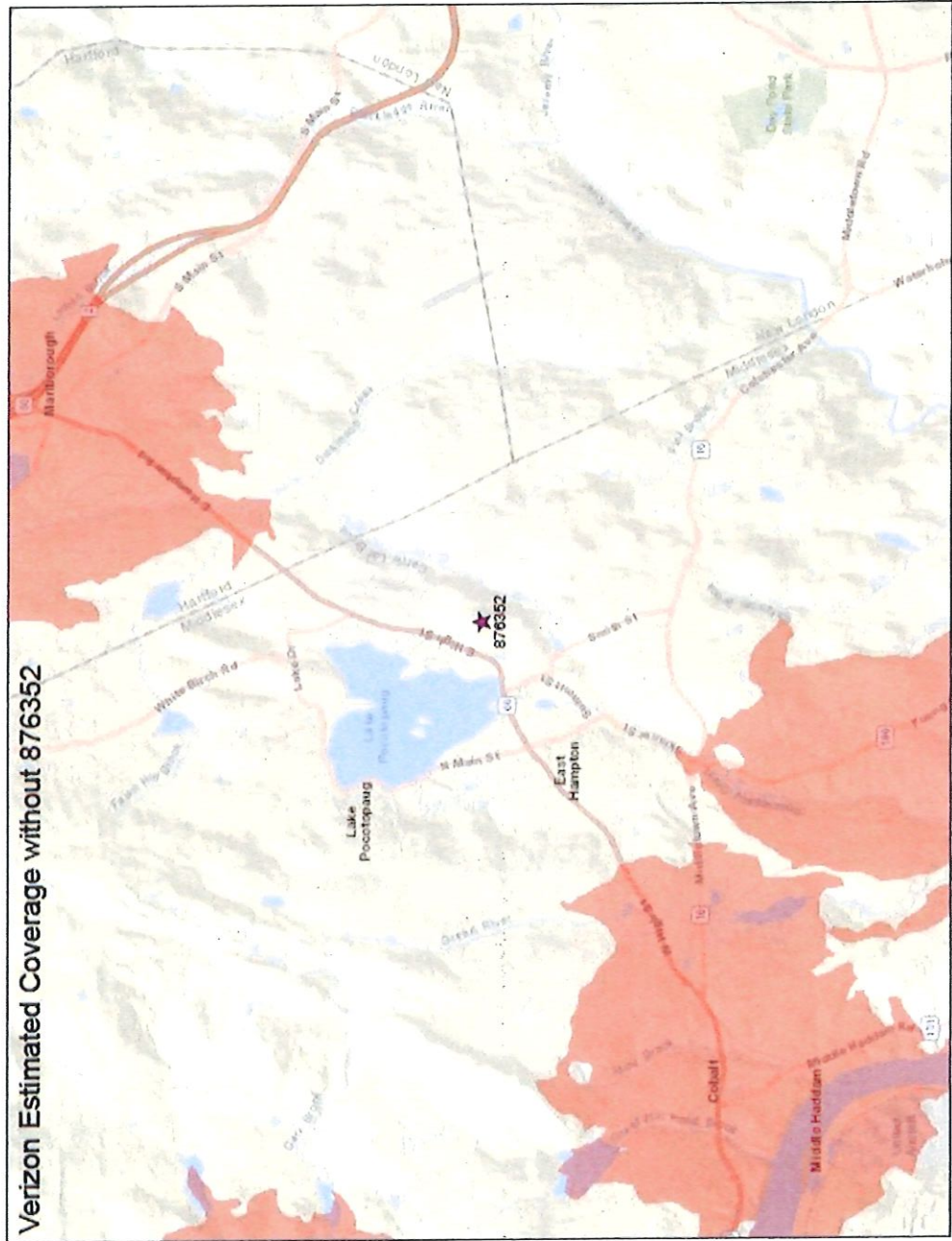


# Verizon Current Coverage



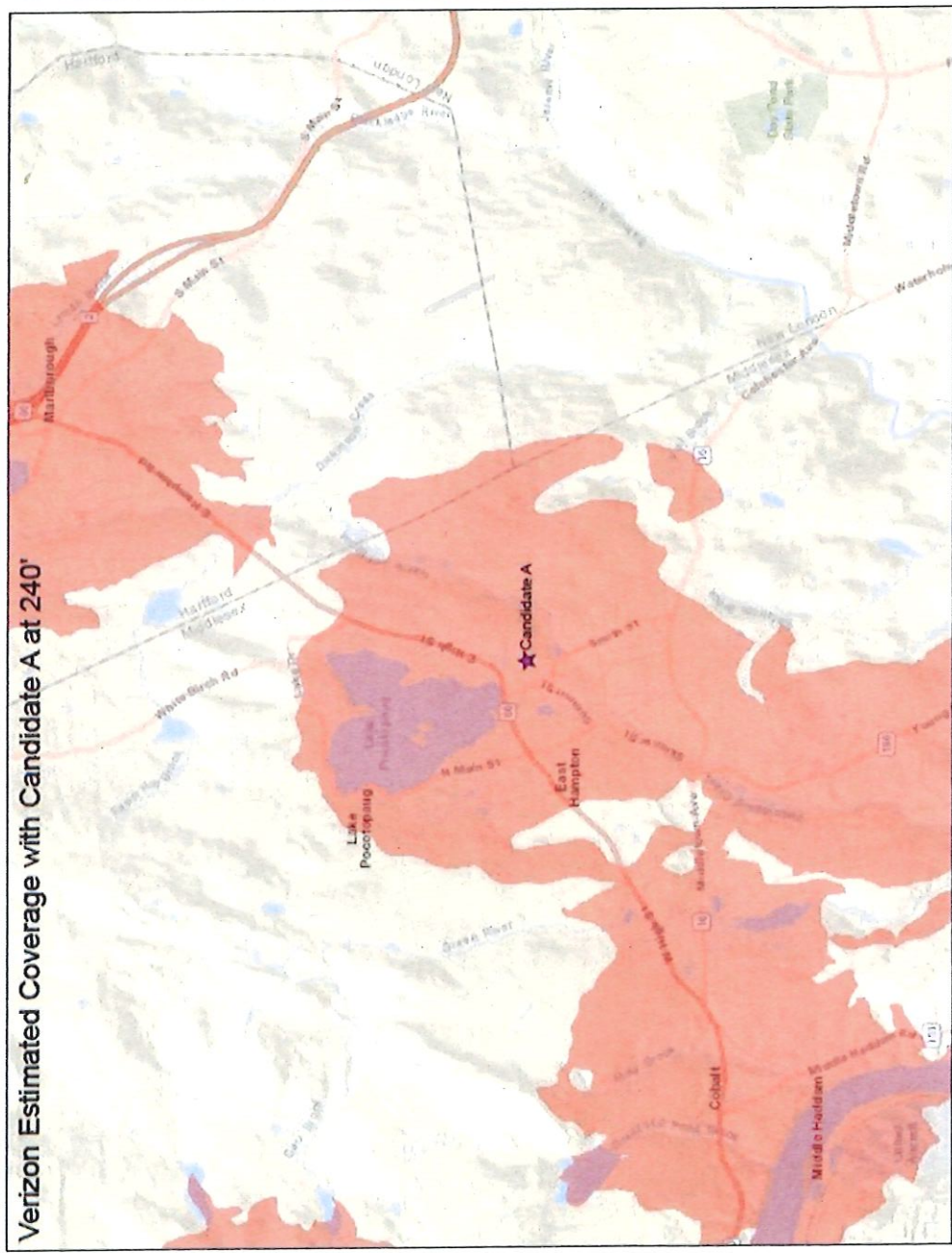


# Verizon Coverage without proposed site



