

TOWN OF EAST HAMPTON
LEGAL NOTICE

Public notice is hereby given that the Town Council will consider a waiver of the bidding procedure at the Town Council's regular meeting on Tuesday, November 22, 2016, at 6:30 p.m. in the East Hampton Town Hall Meeting Room. Said waiver is requested by the 250th Anniversary Committee pursuant to the East Hampton Purchasing Ordinance #12.07, Section 7, for the purchase of a clock for the Village Center from Electric Time Company, Inc.

Town Council

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



Post Clock Fundraising



TOWN OF EAST HAMPTON
TOWN COUNCIL

AGENDA
ITEM # 7a

RESOLUTION RECOMMENDING AN APPROPRIATION OF \$85,000.00 FOR PURCHASE
OF TWO PARCELS OF LAND FROM THE ESTATE OF DOMINIC DIDOMIZIO AND
AUTHORIZING AN ASSOCIATED FUND TRANSFER FOR ACQUISITION OF THE PROPERTY

RESOLVED, that the Town Council recommends that the Town of East Hampton appropriate \$85,000.00 from unassigned General Fund balance for the purchase of two parcels of land from the ESTATE OF DOMINIC DIDOMIZIO ("the Property") and described as:

PARCEL A

A certain piece of parcel of land situated in the said Town of East Hampton, containing (10) acres, more or less, bounded and described as follows, to wit:

Commencing at the Southwest corner of said lot running EASTERLY to a bound; thence NORTHERLY to heap of stones; thence WESTERLY to stump and stones; thence NORTHERLY to Airline R. R.; thence NORTHERLY to said Railroad to land of Louis Loffredo Estate; thence running Southerly by said Loffredo estate land and land of Lloyd Sellew et ux to point of beginning.

Bounded

North by Railroad and land of Lloyd Sellew, et ux;
Easterly by railroad and land of Lloyd Sellew, et ux;
Southerly by land of Lloyd Sellew, et ux and an Old Highway; and
West by Estate of Loffredo and land of Lloyd Sellew, et ux.

PARCEL B

A certain piece of parcel of land situated in the said Town of East Hampton, containing (15) acres, more or less, bounded and described as follows, to wit

Bounded NORTHERLY by an old Highway and land of Lloyd and Alice Sellew; EASTERLY by land of Lloyd and Alice Sellew in part and partly by land of N. Ethel Batschelet; SOUTHERLY by land of Orlando Pelligrini in part, partly by land of John Isacson and partly by land formerly of Harlan G. Hills; and partly by land of the Town of East Hampton; WESTERLY by land of the Town of East Hampton in part and partly by Highway (Smith St.)

Being the same parcels conveyed by deeds at Book 87, page 32 and Book 87, page 33 of the East Hampton Land Records.

This recommendation is made based upon the conclusion that the finances of the Town of East Hampton will not be adversely impacted by the appropriation. The appropriation shall not be made until the real estate purchase is approved in accordance with requirements of the Charter.

FURTHER RESOLVED, that if the purchase of the Property is approved in accordance with the Charter, the town Council authorizes a fund transfer from the general fund to a capital fund for the purchase of the Property in the amount of \$85,000.00 to include the cost of the purchase of the Property and any legal fees or expenses associated with the acquisition of the Property. Any unspent amounts will be returned to the general fund.

FURTHER RESOLVED, that the Town Council hereby authorizes the Chairman of the Town Council to call a Special Town Meeting to be held at 7:00 p.m. on the 21st day of November, 2016, at the East Hampton Middle School Library, 19 Childs Road, East Hampton, to act upon the foregoing recommendations.

FURTHER RESOLVED, that if the purchase of the Property is approved in accordance with the Charter, the Town Council authorizes a fund transfer from the general fund to a capital fund for the purchase of the Property in the amount of \$85,000.00 to include the cost of the purchase of the Property and any legal fees or expenses associated with the acquisition of the Property. Any unspent amounts will be returned to the general fund.

2. To discuss any other matter proper to come before said meeting.

Dated at East Hampton, Connecticut, this 8th day of November, 2016

PER ORDER OF THE EAST HAMPTON TOWN COUNCIL

Patience Anderson, Chairperson

Ted Hintz, Jr., Vice Chairman

Pete Brown

Melissa Engel

Mark Philhower

Josh Piteo

Kevin Reich



November 3, 2016

Re: Planning and Zoning Commission Review of Potential Purchase of Property Pursuant to C.G.S. 8-24.

Dear Mr. Maniscalco,

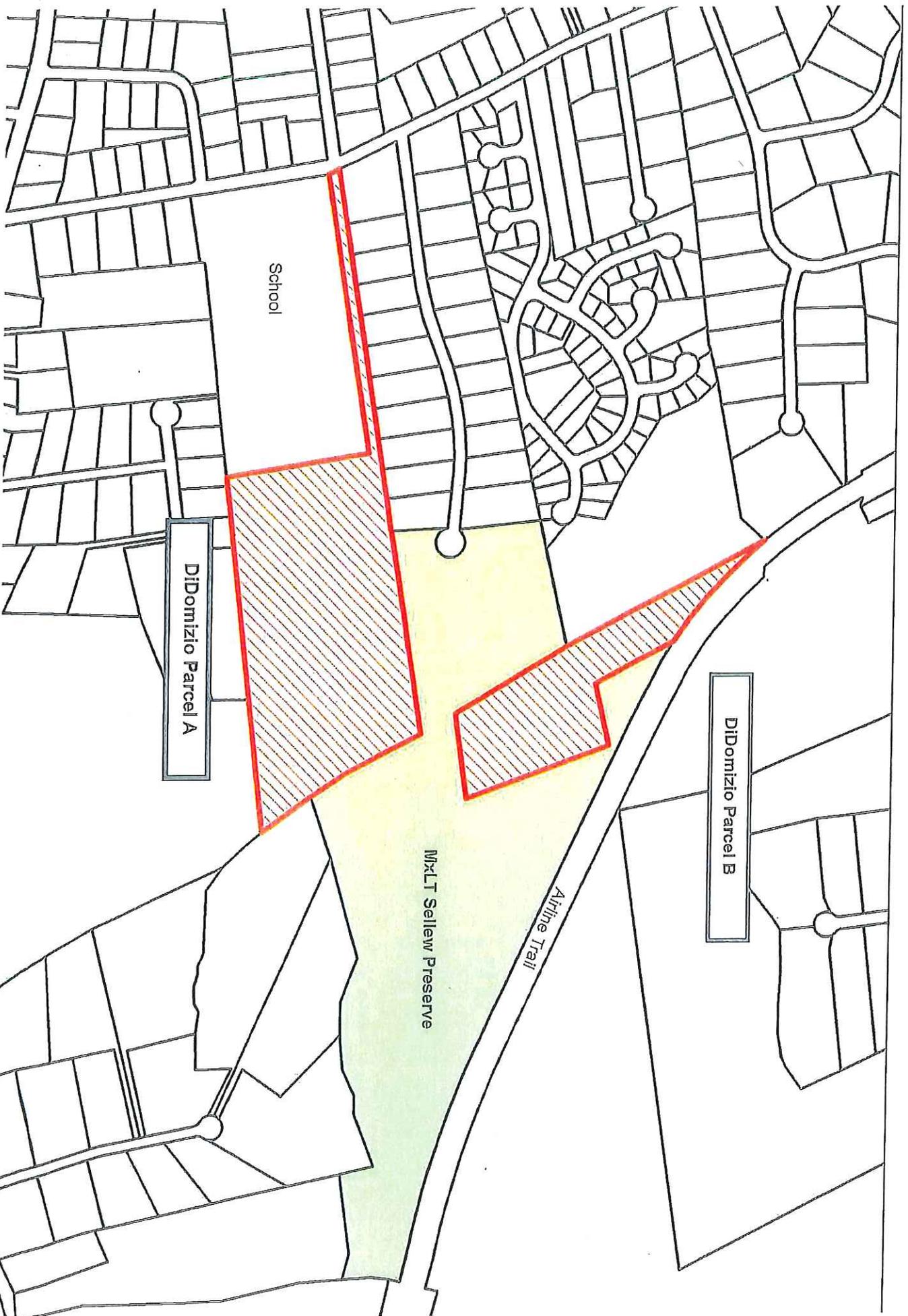
At the regularly scheduled meeting of the East Hampton Planning and Zoning Commission held on November 2, 2016 the Commission conducted a review of a possible property acquisition pursuant to Section 8-24 of the Connecticut General Statutes. After discussion of the potential benefits of the purchase of these properties, the Commission made three motions:

