

Town of Newtown
Eichler's Cove - Proposed Management Changes

Current	→	<u>Contracted Management</u>
Management Fee		37,500
House:		
Equivalent rent		12,000
Electric (net)		4,186
Insurance (est)		1,000
Phone (net)		403
Drinking water		<u>227</u>
		55,316
Equivalent rent		<u>(12,000)</u>
		<u>43,316</u>

Proposed	→	<u>Town Management</u>
Park Warden (2) ⁺		29,780 a
Gate Attendant		(10,500) b
Security (contractural services)		<u>21,280 c</u>
		<u>40,560</u>

a launch season (5/15 - ¹⁰8/15) = 152 days; times 14 hours/day; times \$13/hour plus 7.65% FICA

b gate attendant was created last fiscal year in anticipation of not renewing management contract. Prior to that there was never a gate attendant. Gate attendant is not necessary. Checking passes can be done by warden and life guard not in rotation.

c 152 days; times 10 hours/day; times \$14/hour.

**Town of Newtown
Office of Economic and Community Development
Active and Pending Grant Projects
October 2010**

Project Title	Funding Source	Amount of Grant Award	Award Year	Status
Fairfield Hills - Asbestos Removal	EPA	\$200,000	2008	in process
Kevin's Comm. Center (Newtown Hall at Fairfield Hills)	CT Dept. Social Services	\$500,000	2008	Awarded
Animal Control Facility (Dog Pound)	STEAP Regional Brownfields Partnership (VCOG)	\$100,000	2009	in process
Fairfield Hills - Asbestos Clean Up		\$100,000	2010	Awarded
Nunnawauk Meadows Housing Rehab	CDBG	\$546,000	2010	Awarded
Sandy Hook Water line extension	STEAP	\$225,000	2010	Pending
Sandy Hook Streetscape	STEAP	\$100,000	2010	Pending
Parking area paving - Fairfield Hills	STEAP	\$85,000	2010	Pending
Brownfields Environmental Assessment - Community Wide	EPA	\$200,000	2011	Due 10/2010
Total Amount (Active & Pending)		\$2,056,000		

**Town of Newtown
Office of Economic and Community Development
Grant Project History**

Project Title	Funding Source	Amount of Grant Award	Award Year	Year Project Completed or Status
Historic Bridge Rehab Sandy Hook (Dayton St & Glen Rd.)	ISTEA/ CT DOT	\$64,000	1993	1995
Private Housing Rehabilitation (\$315,000) & Nunnawauk Meadows (door handles, lock sets & windows \$85,000)	CDBG	\$400,000	1994	2000
Private Housing Rehabilitation (\$236,750) & Nunnawauk Meadows (upgrade public water service \$63,250)	CDBG	\$300,000	1996	2000
Nunawauk Meadows - Rehab 56 Units (Bldg. 11-20 Relocate front entrance doorways) & (Bldg. 20-24 window replacement)	CDBG	\$48,500	2000	2001
Meadowbrook Terrace Sewer Extension	CDBG	\$391,000	2002	2004
Edmond Town Hall - ADA Improvements	CDBG	\$500,000	2002	2005
Batchelder Property Cleanup and Redevelopment	HUD	\$134,123	2004	2010
Sandy Hook Streetscape - Pilot	STEAP	\$475,000	2004	2006
Newtown Technology Park	STEAP	\$500,000	2004	2010
Fairfield Hills Utilities Infrastructure	STEAP	\$275,000	2005	2008
Fairfield Hills Tunnel Work	STEAP	\$125,000	2007	2009
Nunnawauk Meadows Rehab	CDBG	\$600,000	2007	2010
Fairfield Hills - Streetscape	STEAP	\$300,000	2008	2009
Fairfield Hills - Asbestos Clean Up	EPA	\$200,000	2008	in process
Kevin's Community Center	DSS	\$500,000	2008	Awarded
Animal Control Facility (Dog Pound)	STEAP	\$100,000	2009	in process
Fairfield Hills - Asbestos Clean Up	Regional Brownfields Partnership (VCOG)	\$100,000	2010	Awarded

**Town of Newtown
Office of Economic and Community Development
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Parking area paving - Fairfield Hills	STEAP	\$85,000	2010	Pending
Brownfields Environmental Assessment - Community Wide	EPA	\$200,000	2011	Due 10/2010
Total Amount		\$6,168,623		