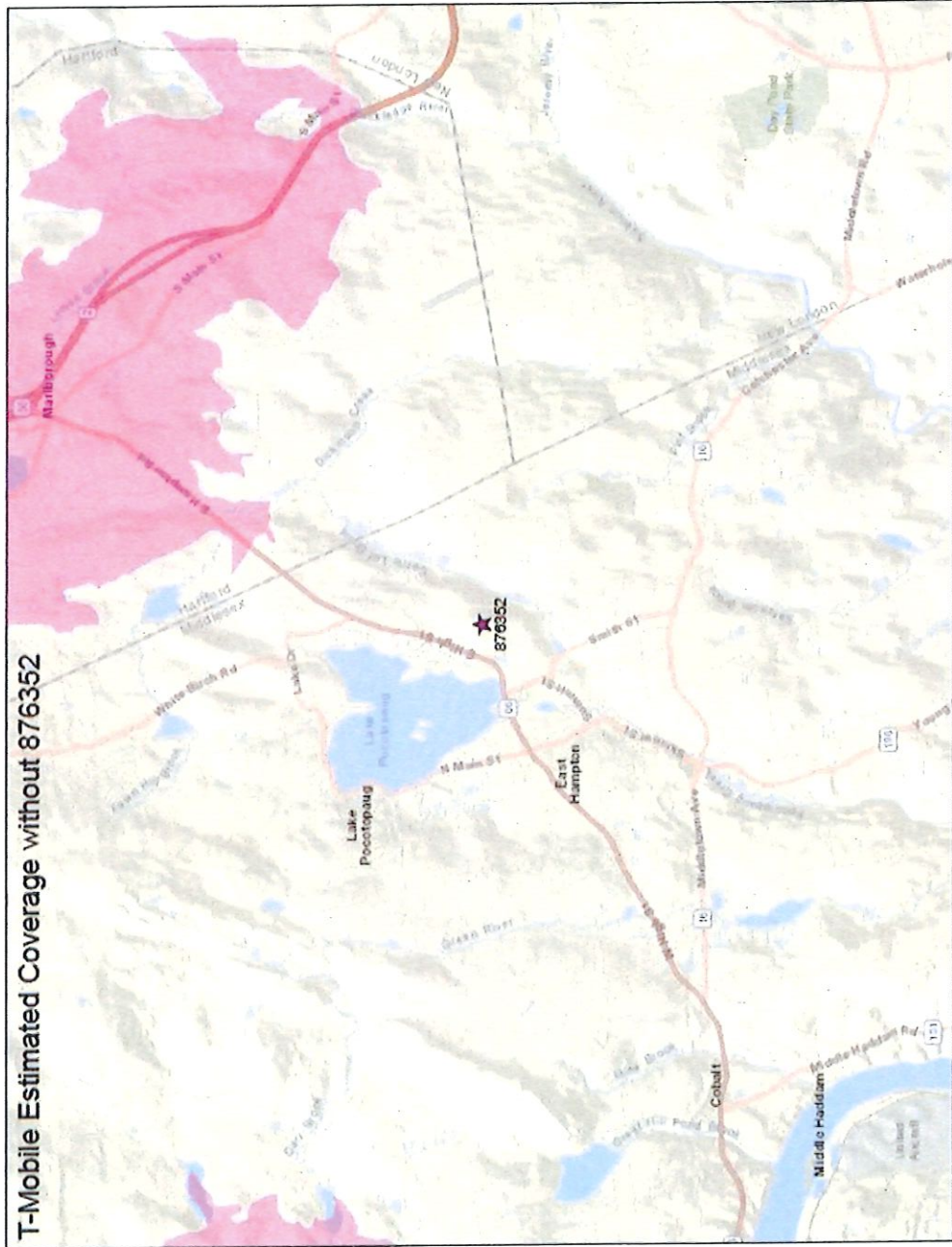


# Verizon Coverage with proposed site





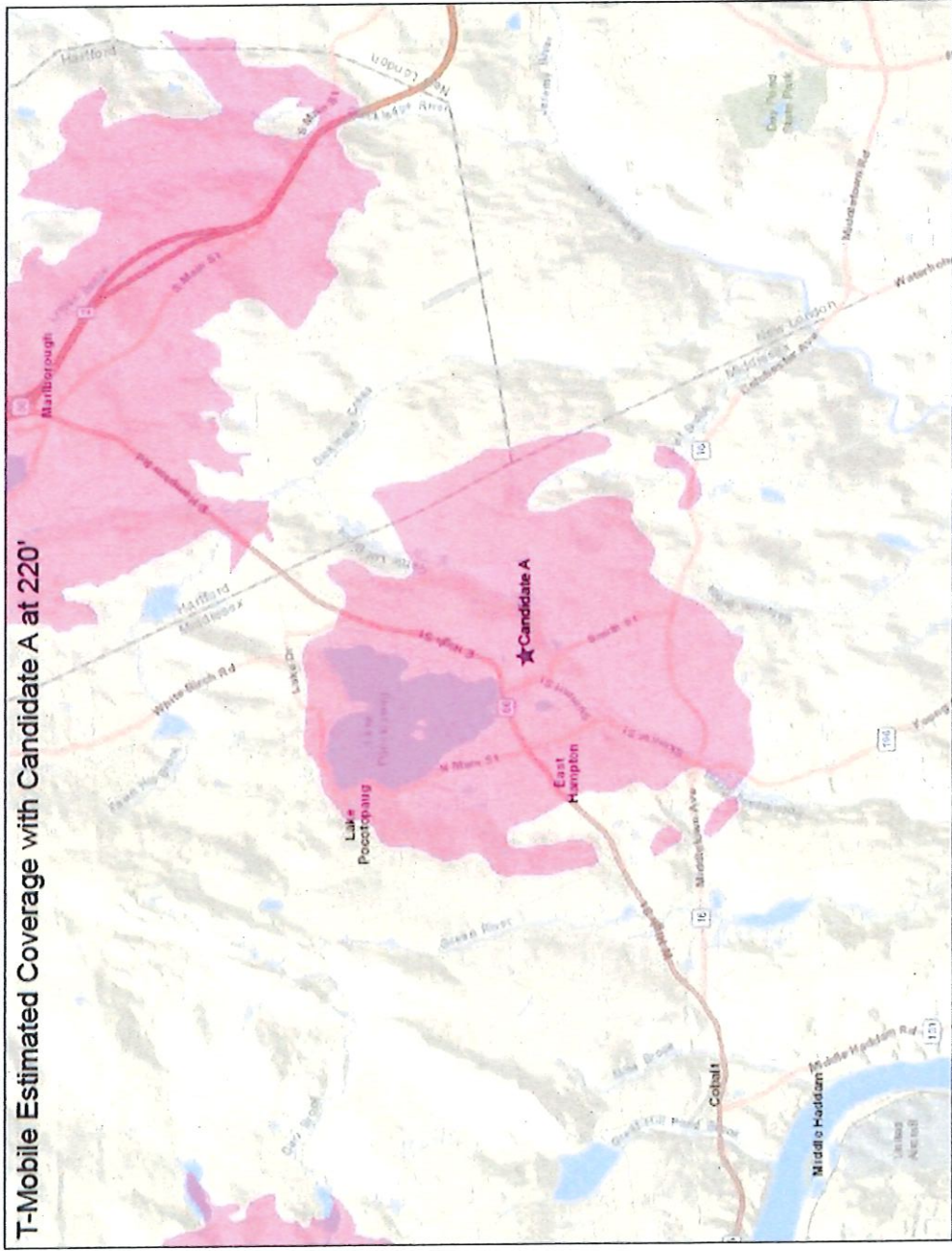
# T-Mobile Coverage without proposed site