1. To recommend the purchase of land known as the DiDomizio Property and found on Assessors Map 26/ Block 87A/ Lot 22A and referred to as "Parcel A" on a map provided to the Commission and attached hereto for the following reasons:
 - a. The purchase is consistent with the Plan of Conservation and Development in its goal to obtain property adjacent to land currently owned by the Town in order to allow for the future expansion of Town facilities.
2. To recommend the purchase of land known as the DiDomizio Property and found on Assessors Map 26/ Block 87A/ Lot 5 and referred to as Parcel "B" on the map provided to the commission and attached hereto for the following reasons:
 - a. The purchase is consistent with the Plan of Conservation and Development in its goal to preserve open space.
3. Concerning the property known as the DiDomizio Property and found on Assessors Map 26/ Block 87A/ Lot 5 and referred to as Parcel "B" on the map provided to the commission and attached hereto, the Commission recommends the following:
 - a. In the event this parcel is conveyed to any entity other than the Town of East Hampton, that the Town retain water and mineral rights to the property in addition to easements to allow for the access and construction of buildings related to any water or mineral extraction.

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

Jeremy DeCarli
Planning & Zoning Official

MxLT Sellaw Preserve/Didomizio Parcels
March 8, 2016



East Hampton Property Acquisition Proposal
Town Council Meeting
March 8, 2016

Michael DiDomizio, Administrator
Estate of Domenic DiDomizio
14 Crest Drive
Cromwell, CT 06416
(860) 632-7796

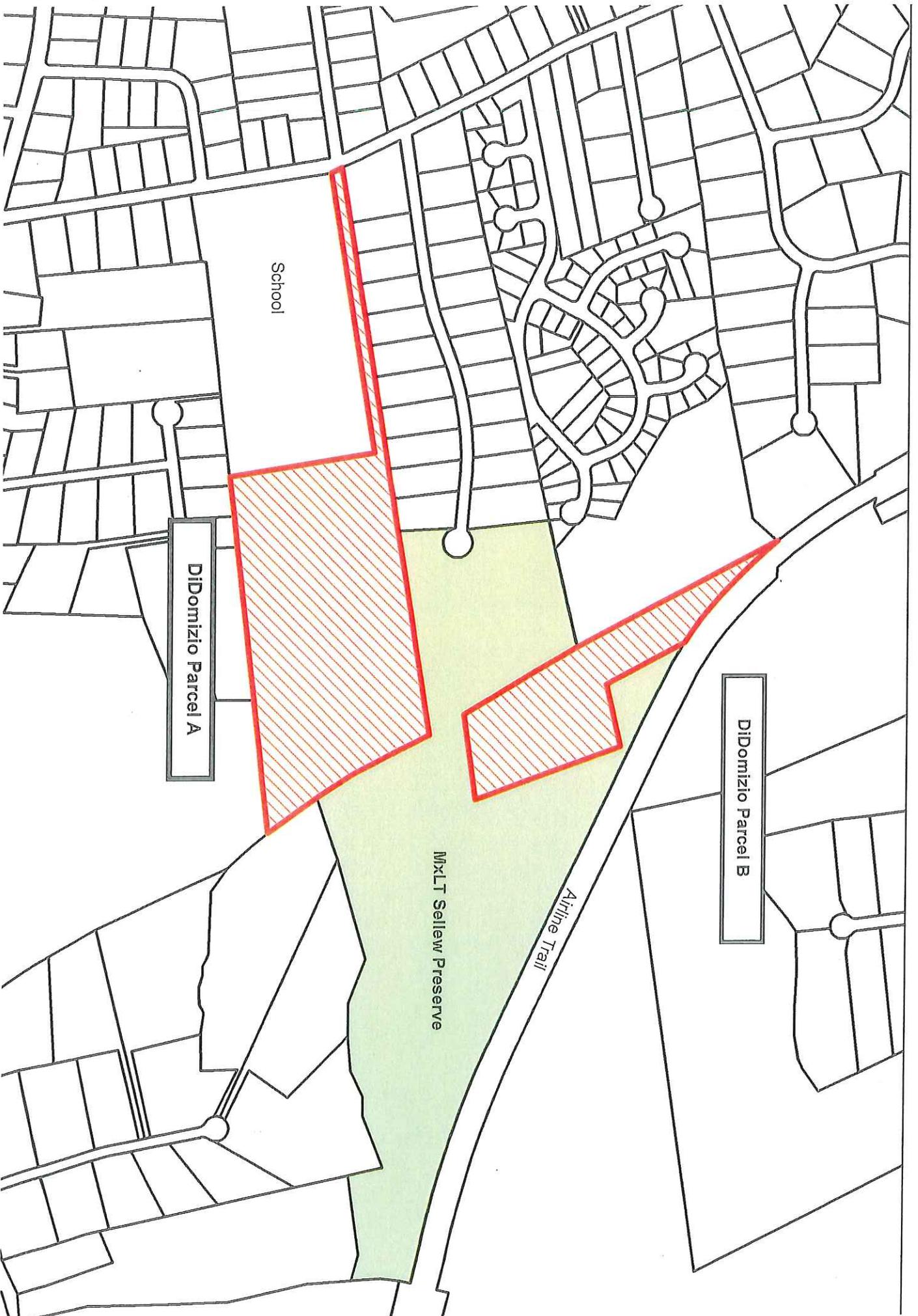
David Brown
Executive Director
Middlesex Land Trust
27 Washington Street
Middletown, CT 06457
(860) 343-7537
dbrown@middlesexlandtrust.org

DiDomizio Property in East Hampton:

Parcel A: Smith Street
 21.53 Acres
 R01252 / PID 1190
 Map 26 / Block 87A / Lot 22A
 Residential Vacant
 EH 2016 Appraised Value: \$140,410
 Adjacent to Memorial School & MxLT Sellev Preserve

Parcel B: Smith Street
 8.27 Acres
 R01253 / PID 1191
 Map 26 / Block 87A / Lot 5
 Residential Vacant
 EH 2016 Appraised Value: \$45,140
 Adjacent to town 10.27 acres (26/87A/4-OS) & MxLT Sellev Preserve