T-Mobile Estimated Coverage without 876352



# T-Mobile Coverage with proposed site



### 319 Grant Projects not to exceed \$236,700

| Project                                       | Engineering cost | Construction Cost | Estimated Completion | IWWA | Spec complete | Easement needed                 |
|---|------------------|-------------------|----------------------|------|---------------|---------------------------------|
| Clark Hill Road                               | 4500             | 5600              | spring 2020          | x    | x             | no                              |
| Boulder Road                                  | 4700             | 5000              | spring 2020          | x    | x             | no                              |
| Mott Hill Road                                | 3500             | 2500              | spring 2020          | x    | x             | no                              |
| Baker Hill Condominiums                       | 900              | 3500              | spring 2020          |      |               | yes                             |
| Skyline Estates                               | 5250             | 4600              | spring 2020          | x    | x             | no                              |
| Seven Hills Estates                           | 2100             | 5200              | spring 2020          |      |               | no                              |
| Wangonk Trail Beach catch basin               | 6150             | 6000              | spring 2020          | x    | x             | yes                             |
| South Wangonk Beach                           | 6750             | 5000              | spring 2020          | x    | x             | yes                             |
| Sears Park Swale                              | 3748             | 2,560             | spring 2020          | x    | x             | no                              |
| Sears Park Bio Swale                          |                  | 17000             | spring 2020          | x    | x             | no                              |
| Sears Park PVC pavers                         |                  | 25840             | spring 2020          | x    | x             | no                              |
| Sears Park Area A,B,C                         | 14400            | 17800             | spring 2020          | x    | x             | no                              |
| Hawthorne                                     | 3750             | 4500              | spring 2020          |      |               | no                              |
| Sears Place (Loffredo)                        | 5650             | 5600              | spring 2020          |      |               | yes                             |
| West Point                                    | 5250             | 3000              | spring 2020          |      |               | yes                             |
| <b>Sears Park Gutters w/ tank</b>             |                  | <b>15000</b>      |                      |      |               | <b>no</b>                       |
| <b>Additional non-construction items</b>      |                  |                   |                      |      |               |                                 |
| Education Sessions                            |                  | 2500              |                      |      |               |                                 |
| Zoning Regs for Pocotopaug anchor engineering |                  | 6000              |                      |      |               |                                 |
|   |                  | 5000              |                      |      |               |                                 |
|   | 66648            | 142200            |                      |      |               | total grant money spent to date |
|   |                  |                   |                      |      |               | 208848                          |



*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: March 3, 2020

From: Scott Clayton

Re: Proposed WPCA Expense Budget – F/Y 2020-2021

Enclosed is management's recommended operating expense budget for the forthcoming fiscal year. At this time no action will be required however, we will spend as much time as necessary reviewing the information at the February 4, 2020 meeting. Adoption of the operating expense budget is proposed for the March 3, 2020 meeting. The Public Hearing for revenues will be conducted on September 1, 2020 with revenue adoption scheduled at the regular meeting to follow. As you review the material the following items are brought to your attention:

- We have provided for all expenses at the same expenditure rate as the previous year except for changes that are known and quantifiable. All increases/decreases have been substantiated in the "Budget Detail".

This year's budget of \$1,776,483.18 reflects a proposed increase in expenses of \$115,402.99 or 6.5% over last year. The primary reason for this increase, is the Interfund service charge line item increase of \$74,166.00 account (#5899), Capital budget funding expense line item increased \$16,478.00 account (#5980).

The Capital budget has the inclusion of the North Maple L.S. force main replacement \$130,000.00.

As in the past, this year's budget is derived by the flow received at the wastewater treatment plant from each Town. This year Colchester contributed 43.61% and East Hampton 56.39%. East Hampton's 2020/21 annual contribution to the Joint Facilities has been determined to be \$1,142,059.00 (account #5899) which is a 6.5% increase.



## ***Town of East Hampton***

### ***Water Pollution Control Authority***

#### ***2020 – 2021 OPERATIONS BUDGET***

***61-58-0581-XXXX***

***Proposed: February 4, 2020***

***Expense Adoption: March 3, 2020***

***Proposed Public Hearing: September 1, 2020***

***Proposed Revenue Adoption: September 1, 2020***



**WATER POLLUTION CONTROL AUTHORITY BUDGET  
FISCAL YEAR 2020-21 DETAIL**

page 1 of 4

**5110 Full Time P/R**

|     |            |          |              |  |              |                 |
|-----|------------|----------|--------------|--|--------------|-----------------|
| 50% | PUA        |          |              |  | \$56,100     |                 |
| 50% | Adm. Asst. | \$ 28.23 | per contract |  | \$29,363     |                 |
|     | reg. Pay   |          | 58,726       |  |              |                 |
|     | \$ 27.68   |          |              |  |              |                 |
|     |            |          |              |  | <b>Total</b> | <b>\$85,463</b> |

**5120 P/T P/R (19.5 hrs/wk)**

Note: (1) 50/25/25  
minute taking

|        |         |          |       |              |                |
|--------|---------|----------|-------|--------------|----------------|
| P/T CI | current | new rate |       |              |                |
|        | \$15.00 | \$ 15.45 | 3,917 |              |                |
|        |         |          | 1,500 |              |                |
|        |         |          |       | <b>Total</b> | <b>\$5,417</b> |

**5130 Overtime Salaries**

no inc. WPCA minutes

**Total \$2,200**

**5140 Longevity**

Linda Connors

350 175  
**Total \$175**

**5210 Medical Insurance**

Projected increase TH 8%

|                |          |         |         |                   |              |                 |
|----------------|----------|---------|---------|-------------------|--------------|-----------------|
| # of Employees | Coverage | PER MO. | P/Y+10% | Empl. Cost<br>15% | Emplr. Cost  | LC.SC           |
| 2              | HSAF     | 2,545   | 32,067  | 4,810             | 54,514       | 0               |
|                |          |         |         |                   | 0            | 0               |
|                |          |         |         |                   | <b>Total</b> | <b>\$54,514</b> |

**5213 Life Insurance**

0.35 per \$1000 of compensation

|       |        |         |              |
|-------|--------|---------|--------------|
|       | P/R    | cost/mo | cost/mo      |
| #5110 | 85,463 | 0.62    | 53           |
|       |        |         | <b>Total</b> |
|       |        |         | <b>\$636</b> |

**5220 S.S. & 5221 Medicare**

0.062  
0.0145

|       |        |       |                 |                |
|-------|--------|-------|-----------------|----------------|
|       | P/R    | SS    | Medicare        |                |
| #5110 | 85,463 | 5,299 | 1,239           |                |
| #5120 | 5,417  | 336   | 79              |                |
| #5130 | 2,200  | 136   | 32              |                |
|       |        | 5220  | Social Security | <b>Total</b>   |
|       |        |       |                 | <b>\$5,771</b> |
|       |        | 5221  | Medicare        | <b>Total</b>   |
|       |        |       |                 | <b>\$1,350</b> |

**5230 Pension**

0.15  
5110 Secr.+PUA + 5130 O/T P/R

P/R  
\$87,662.94  
**Total 13,149**

**5235 DC Plan Cont**

Total 0

**5260 Works Comp.**

Proj. Inc. 50%/TH

|                   | P/R    | code | cost per<br>\$100 of P/R |       |         |
|-------------------|--------|------|--------------------------|-------|---------|
| Mgmt.             | 56,100 | 9410 | \$ 3.30                  | 2,777 |         |
| clerical +P/T P/R | 33,455 | 8810 | \$ 0.59                  | 297   |         |
|                   |        |      |                          | Total | \$3,074 |

**5310 Refunds**

No projected increase

Total \$500

**5316 Computer HW Maint**

Town HW maint (Tom)

Total \$ 1,000

**5319 Meetings/Conf.**

|                        |     |
|------------------------|-----|
| Certification Training | 600 |
| Educ & OSHA materials  | 500 |
| Seminars/Training      | 750 |

Total \$1,850

**5330 Prof/Tech Services**

|                        |         |                         |
|------------------------|---------|-------------------------|
| Annual Auditing Repts. | 4,000   |                         |
| Attorney fees          | 3,500   |                         |
| Dev. Rev & Insp.       | 5,000   |                         |
| Prof. Services Engr.   | 2,500   | GIS maintenance & I n I |
| CMOM                   | 100,000 |                         |

Total \$115,000

**5430 Bldg. & Equip. M&R**

**Pump station repairs**

|               |        |                                |
|---------------|--------|--------------------------------|
| 5 new gensets | 60,000 | note: work performed by others |
|               | 10,000 | Emerg. Gen. Maint. Cont.       |
|               | 10,000 | I n I repairs                  |

Total \$80,000

**5438 Vehicle Repr./Maint**

50% of 1 vehicle

Total \$750

**5440 Rental/Contract**

Special services which are contracted out.

|  |       |
|--|-------|
| Comcast Internet/50%                                 | 390   |
| Copier maintenance lease (50%@XXX/mo)                | 1,150 |
| Post Office Box rental (50%)                         | 70    |
| Telephone (50% of 4 yr. Maint. Cont. 7/1/17-6/30/21) | 3,300 |

Total \$4,910

**5480 Computer SW Maint**

Town (Tom) & T&B, GIS maint & support ( Quality Data & Munis support)

Total \$7,000



**5520 Prop/Liab Insurance**

|                | <u>current</u> | <u>current</u> | <u>split (81/19)</u> |                |                |
|----------------|----------------|----------------|----------------------|----------------|----------------|
|                | Premium        | Jt. Fac.       | WPCA                 |                |                |
| Property (B&M) | \$17,249       | 13,972         | 3,277                | \$3,277        |                |
| Pub. Officials | \$1,466        | 1,188          | 279                  | \$279          |                |
| Gen. Liab.     | \$11,161       | 9,040          | 2,121                | \$2,121        |                |
| Auto           | \$5,962        | 4,829          | 1,133                | \$1,133        |                |
| Umb.           | \$3,886        | 3,148          | 738                  | \$738          |                |
| <b>Total</b>   | <b>39,724</b>  | <b>32,177</b>  | <b>7,548</b>         | <b>\$7,548</b> | <b>\$7,548</b> |

**5530 Communications**

|                  | <u>per month</u> | <u>annual</u> |                                  |                 |
|------------------|------------------|---------------|----------------------------------|-----------------|
| Mission Scada    |                  | 1000          | Subscriber # 288512-1            |                 |
| Telephone (SNET) | 1,500            | 18,000        | Note: 17 circuits/2 phones lines |                 |
|                  |                  |               | <b>Total</b>                     | <b>\$16,000</b> |

**5540 Newspaper Adv.**

|             |  |  |              |                |
|-------------|--|--|--------------|----------------|
| no increase |  |  | <b>Total</b> | <b>\$1,200</b> |
|-------------|--|--|--------------|----------------|

**5580 Staff Travel**

**Total**      **\$1,000**

**5590 Other Purch. Serv.**

|                                   |             |          |   |    |      |              |                |
|-----------------------------------|-------------|----------|---|----|------|--------------|----------------|
| Note: Quality Data Sewer billings | 2800        | accounts | @ | \$ | 1.60 |              |                |
| Bill hosting                      | \$ 1,000.00 |          |   |    |      | <b>Total</b> | <b>\$5,480</b> |

**5595 Interfund Serv. Chge**

|   |  |  |              |                 |
|---|--|--|--------------|-----------------|
| Billing, collecting & bookeeping services provided by Town. |  |  | <b>Total</b> | <b>\$13,523</b> |
|---|--|--|--------------|-----------------|

**5611 Office Supplies**

|                      |      |  |              |                |
|----------------------|------|--|--------------|----------------|
| Swr Bills            | 1000 |  |              |                |
| Office/Misc Supplies | 2200 |  |              |                |
|                      |      |  | <b>Total</b> | <b>\$3,200</b> |

**5622 Electricity**

|                         |        |       |              |                 |
|-------------------------|--------|-------|--------------|-----------------|
| current monthly average | \$     | 4,750 |              |                 |
| for 19 PS located in EH | inc 3% |       | <b>Total</b> | <b>\$58,710</b> |

**5627 Motor Fuel**  
(50% WPCA/50% Jt. Fac)

200 gals/month  
\$ 2.37 per gal/per TH

Total \$2,838

**5680 Chemicals**

bioxide Hampton woods

1000 gal/lnk  
\$ 2.65 / gal

Total \$5,300

**5690 Other Supp./Materials**

\$ 60,000 note: work performed by the Jt. Fac.  
Parts for pumps

Total \$ 60,000

**5741 Machinery**

Total \$0

**5742 Vehicles**

Total \$0

**5743 Furniture & Fixtures**

No projected increase

Total \$500

**5744 Computer Equip.**

No projected increase

Total \$1,000

**5810 Dues & Fees**

AWWA (50%) \$ 150.00  
CWWA (50%) \$ 125.00  
CAWPCA & CWPAA (100%) \$ 115.00  
WEF (50%) \$ 75.00  
Webster Bank \$ 500.00

Total \$965

**5890 Other**

petty cash no projected inc.

Total \$0

**5893 Claims and Settlements**

Total \$0

**5899 Interfund Serv. Chrg**

E.H. share to oper/maint the East Hampton WW system  
E.H. share to oper/maint the Joint Facilities WWTP

\$ 122,331 J/F budget app. 2/11/20  
\$ 1,019,728 J/F budget app. 2/11/20

Total \$1,142,059

**5980 Res. For Cap & NR**

(Fund #81)

71,403

Total \$71,403

**5990 Contingency**

Unforeseen expenses 3000

Total \$3,000

Total Prop.expenses 20/21 \$ 1,776,483.18  
Total Prop.expenses 19/20 \$ 1,661,080.19  
Projected Total expenses 19/20 \$ 1,598,384.62  
20/21 Inc +/- \$ 115,402.99  
Percent Increase Over Prev Year 6.50%



WPCA CAPITAL BUDGET

|   | Year 1       | Year 2       | Year 3       | Year 4       | Year 5       | Year 6       | Year 7       | Year 8       | Year 9       | Year 10      |
|---|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
|   | 19/20        | 20/21        | 21/22        | 22/23        | 23/24        | 24/25        | 25/26        | 25/27        | 25/28        | 25/29        |
| Budget Line Item 5980 (Res for Capital)                   | \$ 54,925    | \$ 71,403    | \$ 92,823    | \$ 120,670   | \$ 156,871   | \$ 203,983   | \$ 265,112   | \$ 344,646   | \$ 448,040   | \$ 582,452   |
| Transfer from undesignated fund                           | \$ 500,000   | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         |
| Cumulative Reserve for Capital                            | \$ 1,224,070 | \$ 635,473   | \$ 791,296   | \$ 773,966   | \$ 785,837   | \$ 837,770   | \$ 910,882   | \$ 1,053,529 | \$ 1,501,569 | \$ 2,084,021 |
| Anticipated Capital Fund Expenditures                     | \$ (460,000) | \$ (137,000) | \$ (138,000) | \$ (145,000) | \$ (152,000) | \$ (192,000) | \$ (202,000) | \$ -         | \$ -         | \$ -         |
| Cumulative Capital Expenditures                           | \$ -         | \$ (137,000) | \$ (275,000) | \$ (420,000) | \$ (572,000) | \$ (764,000) | \$ (966,000) | \$ (966,000) | \$ (966,000) | \$ (966,000) |
| Anticipated Capital Fund Balance                          | \$ 764,070   | \$ 698,473   | \$ 653,296   | \$ 628,966   | \$ 633,837   | \$ 645,770   | \$ 708,882   | \$ 1,053,529 | \$ 1,501,569 | \$ 2,084,021 |
| Budget Line Item 5980 Percent Increase over previous year | 30%          | 30%          | 30%          | 30%          | 30%          | 30%          | 30%          | 30%          | 30%          | 30%          |