MxLT Sellow Preserve/Didomzio Parcels
March 8, 2016

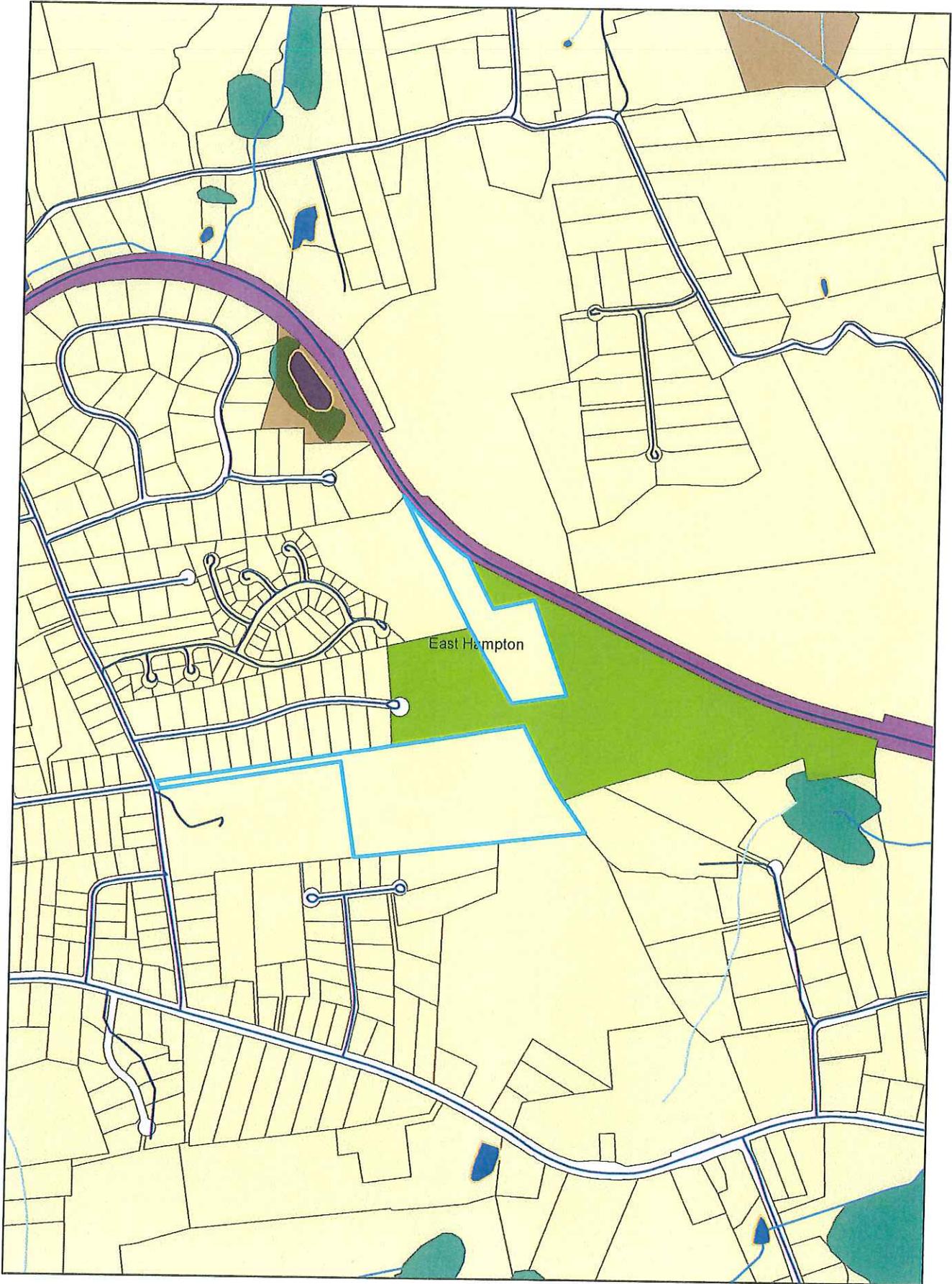


MXLT Sellow Preserve/Didomzio Parcels
March 8, 2016



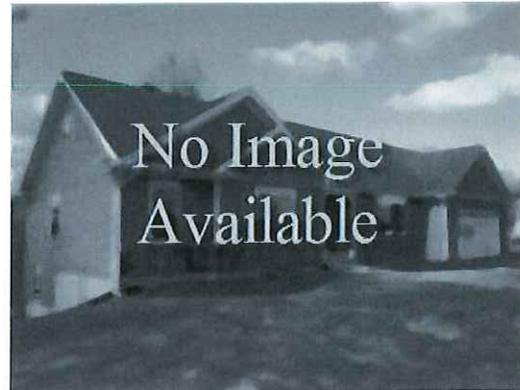
Didomzio Parcel A

Didomzio Parcel B



East Hampton

Style	Vacant Land
Model	
Grade:	
Story Height	
Foundation	
Exterior Wall 1	
Exterior Wall 2	
Roof Structure:	
Roof Cover	
Interior Wall 1	
Interior Wall 2	
Interior Flr 1	
Interior Flr 2	
Heat Fuel	
Heat Type:	
AC Type:	
Total Bedrooms:	
Total Bthrms:	
Total Half Baths:	
# Extra Fixtures	
Total Rooms:	
Bath Style:	
Kitchen Style:	
Fireplace	
Fin Basement	
Fin Bsmt Qual	
Bsmt. Garages	
Gas Fireplace	



(<http://images.vgsi.com/photos/EastHamptonCTPhotos//default.j>)

Building Layout

Building Layout

Building Sub-Areas (sq ft)	Legend
No Data for Building Sub-Areas	

Extra Features

Extra Features	Legend
No Data for Extra Features	

Land

Land Use

Use Code	100
Description	Resid Vacant
Zone	R-2S
Neighborhood	500
Alt Land Appr Category	No

Land Line Valuation

Size (Acres)	21.53
Frontage	
Depth	
Assessed Value	\$98,290
Appraised Value	\$140,410

Outbuildings

Outbuildings	Legend
No Data for Outbuildings	

Valuation History

Appraisal			
Valuation Year	Improvements	Land	Total
2014	\$0	\$162,080	\$162,080
2012	\$0	\$162,080	\$162,080
2011	\$0	\$162,080	\$162,080

Assessment			
Valuation Year	Improvements	Land	Total
2014	\$0	\$113,450	\$113,450
2012	\$0	\$113,450	\$113,450
2011	\$0	\$113,450	\$113,450

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Parcel B

SMITH ST

Location SMITH ST

Mblu 26/ 87A/ 5/ /

Acct# R01253

Owner DIDOMIZIO DOMENIC
ESTATE OF

Assessment \$31,600

Appraisal \$45,140

PID 1191

Building Count 1

Current Value

Appraisal			
Valuation Year	Improvements	Land	Total
2015	\$0	\$45,140	\$45,140

Assessment			
Valuation Year	Improvements	Land	Total
2015	\$0	\$31,600	\$31,600

Owner of Record

Owner DIDOMIZIO DOMENIC ESTATE OF
Co-Owner DIDOMIZIO MICHAEL FIDUCIARY
Address 14 CREST DR
 CROMWELL, CT 06416

Sale Price \$0
Certificate
Book & Page 562/ 471
Sale Date 01/19/2016
Instrument 04