Capital Balance 6/30/18 \$ 994,076  
 audited Capital Balance 6/30/19 \$ 669,145  
 audited undesignated fund Balance 6/30/19 \$ 1,032,255  
 audited WPCA Development fund Balance 6/30/19 \$ 402,346

APPENDIX G

WPCA

Fiscal Year 2020/21

Capital Budget 2019-2025

Fund 81

| <u>Actual Cost</u> | <u>Est. Cost</u> | <u>Purchase Year</u> | <u>Projects</u>                                |
|--------------------|------------------|----------------------|--|
| \$236,600          | \$350,000        | 2019/20              | North Main LS controls, generator dialer       |
|                    | \$160,000        | 2019/20              | Pine trail forcemain                           |
|                    | \$137,000        | 2020/21              | North Maple forcemain                          |
|                    | \$138,000        | 2021/22              | Pine trail LS controls, generator, dialer      |
|                    | \$145,000        | 2022/23              | Barbara ave LS controls, generator, dialer     |
|                    | \$152,000        | 2023/24              | Old Marlborough LS controls, generator, dialer |
|                    | \$96,000         | 2024/25              | Bay Road LS controls, dialer                   |
|                    | \$96,000         | 2024/25              | North Maple LS controls, dialer                |
|                    | \$101,000        | 2025/26              | Chestnut Hill LS controls, dialer              |
|                    | \$101,000        | 2025/26              | Day Point LS controls, dialer                  |
|                    | \$1,476,000      |                      | Current Projected Total Capital Budget         |
|                    | \$ 1,476,000.00  |                      | 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 . \$ 115,103

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

see line item 5980 Oper. Transfer to Cap. Budget

**\$ 71,403**



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

Adopted: 3/03/20

page 1 of 1

|                             | Actual<br>2018-19<br>EXPENSES | APPROVED<br>2019-20<br>BUDGET | Spent<br>01/29/20 | %<br>Available | PROPOSED<br>2020-21<br>BUDGET | \$<br>+/-  | %<br>+/- |
|-----------------------------|-------------------------------|-------------------------------|-------------------|----------------|-------------------------------|------------|----------|
| 5110 Full Time P/R          | 75,671                        | 85,676                        | 43,472            | 49.26%         | 85,463                        | (213)      | -0.2%    |
| 5120 P/T P/R (19.5 hrs/wk)  | 0                             | 5,417                         | 0                 | 100.00%        | 5,417                         | 0          | 0.0%     |
| 5130 Overtime Salaries      | 589                           | 2,200                         | 187               | 91.50%         | 2,200                         | 0          | 0.0%     |
| 5140 Longevity              | 0                             | 100                           | 0                 | 100.00%        | 175                           | 75         | 75.0%    |
| 5210 Medical Insurance      | 20,352                        | 54,514                        | 13,345            | 75.52%         | 54,514                        | (0)        | 0.0%     |
| 5213 Life Insurance         | 222                           | 637                           | 53                | 91.68%         | 636                           | (1)        | -0.2%    |
| 5220 Social Security        | 4,598                         | 5,784                         | 2,635             | 54.44%         | 5,771                         | (13)       | -0.2%    |
| 5221 Medicare               | 1,075                         | 1,353                         | 616               | 54.47%         | 1,350                         | (3)        | -0.2%    |
| 5230 Pension                | 7,851                         | 4,637                         | 8,265             | -78.24%        | 13,149                        | 8,512      | 183.6%   |
| 5235 DC Plan Cont           | 2,730                         | 8,000                         | 0                 | 100.00%        | 0                             | (8,000)    | -100.0%  |
| 5260 Works Comp.            | 167                           | 5,844                         | 1,200             | 79.47%         | 3,074                         | (2,770)    | -47.4%   |
| 5310 Refunds                | 0                             | 500                           | 0                 | 100.00%        | 500                           | 0          | 0.0%     |
| 5316 Computer HW Maint      | 0                             | 1,000                         | 0                 | 100.00%        | 1,000                         | 0          | 0.0%     |
| 5319 Meetings/Conf.         | 1,335                         | 1,850                         | 548               | 70.38%         | 1,850                         | 0          | 0.0%     |
| 5330 Prof/Tech Services     | 8,356                         | 115,000                       | 9,052             | 92.13%         | 115,000                       | 0          | 0.0%     |
| 5430 Bldg. & Equip. M&R     | 111,197                       | 75,000                        | 58,778            | 21.63%         | 80,000                        | 5,000      | 6.7%     |
| 5438 Vehicle Repr./Maint    | 349                           | 750                           | 0                 | 100.00%        | 750                           | 0          | 0.0%     |
| 5440 Rental/Contract        | 924                           | 4,910                         | 934               | 80.98%         | 4,910                         | 0          | 0.0%     |
| 5480 Computer SW Maint      | 4,430                         | 7,000                         | 3,821             | 45.41%         | 7,000                         | 0          | 0.0%     |
| 5520 Prop/Liab Insurance    | 4,944                         | 7,548                         | 3,667             | 51.42%         | 7,548                         | 0          | 0.0%     |
| 5530 Communications         | 6,686                         | 16,000                        | 9,920             | 38.00%         | 16,000                        | 0          | 0.0%     |
| 5540 Newspaper Adv.         | 723                           | 600                           | 300               | 50.00%         | 1,200                         | 600        | 100.0%   |
| 5580 Staff Travel           | 191                           | 1,000                         | 347               | 65.30%         | 1,000                         | 0          | 0.0%     |
| 5590 Other Purch. Serv.     | 2,443                         | 3,140                         | 2,373             | 24.43%         | 5,480                         | 2,340      | 74.5%    |
| 5595 Interfund Serv. Chge   | 12,123                        | 0                             | 0                 | #DIV/0!        | 13,523                        | 13,523     | #DIV/0!  |
| 5611 Office Supplies        | 3,471                         | 3,200                         | 1,694             | 47.06%         | 3,200                         | 0          | 0.0%     |
| 5622 Electricity            | 55,544                        | 57,000                        | 21,337            | 62.57%         | 58,710                        | 1,710      | 3.0%     |
| 5627 Motor Fuel             | 730                           | 2,838                         | 0                 | 100.00%        | 2,838                         | 0          | 0.0%     |
| 5680 Chemicals              | 0                             | 5,300                         | 0                 | 100.00%        | 5,300                         | 0          | 0.0%     |
| 5690 Other Supp./Materials  | 60,909                        | 55,000                        | 32,158            | 41.53%         | 60,000                        | 5,000      | 9.1%     |
| 5741 Machinery              | 0                             | 0                             | 0                 | #DIV/0!        | 0                             | 0          | 0.0%     |
| 5742 Vehicles               | 0                             | 0                             | 0                 | #DIV/0!        | 0                             | 0          | 0.0%     |
| 5743 Furniture & Fixtures   | 0                             | 500                           | 0                 | 100.00%        | 500                           | 0          | 0.0%     |
| 5744 Computer Equip.        | 0                             | 2,000                         | 2,166             | -8.30%         | 1,000                         | (1,000)    | -50.0%   |
| 5810 Dues & Fees            | 329                           | 965                           | 0                 | 100.00%        | 965                           | 0          | 0.0%     |
| 5890 Other                  | 42,361                        | 0                             | 112               | #DIV/0!        | 0                             | 0          | 0.0%     |
| 5893 Claims and Settlements | 0                             | 0                             | 0                 | #DIV/0!        | 0                             | 0          | 0.0%     |
| 5899 Interfund Serv. Chrg   | 972,590                       | 1,067,893                     | 800,920           | 25.00%         | 1,142,059                     | 74,166     | 6.9%     |
| 5980 Res. For Cap & NR      | 0                             | 54,925                        | 0                 | 100.00%        | 71,403                        | 16,478     | 30.0%    |
| 5990 Contingency            | 0                             | 3,000                         | 0                 | 100.00%        | 3,000                         | 0          | 0.0%     |
|                             | \$1,402,890                   | \$1,661,080                   | \$1,017,900       | 38.72%         | \$ 1,776,483                  | \$ 115,403 | 6.95%    |
|                             |                               |                               |                   |                | +/-                           |            |          |

| PROJECTED REVENUES:                 | Approved<br>19-20<br>Budget | Estimated<br>EOY<br>Budget | +/-      |                      |
|-------------------------------------|-----------------------------|----------------------------|----------|----------------------|
| Permit Fees -                       | 300                         | 1,200                      | 900      |                      |
| Developer Review & Inspection -     | 4,500                       | 3,930                      | (570)    |                      |
| Trans. from Equip. Sinking Fund #66 | 0                           | 0                          | 0        |                      |
| Use Charges Billed:                 |                             |                            |          |                      |
| 10/1/20 (3370 est. EDU's)           |                             |                            |          | 1,625,106            |
| 10/1/19 (3365 act. EDU's)           | 1,481,976                   | 1,481,976                  | 0        |                      |
| Interim Billing                     | 0                           | 0                          | 0        |                      |
| Charges for Services (Prlor Years)  | 7,000                       | 1,836                      | (5,164)  |                      |
| Delinquent Interest                 | 5,000                       | 16,000                     | 11,000   |                      |
| Lien Fees                           | 500                         | 1,600                      | 1,100    |                      |
| Use Charges (CL&P, Food Bag)        | 4,500                       | 0                          | (4,500)  | Should be 0 in 20/21 |
| Marlborough Discharge Fees          | 55,000                      | 98,000                     | 43,000   |                      |
| Other                               | 0                           | 1,000                      | 1,000    |                      |
| Interest to be Earned               | 2,500                       | 2,500                      | 0        |                      |
| Subtotal of Revenues -              | 1,561,276                   | 1,608,042                  |          |                      |
| Transfer from Und.Fund Balance      | 79,661                      | 0                          |          |                      |
| Total Revenue Budget                | \$1,640,937                 | \$1,608,042                | \$46,766 | \$32,895             |

| PROJECTED EXPENSES:         |           | EOY Exp.  | +/-      |
|-----------------------------|-----------|-----------|----------|
| 5110 Full Time P/R          | 85,676    | 80,000    | 5,676    |
| 5120 P/T P/R (19.5 hrs/wk)  | 5,417     | 0         | 5,417    |
| 5130 Overtime Salaries      | 2,200     | 900       | 1,300    |
| 5140 Longevity              | 100       | 100       | 0        |
| 5210 Medical Insurance      | 54,514    | 30,000    | 24,514   |
| 5213 Life Insurance         | 637       | 621       | 16       |
| 5220 Social Security        | 5,784     | 5,784     | 0        |
| 5221 Medicare               | 1,353     | 1,277     | 76       |
| 5230 Pension                | 4,637     | 16,000    | (11,363) |
| 5235 DC Plan Cont           | 8,000     | 0         | 8,000    |
| 5260 Works Comp.            | 5,844     | 4,200     | 1,644    |
| 5310 Refunds                | 500       | 0         | 500      |
| 5316 Computer HW Maint      | 1,000     | 500       | 500      |
| 5319 Meetings/Conf.         | 1,850     | 1,850     | 0        |
| 5330 Prof/Tech Services     | 115,000   | 60,000    | 55,000   |
| 5430 Bldg. & Equip. M&R     | 75,000    | 110,000   | (35,000) |
| 5438 Vehicle Repr./Maint    | 750       | 750       | 0        |
| 5440 Rental/Contract        | 4,910     | 2,500     | 2,410    |
| 5480 Computer SW Maint      | 7,000     | 7,000     | 0        |
| 5520 Prop/Liab Insurance    | 7,548     | 7,548     | 0        |
| 5530 Communications         | 16,000    | 16,000    | 0        |
| 5540 Newspaper Adv.         | 600       | 600       | 0        |
| 5580 Staff Travel           | 1,000     | 1,000     | 0        |
| 5590 Other Purch. Serv.     | 3,140     | 3,140     | 0        |
| 5595 Interfund Serv. Chge   | 0         | 0         | 0        |
| 5611 Office Supplies        | 3,200     | 3,100     | 100      |
| 5622 Electricity            | 57,000    | 54,000    | 3,000    |
| 5627 Motor Fuel             | 2,838     | 2,800     | 38       |
| 5680 Chemicals              | 5,300     | 0         | 5,300    |
| 5690 Other Supp./Materials  | 55,000    | 60,000    | (5,000)  |
| 5741 Machinery              | 0         | 0         | 0        |
| 5742 Vehicles               | 0         | 0         | 0        |
| 5743 Furniture & Fixtures   | 500       | 0         | 500      |
| 5744 Computer Equip.        | 2,000     | 2,600     | (600)    |
| 5810 Dues & Fees            | 965       | 300       | 665      |
| 5890 Other                  | 0         | 0         | 0        |
| 5893 Claims and Settlements | 0         | 0         | 0        |
| 5899 Interfund Serv. Chrg   | 1,067,893 | 1,067,890 | 3        |
| 5980 Res. For Cap & NR      | 54,925    | 54,925    | 0        |
| 5990 Contingency            | 3,000     | 3,000     | 0        |
| Total Expenditures EOY      | 1,661,080 | 1,598,385 | 62,698   |