Ownership History

Ownership History					
Owner	Sale Price	Certificate	Book & Page	Instrument	Sale Date
DIDOMIZIO DOMENIC ESTATE OF	\$0		562/ 471	04	01/19/2016
DIDOMIZIO DOMENIC	\$0		87/ 32	29	04/24/1964

Building Information

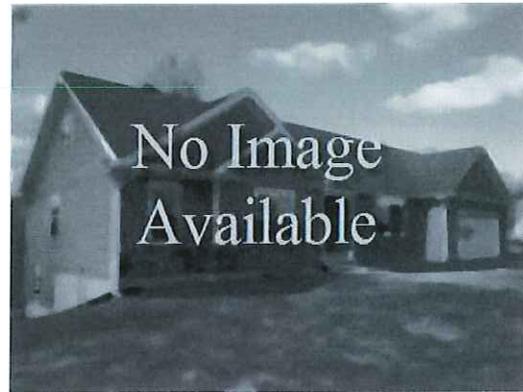
Building 1 : Section 1

Year Built:
Living Area: 0
Replacement Cost: \$0
Building Percent Good:
Replacement Cost Less Depreciation: \$0

Building Photo

Building Attributes	
Field	Description

Style	Vacant Land
Model	
Grade:	
Story Height	
Foundation	
Exterior Wall 1	
Exterior Wall 2	
Roof Structure:	
Roof Cover	
Interior Wall 1	
Interior Wall 2	
Interior Flr 1	
Interior Flr 2	
Heat Fuel	
Heat Type:	
AC Type:	
Total Bedrooms:	
Total Bthrms:	
Total Half Baths:	
# Extra Fixtures	
Total Rooms:	
Bath Style:	
Kitchen Style:	
Fireplace	
Fin Basement	
Fin Bsmt Qual	
Bsmt. Garages	
Gas Fireplace	



(http://images.vgsi.com/photos/EastHamptonCTPhotos//default.j

Building Layout

Building Layout

Building Sub-Areas (sq ft)	Legend
No Data for Building Sub-Areas	



Extra Features

Extra Features	Legend
No Data for Extra Features	

Land

Land Use

Use Code	100
Description	Resid Vacant
Zone	R-2
Neighborhood	500
Alt Land Appr Category	No

Land Line Valuation

Size (Acres)	8.27
Frontage	
Depth	
Assessed Value	\$31,600
Appraised Value	\$45,140

Outbuildings

Outbuildings	Legend
No Data for Outbuildings	

Valuation History

Appraisal			
Valuation Year	Improvements	Land	Total
2014	\$0	\$51,420	\$51,420
2012	\$0	\$51,420	\$51,420
2011	\$0	\$51,420	\$51,420

Assessment			
Valuation Year	Improvements	Land	Total
2014	\$0	\$36,000	\$36,000
2012	\$0	\$36,000	\$36,000
2011	\$0	\$36,000	\$36,000

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**TOWN OF EAST HAMPTON
FISCAL YEAR 2017-2018**



Town Council Budget Policy Statement

OBJECTIVE

The objective of this budget policy statement is to provide guidance from the Town Council to the Town Manager, Board of Finance, and Board of Education during the creation and implementation of the annual Town of East Hampton Budget.

GENERAL STATEMENT

The Town of East Hampton's annual budget should consider the needs of our community and reflect the taxpayer's ability to pay for those needs.

PROCEDURE

- Include taxpayers in the budget process as early as possible utilizing our Town website, local newspapers, Town notices and meetings.
- The budgets presented should reflect the guidelines presented here as well as projected available revenue, anticipated State funding shortfalls and current economic conditions.
- The Town Manager and the Board of Education will present their respective budgets at a Town Forum. Their budgets must include all proposed spending presented in a format that is easily read and understood by our citizens.
- A Tri-Board meeting will be called to discuss this policy statement at the earliest convenience of all.

2017-2018 BUDGET GOALS & FUTURE PLANNING

- The fund balance shall NOT be used to lower the annual mill rate or pay for Town operating expenses.
- Every effort should be made to minimize new personnel for any department this fiscal year.
- The Public Works budget should include a plan to continue ongoing road improvements.
- General Government Budget and the Board of Education should make every effort to only limit budget increases to meet contractual obligations.
- The Capital Committee should update the Town's long-term Capital Improvement Plan to ensure the future financial discipline and funding stability of the Town.
- Conservatively estimate state revenues to be prepared for shortfalls in state funding.
- Funding should be allocated to address ongoing Town facility needs.
- The Council will:
 - continue to support the Town Manager's labor negotiation efforts to realize efficiencies and savings for taxpayers
 - support the implementation of those items from the Lake Pocotopaug 9 Point Plan that will preserve and improve the condition of the lake and its watershed with previously allocated funding
 - ensure social services and programs for seniors are adequately funded
 - provide continued support of public safety services, training and equipment
 - work to identify opportunities to "share" services between and among Town departments and the Board of Education
 - commit to continually replenishing and augmenting our mill rate stabilization fund

Approved by Town Council: _____

**TOWN OF EAST HAMPTON
REQUEST FOR PROPOSAL
Property for Town Hall & Police Department
RFP #XXXX-XX**

The Town of East Hampton will be accepting proposals from qualified firms, contractors and individuals interested in proposing a design build project with the intent of building a Town Hall and Police Department. Interested individuals and firms should request the proposal instructions and details from the Town Manager, 20 East High Street, East Hampton, CT 06424, or via the Town's website at http://www.easthamptonct.gov/Pages/EastHamptonCT_Finance/index.

Responses to the Proposal must be submitted to the Town Manager no later than **DATE at 11:00 AM. LATE PROPOSALS WILL NOT BE CONSIDERED.**

Michael Maniscalco
Town Manager

DRAFT

**TOWN OF EAST HAMPTON
REQUEST FOR PROPOSAL**

For

Property for Town Hall & Police Department

I. GENERAL INFORMATION

A. INTRODUCTION

The Town of East Hampton has gone through multiple programming and facility studies from 2005 to the present. The resulting conclusion is that the Town Hall and Police Department no longer meet the needs of the Community and Staff. In order to continue to meet the needs of the community in the most efficient and effective manner possible the Town Council of East Hampton is seeking proposals from Land Owners, Developers, Firms and/or collaborative efforts to design and build a Town Hall and Police Department. The Town will consider proposals that put both facilities in the same location or in different locations. The Town will reserve its right to not accept and/or award any and all bids.

B. BACKGROUND INFORMATION

The Town of East Hampton is a classic New England community operating under a Town Meeting style with a Town Manager-Council form of government. Over the past 40 years the Town population has grown driving the town from just under 6,000 people in 1960 to just fewer than 13,000 in the 2010 census.

The Town is considered a full service community and the Town Hall and Police Department are located in the same facility. The Town Hall services are cramped into 8,000 Square Feet and the Town rents an additional 2048 Square Feet as an annex to house the Parks & Recreation and Youth & Family Services Departments. The Police Department is 2500 Square Feet and located below the Town Hall. Parking for the entire facility is a challenge with only 31 spaces available and entrance / exit onto Route 66 is challenging.

C. BASIC SCOPE

Town Hall

- Site requirements:
 - Lot size minimum: 2.75 acres (EH Zoning Regulations)
 - Parking requirements: 60-100 Spots (EH Zoning Regulations)
 - Easily accessible for the public. Should act as the front door of our community.

Police Department

- Site requirements:

- Lot size minimum: 2 acre (EH Zoning Regulations)
- Parking requirements: 27-45 Spots (EH Zoning Regulations)
- Easy access for vehicles to get onto a main road in an emergency situation

D. MINIMUM QUALIFICATIONS FOR CONSIDERATION

The proposals must meet the following minimum qualifications:

- Be located within the Town of East Hampton;
- No current liens or foreclosures on the property;
- Be owned by the individual signing off as the proposer.

E. TERMS AND CONDITIONS

The Proposer will be expected to transfer ownership of the proposed property as soon as possible subject to successful passage of all municipal approvals and contract execution. The Town of East Hampton reserves the right to cancel this process at any time should any of the following conditions exist:

- Funds are not appropriated;
- The Town, through changes in its requirements or method of operation, no longer has a need for this service;
- The Town is not satisfied with the level of services provided under the contract or the firm fails to comply with any terms and conditions outlined in the contract.

Project Period

It is the intent to purchase the property during the 2016-2017 and 2017-2018 fiscal years.

Compensation

The Town will make one single payment for identified property at the time of closing.

Termination

Unless otherwise agreed to, either party may terminate this Agreement at any time by giving the other party 30 days written notice. If this Agreement is terminated by the Town, the Town shall pay for all work performed and for all expenses incurred prior to the effective date of termination.

Appraisal

Consistent with Town Policy, the Town will have two appraisals conducted of the chosen proposal. Appraisals will be conducted by licensed appraisers and paid for by the Town. If the proposed price falls within \$10,000 (+/-) of the appraisals the Town will pay the proposed price. If the appraisals are more than \$10,000 (+/-) then the Town will offer the average of the two appraisals.

Freedom of Information

The Town will not be liable for any costs incurred in the preparation of the response to this Request for Proposal. All proposal submissions and materials shall become the property of the Town and will not be returned. Respondents to this RFP are hereby notified that all proposals submitted and information contained therein and attached thereto shall be subject to disclosure under the Freedom of Information Act.

II. SUBMISSION OF PROPOSALS

A. PROPOSAL INSTRUCTIONS

By submitting a proposal, you represent that you have thoroughly examined and become familiar with the scope of services outlined in this RFP and you are capable of performing the work to achieve the Town's objectives. Respondents should clearly describe their specific qualifications, past projects of similar scope and the proposed location with offered price.

All Proposers are required to submit a **clearly marked original and five (5) copies** of their Proposal to Michael Maniscalco, Town Manager, 20 East High Street, East Hampton, CT by **DATE at 11am**. All proposals will be opened publicly and recorded as received. Proposers may be present at the opening; however, there will be no public reading. Applications received later than the time and date specified will not be considered. The proposal must be submitted in a sealed envelope or package and the outside shall be clearly marked:

**SEALED REQUEST FOR PROPOSALS
TOWN HALL PD PROPERTY PROCUREMENT NOTICE
RFP-XXXX
DATE - DATE
TIME - 11:00 A.M.**

All respondents are required to submit the information detailed below. **Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating proposals.** Responses should be presented in appropriate detail to thoroughly respond to the requirements and expected services described herein and presented and clearly marked in the order within this written proposal.

- a. Table of Contents to include clear identification of the material provided by section and number.
- b. A letter of transmittal indicating the Owners interest in selling their property and any other information that would assist the Town in making a selection. This letter must be signed by a person legally authorized to sell the property. This letter also must affirm that the Owner has made themselves knowledgeable of those matters and conditions in the Town which would influence this Proposal.

- c. Name and telephone number of person(s) to be contacted for further information or clarification.
- d. A street address or name for the property offered (In the event that an applicant is using a name a street address or some way to determine the property location must be provided)
- e. A copy of the assessor's property card and the tax records showing all taxes are paid for the offered property.
- f. List of personnel to be assigned, including the principal contact (i.e. Realtors or attorneys representing the property owner).
- g. A detailed proposal regarding the proposed location including:
 1. Physical address
 2. Number of acres
 3. General description
 4. Access to utilities including: water, sewer, electric and natural gas
 5. Offered price
 6. Other: (i.e. permits or zoning approvals)
- h. A statement saying the Property Owner will hold the quoted property price firm through the end of **DATE**.
- i. A statement saying the Property Owner understands and agrees with the appraisal requirements under Section I. E.
- j. A statement saying the Property Owner has reviewed and agrees to the terms in (Attachment B)
- k. A concluding statement as to why the proposed property(ies) is the best for the construction of a Town Hall and Police Department.
- l. Signed Non-Collusion Statement (ATTACHMENT A)

Proposals must be signed by the property owner. Must include the name, address and telephone number of a representative qualified to answer questions during the review process must be included.

B. TOWN CONTACTS

1. All technical inquires relative to this RFP must be directed in writing to

Mr. Michael Maniscalco, Town Manager at 20 East High Street, East Hampton, CT 06424 or mmaniscalco@easthamptonct.gov

2. For administrative or procurement questions concerning this proposal, please contact Jeff Jylkka, Finance Director at (860) 267-7548.

All questions, answers, and/or addenda, as applicable, will be posted on the Town's website, faxed, and/or emailed to all known respondents. Responses to requests for more specific contract information than is contained in the RFP shall be limited to information that is available to all respondents and that is necessary to complete this process. The request must be received at least five (5) business days prior to the advertised response deadline.

No other East Hampton Town employee, elected official, or evaluation committee member should be contacted concerning this RFP during the proposal process. Failure to comply with this requirement may result in disqualification.

III. EVALUATION AND SELECTION PROCESS

A. EVALUATION CRITERIA

The following factors will be considered by the Town when evaluating proposals.

- Accuracy, overall quality, thoroughness and responsiveness to the Town's requirements as summarized herein.
- Offered Price
- Location
- Suitability for use.

B. SELECTION PROCESS

Following the review and evaluation of proposals, the Town reserves the right to request certain additional information. The Town Manager and Town Council will review the proposals based upon the criteria herein.

The information in this Request for Proposals will serve as the basis for the Town Manager and Town Council review and recommendation for a single property or multiple properties. Respondents are encouraged to address each of the factors thoroughly and provide additional information concerning background, qualifications and location.

This request for Proposals does not commit the Town of East Hampton to award a contract or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted in response to this request for proposals become the property of the Town of East Hampton. The

Town of East Hampton reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with the selected respondents, the right to extend the contract for an additional period, or to cancel in part or in its entirety the request for proposal, and to waive any informality if it is in the best interests of the Town to do so.

C. TIMELINE

The following schedule is anticipated. The Town intends to adhere to this schedule as closely as possible but reserves the right to modify the schedule in the best interest of the Town as required.