**PROPOSED OPERATING BUDGET - WPCA**  
**FISCAL YEAR 2019-20 REVENUE**  
 (estimated)

page 1 of 1

|                                      | APPROVED         |        | EXPECTED         |        | PROPOSED         |        | Est. Revenue Analysis |           |           |         |             |
|--------------------------------------|------------------|--------|------------------|--------|------------------|--------|-----------------------|-----------|-----------|---------|-------------|
|                                      | 19-20            | BUDGET | 19-20            | BUDGET | 20-21            | BUDGET | UNITS                 | fee       | GP fee    | # of GP | Revenue     |
| Permit Fees -                        | 300              |        | 1,200            |        | 300              |        | 3020                  | \$ 230.00 | \$ 50.00  | 94      |             |
| Developer Review & Inspection -      | 2,500            |        | 3,930            |        | 2,500            |        | 10/01/05              | \$ 250.00 | \$ 60.00  | 94      | \$825,790   |
| Trans. from Capital Fund #66         | 0                |        | 0                |        | 0                |        | 10/01/07              | \$ 260.00 | \$ 75.00  | 94      | \$869,090   |
| Use Charges:                         |                  |        |                  |        |                  |        | 10/09/08              | \$ 270.00 | \$ 80.00  | 94      | \$922,380   |
| 10/1/19 (3365 act. EDU's)            | 1,481,976        |        | 1,481,976        |        | 1,625,106        |        | 10/01/09              | \$ 280.00 | \$ 90.00  | 94      | \$976,190   |
| 10/1/19 (3398 est. EDU's)            | 500              |        | 500              |        | 500              |        | 10/1/10               | \$ 290.00 | \$ 90.00  | 94      | \$1,051,380 |
| Interim Billing                      | 7,000            |        | 1,500            |        | 0                |        | 10/1/11               | \$ 300.00 | \$ 120.00 | 94      | \$1,038,000 |
| Charges for Services (Prior Years)   | 5,000            |        | 16,800           |        | 8,000            |        | 10/1/12               | \$ 310.00 | \$ 120.00 | 94      | \$1,039,400 |
| Delinquent Interest                  | 500              |        | 500              |        | 500              |        | 10/1/13               | \$ 310.00 | \$ 125.00 | 94      | \$1,107,350 |
| Lien Fees                            | 4,500            |        | 0                |        | 0                |        | 10/1/14               | \$ 330.00 | \$ 125.00 | 94      | \$1,160,600 |
| Special Use Charges (Cl&P, Food Bag) | 89,000           |        | 89,000           |        | 100,425          |        | 10/1/15               | \$ 345.00 | \$ 125.00 | 94      | \$1,172,675 |
| Mariborough Discharge Fees           | 0                |        | 1,000            |        | 0                |        | 3365                  | \$ 345.00 | \$ 125.00 | 94      | \$1,206,325 |
| Other                                | 2,500            |        | 2,500            |        | 2,500            |        | 3370                  | \$ 365.00 | \$ 125.00 | 94      | \$1,241,800 |
| Interest to be Earned                | 1,593,776        |        | 1,598,906        |        | 1,738,831        |        | 3434                  | \$ 455.00 | \$ 150.00 | 94      | \$1,576,570 |
| Subtotal of Revenues -               | (190,866)        |        | 0                |        | 36,652           |        | 3398                  | \$ 515.00 | \$ 175.00 | 94      | \$1,766,420 |
| Trans. From Und. F. B. (Fund 61)     | 1,402,890        |        | 1,608,042        |        | 1,776,483        |        |                       |           |           |         |             |
| <b>TOTAL REVENUES -</b>              | <b>1,402,890</b> |        | <b>1,608,042</b> |        | <b>1,776,483</b> |        |                       |           |           |         |             |
| <b>TOTAL EXPENDITURES -</b>          | <b>1,402,890</b> |        | <b>1,598,385</b> |        | <b>1,776,483</b> |        |                       |           |           |         |             |

|                                     | 06/30/20         | 06/30/19           | 06/30/18         |
|-------------------------------------|------------------|--------------------|------------------|
| <b>Audited Balances</b>             |                  |                    |                  |
| Undesignated Fund Balance - Fund 61 | \$1,032,255      | \$879,862          | \$617,834        |
| proj. int. a/o 6/30/19              | 600              |                    |                  |
| Proj. Rev. 19/20                    | \$1,650,654      |                    |                  |
| Proj. Exp. 19/20                    | -\$1,578,160     |                    |                  |
| Transfer to Capital 19/20           | -\$500,000       |                    |                  |
| unaudited Balances a/o 6/30/20      | \$605,349        | \$1,032,255        | \$879,862        |
| Capital Fund Balance - Fund 81      | \$669,145        | \$994,076          | \$1,058,613      |
| proj. int. a/o 6/30/19              | 600              |                    |                  |
| 19/20 FY contribution               | \$54,925         |                    |                  |
| 19/20 FY withdrawal                 | -\$412,000       |                    |                  |
| Transfer from undesignated Fund     | \$500,000        |                    |                  |
| unaudited Balances a/o 6/30/20      | \$812,670        | \$669,145          | \$994,076        |
| Sewer Dev. Fund Balance - (Fund 52) | \$402,346        | \$334,596          | \$296,641        |
| proj. int. a/o 6/30/19              | 400              |                    |                  |
| Proj. Sewer connection fees         | 35000            |                    |                  |
| Hope Church Revenue                 | \$7,850          |                    |                  |
| Sports on 66 Revenue                | 0                |                    |                  |
| unaudited Balances a/o 6/30/20      | \$445,636        | \$402,346          | \$334,596        |
| <b>TOTAL</b>                        | <b>\$617,834</b> | <b>\$1,058,613</b> | <b>\$296,641</b> |

Note: Audited balances are **BOLD**



Materials Innovation and Recycling Authority

200 CORPORATE PLACE Suite 202 • Rocky Hill • CONNECTICUT • 06067 • TELEPHONE (860) 757-7700  
FAX (860) 757-7740

February 21, 2020

Mr. David Cox  
Town Manager, Town of East Hampton  
20 East High Street  
East Hampton, CT 6424

**RE: Final Distribution of Mid-Connecticut Project Funds**

Dear Mr. Cox:

On behalf of the Materials Innovation and Recycling Authority (MIRA), I am delighted to notify you of the final distribution of surplus funds remaining from the recently concluded Mid Connecticut Project.

The Mid Connecticut Project, a solid waste disposal and recycling project serving 70 participating municipalities, their residents and businesses, ceased operations on November 15, 2012. Since this time, MIRA has finalized or resolved major Project related claims, activities and litigation. With the recent completion of these major milestones, the Mid Connecticut Project has concluded as described in the attached resolution with surplus funds on hand. Accordingly, at its February 18, 2020 meeting, MIRA's Board of Directors approved a \$1.995 million final distribution of surplus funds to the participating towns. East Hampton's share of this final distribution, proportional to town deliveries totals \$18,172.35.

East Hampton along with many other Mid Connecticut Project participating towns has elected to maintain a relationship with MIRA through the Connecticut Solid Waste System (CSWS) which continues to provide recycling and disposal services at MIRA's Facilities. Each of these municipalities will have the option of receiving a check or a credit to the municipality's account. The credit can be applied to FY20 or FY21 charges. If you wish to have this distribution applied as a credit on the municipality's account, please contact Jeff Duvall at [jduvall@ctmira.org](mailto:jduvall@ctmira.org) or (860) 757-7727 by February 28, 2020 otherwise the distribution will be by check. MIRA appreciates East Hampton's continuing patronage of the CSWS. MIRA will distribute checks by March 3, 2020.

Thank you for you patronage, patience and support throughout the many sometimes trying but ultimately successful years of the Mid Connecticut Project. As always, should I or any of the professionals here at MIRA be able to assist you, please don't hesitate to call.

Very truly yours,

Thomas D. Kirk  
President and CEO



**RESOLUTION FOR THE MATERIALS INNOVATION AND RECYCLING AUTHORITY BOARD OF DIRECTORS  
REGARDING FINAL DISTRIBUTION OF MID CONNECTICUT PROJECT FUNDS**

**IN THE AMOUNT OF \$1,995,000**

**WHEREAS:** The Materials Innovation and Recycling Authority, formerly known as the Connecticut Resources Recovery Authority, (“Authority”) operated the Mid Connecticut Project (“Project”) from its inception through its cessation of operations in November 2012; and

**WHEREAS:** Since the cessation of Project operations, the Authority has undertaken certain Project closeout activities which include, but are not limited to, resolution of claims and litigation, closure of the Hartford landfill and conducting an environmental site certification process; and

**WHEREAS:** The Authority has completed these major milestones with respect to the Project’s closeout activities such that it is reasonable to forecast that i) final billings for all such Project closeout activities will not exceed seven thousand five hundred dollars (\$7,500) and ii) that upon payment of such final billings the Project will conclude with approximately one million nine hundred and ninety five thousand dollars (\$1,995,000) in surplus funds on hand; and

**WHEREAS:** Section 401 of the Municipal Solid Waste Management Services Contract between the Authority and the Project’s member municipalities provided that “Service Payments as so determined shall remain in effect for each Contract Year; provided, however, that if the annual Aggregate Service Payments are less than or greater than the Net Cost of Operation for such Contract Year, then the Authority shall determine such difference and include such difference in the Annual Budget for the next succeeding Contract Year.”; and

**WHEREAS:** The Authority has not allocated any of its general and administrative expenses commonly known as the Authority Budget to the Project since June 30, 2017.