Publicize RFP	
Last response to any questions	
RFP Due Date	
Evaluation of Proposals	
Choose Final Proposal(s)	

DRAFT

ATTACHMENT A

**TOWN OF EAST HAMPTON
Property for Town Hall & Police Department
PROCUREMENT NOTICE
REQUEST FOR PROPOSAL
RFP #2013-XX**

NON-COLLUSION STATEMENT

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

Date: _____

Name of Company: _____

Name and Title of Agent: _____

By (SIGNATURE): _____

Address: _____

Telephone Number: _____

ATTACHMENT B

EXAMPLE AGREEMENT

DRAFT

Resolution
Town Facilities Building Committee

WHEREAS: between the years 2005-2008, the Town of East Hampton went through a major review of its Towns' Facilities, contracting with Friar Associates to lead this review;

WHEREAS: The Friar report found Town Facilities lacked space impacting the efficiency and effectiveness of the services delivered to residents;

WHEREAS: minimal work has been done since 2008 to substantially change or enhance the Towns' Facilities;

WHEREAS: ~~Connecticut Light and Power~~Eversource, located immediately behind the Town Hall/ Police Department, has announced a major expansion in East Hampton causing parking issues for the Town;

WHEREAS: The Town Council of East Hampton commissioned a Building Evaluation Committee to review the Friar Report, current condition of all Facilities and report recommendations;

WHEREAS: The Facilities Evaluation Committee has presented its findings and recommendations to the Town Council;

WHEREAS: The Town Council recognizes the need to replace the Town Hall and Police Department;

WHEREAS: The Town Council has decided to issue a Request for Qualifications to identify building locations and qualified construction consortiums.

NOW THEREFORE BE IT RESOLVED; the Town Council creates the Town Facilities Building Committee with nine (9) total members whose charge shall be to issue a RFP for the construction of a Town Hall and Police Department to the three qualified applicants from the RFQ process. The RFP shall include: specifics regarding facility programming needs, construction quality requirements and performance expectations. The Building Committee shall evaluate the results of the RFP and make a recommendation to the Town Council for award ~~of~~ the Town Hall/Police Department Building project.

Membership shall be appointed by the Town Council with a term that will terminate on (DATE?). The committee shall be made up of ~~one (1) member of the Town Council, one (1) member of the Board of Finance, and nine~~seven (97) members of the public who demonstrate knowledge of building, design, architecture, engineering or other related fields.

Ex officio members of the committee will include: the Town Manager, or his designee; a member of the Town Council; and the Board of Finance. Ex officio members will have full rights to participate in the meeting but will not have a vote. The Town Manager will budget for and supply staff for the committee to take notes and minutes of committee meetings.

FURTHERMORE BE IT RESOLVED, The Town Council has created the Town Facilities Building Committee with the express intent to:

1. request funds for the development of a formal Request for Proposal(RFP);
2. issue the RFP to the 3 qualified applicants;
3. make a recommendation of one RFP response for award by the Town Council;
4. educate the public on formal plans;
5. in conjunction with the Town Council seek funds for implementation of formal plans;
- ~~5.6~~.if approved implement plans;
- ~~6.7~~.report to the Town Council, quarterly, on implementation progress.

DRAFT

Capital Reserve Fund Transfer

Resolved, that the Town Council approves the transfer of funds from the Curbing Machine (\$12,000), Material Screener (\$30,000) and Public Works Vehicle Equipment Sinking account (\$28,000), to fund a masonry dump truck for \$70,000 as recommended by the Capital Committee on October 20, 2016.

Background

The truck was presented and approved as part of the 2015-2016 capital improvement plan with the intent on lease financing. Since that time, funds have become available within capital to purchase the truck for cash. The current truck is a 2007 Ford F550 with 120,263 miles and will be replaced with a 2017 Ford F550.

Sirois, Cathy

From: Anderson, Patience
Sent: Wednesday, November 02, 2016 8:51 AM
To: Maniscalco, Mike
Cc: Town Council; joecarbonell@aol.com; pfzawisza@comcast.net
Subject: Follow Up on Town Council Workshop with Conservation-Lake Commission
Attachments: Town Council Workshop 01Nov2016.doc

Michael,

As a follow up to last evening's Workshop on the 9-Point Plan for Lake Pocotopaug, I would like to re-iterate some of the highlights:

#1 - I see the plan has been put on the front page of our Town Website - Thank you!

#2 - Please work with Dean Michelson and the CLC to identify particular items from the action item list that could be included in the upcoming Capital budget.

#3 - Can we see to it that the 9-Point Plan be submitted to supplement our STEAP Grant Application as Representative Ziobron suggested last evening?

#4 - Also, as Rep Ziobron suggested, would you please look into what needs to be done to apply for the Community Investment Act funds that might be available for us regarding remediation projects for our Lake?

#5 - A collaborative effort needs to be made to tie this Plan into and with the POCD, P&Z, IWWA. Please advise how best to accomplish this.

It would be beneficial to put this follow up on our Council agenda or as part of the Town Manager's report.

Thank you to the CLC and Dr George for a great presentation!

Patience



Office of Public Works

Dean Michelson, Director

MEMO

TO: Michael Maniscalco
FROM: Dean Michelson, Director of Public Works
DATE: November 2, 2016
SUBJECT: Responses to Nine Point Plan

Sears Park Field/Sears Park Rain Garden – These items were to be considered/handled by Park and Rec.

Road runoff at top of South Wangonk – Runoffs were established and redone later in the season. The drainage is now more effective. The rain garden at the bottom of S. Wangonk was improved by curbing installation and design improvement.

West Point Road catch basin – This catch basin was cleaned and is being monitored, seems to be working at this time. Funding will determine whether or not it will be changed in the future.

Mountain View Road – Private Road

Mohican Drive – At present there is no funding for the installation of new catch basins, but will be considered in the future. Curbing has been repaired with drainage in mind and is directing flow to existing drainage.

Pine Trail – Private Road

Lake Drive runoff – The Town replaced several catch basins near Raymond Road to improve drainage. At present there is no funding for further installation, but will be considered in the future.



October 27th, 2016

Michael Maniscalco
Town Manager
20 East High Street
East Hampton, CT 06424

Dear Mr. Maniscalco,

I wanted to follow up with you about Community Renewal Team's Elderly Nutrition Program in East Hampton. CRT is pleased that its operation of Elderly Nutrition Programs in the Midstate Region is underway: as a provider of Elderly Nutrition Programs in the Greater Hartford region for more than 40 years, CRT knows from decades of experience how important this program is in the lives of our community's seniors. Each meal provides at least one-third of seniors' recommended nutrient intake and, according to the Administration on Aging, the program effectively targets and engages vulnerable seniors who: live alone, are poor, are socially isolated, and/or have difficulty with activities of daily living.

Unfortunately, though the value of this program is well-documented, funding for it in recent years has proven insufficient. CRT proposed serving 77,724 meals on an annual basis in the Midstate Region, but due to funding limitations we are currently contracted to serve 50,850 meals. Our proposal included serving 9,419 meals to seniors in East Hampton for the program year 10/1/16 - 9/30/17, a service level consistent with the FY 2016 demand for this program in your town. Unfortunately, because our funder could only provide CRT with about two-thirds of the revenue needed to operate at this service level, CRT is left with a revenue shortfall of \$24,073 for the provision of meals in East Hampton. If we cannot raise these funds, we will regrettably have to reduce meal service to seniors in East Hampton by 35 percent. This would entail reducing our proposed service target of 9,419 meals to 5,983 meals for the current program year - an appreciable difference that will severely hinder our capacity to meet the needs of seniors in your community.

We are reaching out to our community partners and allies in an attempt to generate funding on behalf of our seniors. To avoid service reductions we are looking for funding commitments to generate the additional \$24,073 needed to sustain proposed service levels. A waiting list has already been established for Meals on Wheels clients. Without a commitment by December 1st, 2016, the agency's Nutrition Department will implement a service reduction. CRT will work with the community to identify the best approach to reduce service levels, which may include decreasing the number of days each week that meals are provided at East Hampton Senior Center, decreasing home delivered meals, or reducing the number of delivery days.