**NOW THEREFORE, be it**

**RESOLVED:** That management is directed to distribute, on or before February 28, 2020, the sum of one million nine hundred and ninety five thousand dollars (\$1,995,000) to the Project’s towns pursuant to the allocation methodology shown on Exhibit A attached hereto, which funds are hereby declared surplus to the needs of the Project; and

**FURTHER RESOLVED:** That upon payment of final billings for all project closeout activities, management is directed to close all Project funds and accounts and transfer the balance of such funds and accounts, not to exceed one thousand dollars (\$1,000), to the Landfill Division Operating account.

**Connecticut Water Company**  
93 West Main Street  
Clinton, CT 06413-1600  
Customer Service: 800.286.5700  
[www.ctwater.com](http://www.ctwater.com)



David Cox  
Town Manager  
Town of East Hampton  
20 East High Street  
East Hampton, CT 06424

Enclosed is a copy of our current "*Straight From the Tap*," bill insert which we are sending this quarter to customers in your community. It contains useful information and we wanted you to see yourself what we are sharing with customers in case you get comments or questions.

CT Water Company strives to provide regular communications on our water quality and service, and we are available if you or anyone in your community has a question or concern about their water.

The topics discussed in our Winter "*Straight From the Tap*" edition include:

- E-Billing Enhancements Coming Soon
- Connecticut Water Service Towns Receive Food Bank and Soup Kitchen Donations
- Protect Your Pipes and Water Meter
- Clear Snow to Allow Access to Hydrants and Meters
- Help Us Reach You in an Emergency

Each quarter, we will send you the current "*Straight From the Tap*" bill insert. Feel free to post the document to your municipal website. We can provide you with an electronic version suitable for the internet. The most recent four issues can also be downloaded at [www.ctwater.com](http://www.ctwater.com) > Customers > Bill Inserts and Facts Sheets.

We appreciate your interest and look forward to hearing from you at any time. If you have any questions about the water quality or service in your town, please contact Dan Meaney at 860.664.6016 or email us at [publicaffairs@ctwater.com](mailto:publicaffairs@ctwater.com).

A handwritten signature in black ink, appearing to read "Dan Meaney".

Daniel J. Meaney, APR  
Director of Corporate Communications  
Connecticut Water Company  
(860) 664 6016  
[dmeaney@ctwater.com](mailto:dmeaney@ctwater.com)



Winter 2020

# Straight from the Tap **Connecticut Water**



Sign up for E-billing and/or pay your bill online by check or credit card at [www.ctwater.com](http://www.ctwater.com)

## E-Billing Enhancements Coming Soon

Connecticut Water's Bill Pay and E-Billing website will soon have a new look and improved features to make it more convenient.



Here are a few of the new features:

- Ability to view and pay bills anywhere, from any device.
  - Pay online, using a laptop, or PC.
  - Pay using any mobile device, such as tablets and smart phones.
  - Pay by dialing toll free on any phone.
- More ways to pay, in addition to credit card, debit card and ACH.
  - Coming in 2020—PayPal and Venmo, followed by Apple Pay, Samsung Pay, Google Pay, Amazon Pay, and more.
- Variety of payment schedule options.
  - Quick pay, future dated payments, automated payments and recurring payment plans.

If you have any questions, please call our customer service staff at 1-800-286-5700, Monday – Friday, 8 a.m. to 4:30 p.m. or e-mail: [CustomerService@ctwater.com](mailto:CustomerService@ctwater.com).

Sign up at [www.ctwater.com](http://www.ctwater.com)



Scan to enroll



**Sign Up for Electronic Billing Today!**

Convenience • Security • Savings • Accessibility

## Connecticut Water Service Towns Receive Food Bank and Soup Kitchen Donations



Connecticut Water was pleased to donate \$50,000 in charitable funds to various Connecticut food banks and soup kitchens. In total, 58 organizations located within our service area received contributions.

The one-time \$50,000 donation is one of a number of new or expanded charitable giving programs from Connecticut Water which directly serve the communities where our customers live. The donations are one of the benefits of our recent combination with the SJW Group. Additional benefits of the combination for our customers and communities include a one-time 2% customer bill credit, which was applied to customer bills starting in October 2019, the doubling of our charitable giving program for a minimum of five years, and an expansion of our H2O – Help 2 Others Customer Assistance Program.

In keeping with our values of service to our communities, Connecticut Water is proud to provide this support to our customers who may be experiencing financial hardships and the local organizations that are there to serve their needs.

For more on the benefits of the merger with SJW Group visit: [www.ctwater.com/customers/benefits-of-sjw-combination](http://www.ctwater.com/customers/benefits-of-sjw-combination).



## Protect Your Pipes and Water Meter

Our field service teams prepare for extreme winter weather, power outages or other events that could affect our operations, so that you'll have uninterrupted water service.



Customers may also need to take steps to protect their water pipes and meters from winter cold. If they should freeze, the cost to repair the pipe, meter, and any water damage is the customer's responsibility. To protect your pipes and water meter (if you have a water meter):

- Make sure room heat can freely circulate around the meter and water pipes.
- Seal cracks in windows, walls or doors near the meter and pipes, consider increasing the thermostat setting in the room when bitter cold temperatures are forecast.
- Wrap pipes with insulation.
- Check for cracks in an outside water meter's vault cover.
- Make sure underground water pipes are buried at least five feet.

For additional suggestions or if you have questions, please call one of our Customer Service representatives at 1-800-286-5700.

## Holiday Office Closings

Presidents Day - February 17<sup>th</sup>



**Customer Service and 24-hour Emergencies 1-800-286-5700**

*If you have comments or suggestions, send an e-mail to [PublicAffairs@ctwater.com](mailto:PublicAffairs@ctwater.com).*



## Clear Snow to Allow Access to Hydrants and Meters

An accessible fire hydrant helps protect property and save lives. If there is a hydrant near your property, please consider taking the time to clear it yourself or asking someone to help you to clear it after a snowstorm so it doesn't delay firefighters in an emergency.



Also we ask that you please help us keep our meter readers safe and ensure we get a timely meter reading, by providing a clear path to meter-reading equipment on the outside of your home.

## Help Us Reach You in an Emergency

Connecticut Water uses phone calls, e-mails and texts to quickly notify our customers regarding water quality, service or other important customer information.



Please make sure you receive these notifications by ensuring we have up to date contact information.

If you haven't already provided us your phone and e-mail contact information or if you need to update that information, please call our customer service department at 1-800-286-5700 or send an e-mail to [customerservice@ctwater.com](mailto:customerservice@ctwater.com) with your name, address and contact information such as e-mail, home phone and cell phone. Or, register online at [www.ctwater.com/customers/notifications](http://www.ctwater.com/customers/notifications).

Please also consider signing up for emergency notifications from your town or the state by going to [www.ctalert.gov](http://www.ctalert.gov).



At less than 1-cent a gallon, safe, reliable drinking water is a great value!