We hope that in light of these detrimental funding reductions to senior services your community will assist us in identifying revenue sources for our Elderly Nutrition Program. Should you have any questions or ideas to share, please don't hesitate to contact me at LenaR@crtct.org or (860) 560-5608.

Sincerely,

Ms. Lena Rodriguez
President & CEO

Sirois, Cathy

From: Ewing, Jo Ann
Sent: Wednesday, November 02, 2016 3:00 PM
To: Maniscalco, Mike
Cc: Sirois, Cathy
Subject: RE: CRT funding request

Mike,

I am very concerned for the Older Adults of our community regarding the nutrition program. If CRT is not able to close the financial gap for both the Congregate Meals and Meals on Wheels programs, I foresee a grim future for Older Adults in our community. My greatest concern is that meals may be limited to a cap. This may impact both the MOW participants and the congregate meal program.

CW Resources, the prior food company at the Center, put people on a waiting list last year for Meals On Wheels. I cannot imagine the folks who are homebound and cannot get their meals on their own, being told 'sorry, no meals are available at this time.' We are talking about elderly, infirmed folks who cannot take care of themselves independently. At a time when we strive to have the Older Adults Age in Place, it is difficult to understand why such a vital program (food in the home and human contact) due to funding may limit/or take away how many meals one can have delivered to them. Many people rely on this food as their only source of nutrition in their homes.

In the past, when CRT was the food provider, FY 2000-2012. The Town did provide an annual contribution to CRT. If my memory serves me right it was \$3,000-\$4,000. I was not here when it was set up but I do know CRT did receive an annual contribution. When CRT stopped providing the meals, that money was no longer available to the Senior Center. According to the info Ms Rodrigues provided the meals on wheels gap is \$14,009.00 and Congregate meals is \$10,064. This is just to bring them to level funding.

I spoke with Ms. Lena Rodrigues CRT CEO. She is very concerned and is hoping municipalities will be able to respond positively within the quarter. CRT is also pursuing other funding sources,(Foundations and private corporations) to help offset the costs state-wide. No one wants to take away from such a key program that addresses the fundamental needs of the older Adult population.

I hope the Town may be able to help fund this program, not only for the obvious, of feeding those at risk, but the other things we may want to consider is that CRT does employ the meal site manager. The Site manager, historically, has been someone local, who oversees the MOW volunteers and serves the food according to Health codes. Other Senior Centers employ that individual and they work collaboratively with the food service company.

Finally, the elderly nutrition program, is a vital program to the well-being of Older Adults in our community. Having lunch at the Center provides a nutritional meal and camaraderie with others. The meal provides a safe environment for Older Adults to eat and an opportunity to become part of a community. For an hour or two a day the individual is no longer isolated to the four walls of their home, but can become a part of an active member of the Center community. That community provides resources that allows the Older Adult population to Age in Place.

I hope this addresses some of the concerns. I am more than willing to speak to the Council should they have further questions. Do you want me to contact the Commission On Aging or have you done that already?

Jo Ann H. Ewing
Town of East Hampton
Senior Services Coordinator &
Municipal Agent For the Elderly
860-267-4426 (tel.)
860-267-7682

From: Maniscalco, Mike
Sent: Wednesday, November 02, 2016 10:32 AM
To: Ewing, Jo Ann

The Time is Now!

Despite the recent rain, Connecticut remains in a long term drought that has reduced streamflow and groundwater levels, and is gradually drawing down water supply reservoirs. Droughts also stress the aquatic environment. The best time to conserve water is to start before one runs out. The Town of East Hampton would like to remind communities to reduce unnecessary water consumption such as at home car washing, lawn watering, and letting faucets run. It is also a good time fix leaks and install low flow fixtures.



AGENDA
ITEM # 12

Office of the COLLECTOR OF REVENUE
NANCY HASSELMAN, CCMC
nhasselman@easthamptonct.gov

November 4, 2016

To: The East Hampton Town Council

Documentation of the below listed tax refunds are available in the Tax Office for your review if you so desire. The refunds total \$840.92.

Thank you for your assistance.

Nancy Hasselman, CCMC

Nancy Hasselman, CCMC
Collector of Revenue

7.18	+
112.28	+
412.37	+
151.40	+
143.50	+
14.19	+
840.92	*

BOARD AND COMMISSION SUMMARY OCTOBER, 2016

Arts & Culture Commission

East Hampton Arts & Culture Commission met on October 20th at the Joseph N. Goff House. Josh Piteo was present to discuss the town's 250th Celebration event in 2017, shared proposed event, fundraising and publicity ideas. He invited the commission to submit ideas for the event to his email joshpiteo@yahoo.com

The commission discussed the upcoming EHACC Open Studio event on October 29th from 10 a.m. to 4 p. m. Eight East Hampton artists will participate.

Website Update – www.artsforeasthamptonct.org is live. The billing for the site is for the service itself and the hosting and totals \$168. Kevin Gunning will submit a bill to the town for reimbursement. The site includes an image of the art purchase award, a link to Facebook and town web site, the town seal, an announcement of the open studio and link to the Open studio map, a link to Podium, grant information, a list of grant recipients. There is a directory that includes events, a list of local artists, organizations and their contacts, contact information for the commission and commission members names and an about page that lists our mission statement and meeting information and a disclaimer.

Financial Report – A sheet on spending for the current fiscal year was reviewed. The commissioners will discuss upcoming budget issues and proposed items at the November meeting and contact Sue Berescik our town liaison, for assistance in submitting an EHACC budget summary.

Board of Finance

A Special Meeting of the Board of Finance was held at the Town Hall Meeting Room on Tuesday, October 11, 2016. The meeting was held in order to discuss and take possible action on an additional appropriation for the hiring of a new police officer prior to the Town Council Meeting that had a similar agenda item. Vote: 4-0. Motion Passed.

The Regular Meeting of the Board of Finance scheduled for October 17th was canceled due to no action items on the agenda.

Brownfields Redevelopment Agency

The Brownfields Redevelopment Agency held their regular meeting on October 24th. A pre-construction meeting was held with Wiese and others involved in the demolition of 13 Watrous St. This is expected to be completed by Thanksgiving. Information will soon be updated in regards to Brownfields Agency on the town's website. A possible grant was discussed, but was deemed not fit for the Agency at this time.

Capital Committee

The Capital Committee met on October 20th in the Town Hall Meeting Room. They made a motion to move funds from two Public Works capital items to fund a masonry dump truck that was approved in Capital but was not funded. They also reviewed five and ten year capital plans, rolling stock lists and the Fire Department long term plans and facilities.

Clean Energy Task Force

No meeting

Commission on Aging

The Commission on Aging met on October 13th at the Senior Center. The Commission discussed issues with the Everbridge system that they are working to get corrected so they can promote the system. The Commission is also working on a survey related to senior needs that they will present to the Town Council for approval soon.

Conservation-Lake Commission

The Conservation-Lake Commission held their regular meeting on October 13th. A plan for a seawall at 33 Day Point Road was reviewed and approved. Outreach to educate the public was discussed at length, especially in regards to articles, pictures and press releases in the Middletown Press, the Rivereast and the East Hampton Events magazine.

Design Review Board

No meeting

Economic Development Commission

The Economic Development Commission held their regular meeting on October 18th. Councilor Piteo discussed the Town's 250th Anniversary and Planning & Zoning Official DeCarli discussed the POCD. The Lucky Goat has the Belltown Spotlight on business, and Ace Hardware will be the following business to be spotlighted. The EH Events magazine will be delivered to the Cobalt & Middle Haddam post offices starting with the next edition. Also discussed were initiatives to draw businesses to East Hampton (such as a bakery), the creation of the EDC Facebook page, and the addition of information about small business loans to the website. Ideas were discussed about possible upcoming business market and networking events.

Ethics Commission

No meeting

Fire Commission

The Board of Fire Commissioners held their regular meeting on October 17th. An on-site incident command board was approved for purchase. The ladder truck is being built now, and discussion occurred about the ongoing need for a new boiler. The change to Glastonbury dispatch was discussed in detail, with Chief Voelker explaining some of the issues that are hampering the department. Also discussed were upcoming capital requests and the FD's ranking on the town's priority list for upgrading their facilities.

Lisa Seymour is working with Chairperson Salafia on ways to make the Worker's Comp process easier for firefighters that are hurt on the job.

High School Building Committee

The High School Building Committee held a special meeting on October 11th to authorize Downes Construction to engage with Summit Masonry to address the weep hole problem with the roof. The regular meeting was held on October 20th. Discussion occurred on the blue water issue at the school and what is being done to address it. As of now there is not potable water at the school. A specialty company is coming in to address the issue and the State is aware of the problem. Invoices and change orders were approved. The process for completing punch list items was talked about in detail.

Inland Wetland Watercourses Agency

The Inland Wetlands and Watercourses Agency met on October 26, 2016.

Application of Dream Developers of Connecticut, for David and Tanya Potter, 33 Day Point Road, Construction of Sea Wall – Map 10A/ Block 83/ Lot 38.– Approved with Standard Conditions.

Application of Tom Burdick, for Peter Minoli, 135 Middle Haddam Road, Directional Drilling of Water Line from House to Cistern – Map 02/Block 18/Lot 21. Application accepted and continued to the next regularly scheduled meeting.

Joint Facilities

No meeting

Library Advisory Board

No meeting

Middle Haddam Historic District Commission

The Middle Haddam Historic District Commission met on October 27, 2016. Application #507 COA at 66 Middle Haddam Road to do a variety of work for the installation of two condensing units outside of the Church for applicant Christ Episcopal Church of Middle Haddam.- Board members approved the COA.

Application #508 COA at 60 Middle Haddam Road to add fencing around the perimeter of the yard for applicant Christ Episcopal Church of Middle Haddam – Board members approved the COA.

Parks & Recreation Advisory Board

No meeting

Planning & Zoning Commission

The Planning and Zoning Commission met on October 5, 2016.

The Commission accepted the application of Hubert E. Butler Construction, LLC, for a Renewal of Special Permit Pursuant to Section 7.6, 9 Young Street – Map 12/ Block 33/ Lot 7A.

There was discussion regarding the current Zoning Permit requirement and related fee. Currently all Zoning Permits issued should include a \$60 State Fee, which has not been being assessed. The regulations require updating to eliminate the need for a “permit” and instead require an approval or a review. PZC asked Staff to conduct a review of necessary changes and report back.

There was discussion regarding the creation of Accessory Dwelling Unit regulations. Most other towns, including all surrounding towns allow accessory units in one form or another. PZC want to stay ahead of the curve because it is known that several of these apartments exist in town. PZC asked Staff to draft regulations for further discussion at the next meeting.

There was discussion of the growing trend of Air BnB properties in town. The discussion concerned conflicts that may arise as a result of Air BnB Renting such as traffic issues, commercial ventures and lack of definition in our regulations. Staff provided examples of regulations from other towns and stated that he will research definitions of rental terms in other towns.

A Public Hearing was set for November 2, 2016 for the following:

- Application of Hubert E. Butler Construction, LLC 9 Young Street for a Renewal of Special Permit Pursuant to Section 7.6, 9 Young Street– Map 12/ Block 33/ Lot 7A
- Amendments to East Hampton Zoning Regulations – Sections 2.2, 3.5.F, 3.5.K, 7.7.G, 9.4.C, 9.4.G, 9.4.H.
- Amendments to East Hampton Zoning Regulations- Section 8.4.M, Special Regulations, Standards For Specific Uses, Accessory Dwelling Units.

Water Development Task Force

The regular meeting of the Water Pollution Control Authority Committee was held at the Colchester-East Hampton Waste Water Treatment Plant Meeting Room on Thursday October 13th at 6:30 p.m. The meeting was attended by Mr. Ed Jackowitz of American Distilling to discuss the importance of the need for town water which will benefit the future goals of his business as well as other businesses in town. The RFP for the engineering study on the Interconnection of the Town Water System went public on Monday October 3rd and will close Friday November 4th. Mr. Smith stated that there has been a quite a bit of interest. It was also requested for an addendum to remove the “Request for a Fee” from the RFP. Motion was made and unanimously approved.

Mr. Smith gave a description of the WUCC (Water Utility Coordinating Committee) and the WUCC report and how it relates to the Town of East Hampton. Currently East Hampton has 55 community water systems in the state and the Town of East Hampton is the ESA (Exclusive Service Area) provider for the East Hampton boundaries, with the exception of pre-existing areas. The WUCC has published a Water Assessment Plan which includes all concerns with the 55 Community and Non Community water systems in East Hampton. A water supply connection to MDC through Portland was discussed. A copy of the report has been forwarded to the Water Development Task Force for

review and comments. A draft report with comments will be submitted to the WUCC by October 26, 2016.

Water Pollution Control Authority

The regular meeting of the Water Pollution Control Authority Committee was held at the Colchester-East Hampton Waste Water Treatment Plant Meeting Room on Tuesday October 4th at 6:00 p.m. The meeting was attended by Barbara Suprono, of 43 Walnut Avenue to discuss the increases in her sewer use fee. The determination to change the sewer use charge on 43 Walnut Avenue will be based on the Assessor's Office findings. The meeting was also attended by Jen Czarnowski, of 23 Cornwell Terrace who petitioned the Board to have her property be exempted from hooking up to sewer. Board approved the request for the exemption, subject to approval by the Chatham Health Dept.

Mr. Barmasse provided a narrative from the MDC (Metropolitan District of CT), which highlighted the Town of Portland system upgrades, their request for membership to the MDC and an extension of the Portland system which could potentially allow East Hampton WPCA access to MDC water through the Portland system. Mr. Barmasse also reported that the Water Utility Coordinating Committee (WUCC) came out with a report to identify the water needs in the Central region of the state which includes East Hampton. The report has been forwarded to the Water Development Task Force for review and comments.

Zoning Board of Appeals

The Zoning Board of Appeals met on October 10, 2016.

Application of Cary & Sharon Rollins, 18 West Point Road East Hampton, CT. For the following: Northside yard setback variance from 15' to 8', southside yard setback variance from 15' to 2', maximum coverage variance from 20% to 25.4% and maximum livable space from 750 sq. ft. to 816 sq. ft. for the construction of a new single family home – Map 05A/Block 83/ Lot 12

Application of Jonathan & Nicole Palmer, 129 Main Street, East Hampton, CT. For the following: Northside yard setback variance from 25' to 19.5', southside yard setback variance from 25' to 21.5', front yard setback variance from 50' to 35' for the renovation of an existing single family home – Map 06A/Block 57/Lot 5F