**TOWN OF NEWTOWN
APPROPRIATION (BUDGET) TRANSFER REQUEST**

FISCAL YEAR 2010 - 2011 DEPARTMENT Finance DATE 9/27/10

	<u>Account</u>	<u>Amount</u>	
FROM:	01570-2000 CONTINGENCY FUND	(38,913.00)	USE NEGATIVE AMOUNT ↓
TO:	01500-1003 PAYROLL	22,713.00	USE POSITIVE AMOUNT ↓
	01515-1002 PAYROLL	5,074.00	
	01240-2002 FICA	2,126.00	
	01270-2003 LIFE INSURANCE	9,000.00	

REASON: Transfer required to fund the impact of the new Highway contract. 2010 - 2011 general wage increase = 1.5%. Life insurance coverage was changed from \$15,000 to two times annual wage amount. These increases were off set by a change in medical benefits with an estimated savings of 4% of medical claims and increased employee (medical benefit) cost share (from a flat amount to a percent of allocated premium amount).

	<u>Account</u>	<u>Amount</u>
FROM:	_____	_____
	_____	_____
TO:	_____	_____
	_____	_____
	_____	_____

REASON: Employees are contributing \$11,000 more in medical cost share & the medical plan design change is estimated to save \$25,000 in medical claims. Total savings to the medical plan = approx. \$36,000. Because this is the first year of self funding it is recommended not to reduce the town contribution to the self insurance fund. These savings will be realized in the next contribution calculation by the medical benefits consultant.

AUTHORIZATION: _____ date: _____

- (1) DEPARTMENT HEAD _____
- (2) FINANCE DIRECTOR Robert Tait 9/28/10
- (3) SELECTMAN _____
- (4) BOARD OF SELECTMEN _____
- (5) BOARD OF FINANCE _____
- (6) LEGISLATIVE COUNCIL _____

AUTHORIZATION SIGN OFF

FIRST 335 DAYS >>>>WITH IN A DEPT.>>>>LESS THAN \$50,000>>>> (1), (2) & (3) SIGNS OFF; MORE THAN \$50,000>>>> (1), (2), (3) & (5)
>>>>ONE DEPT TO ANOTHER>>>>LESS THAN \$200,000>>>>ALL EXCEPT (6); MORE THAN \$200,000>>>>ALL SIGN OFF
AFTER 335 DAYS >>>>(1), (2), (3), (5) & (6) ANY AMOUNT FROM CONTINGENCY>>>> ALL SIGN OFF

FINANCIAL IMPACT OF PUBLIC WORKS CONTRACT:
(2010-2011 TO 2012 - 2013)

<u>Item</u>	<u>Description</u>	<u>Fiscal Year - Incremental Effects on Budget</u>		
		<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
10, 11, 12	Medical Cost Share	(10,892)	(10,114)	(11,780) a
13	Medical Plan Design Change	(24,789)	(27,268)	(29,995) b
15	Life Insurance	11,941	244	270
17	Salary	27,708	32,811	36,246
	Social Security	2,120	2,510	2,773
	Overtime	3,975	4,707	5,200
		<u>10,063</u>	<u>2,890</u>	<u>2,714</u>

a Prior medical cost share was a flat amount; hence the incremental effect is significant each year.

b Medical plan design change represents an approximate savings of 4%

**TOWN OF NEWTOWN
APPROPRIATION (BUDGET) TRANSFER REQUEST**

Att. D

FISCAL YEAR 2010 - 2011 **DEPARTMENT** Public Works **DATE** 10/1/10

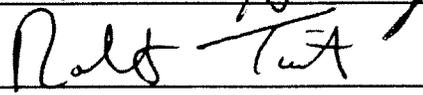
FROM:	<u>Account</u> 01510-4060 CONTRACTUAL SERVICES	<u>Amount</u> (16,675.00)	USE NEGATIVE AMOUNT ↓
TO:	01500-1004 OVERTIME	16,675.00	USE POSITIVE AMOUNT ↓

REASON: The transfer from Winter Contractual Services is for the completion of Street Sweeping. For the month of July, 46.25 miles of roads were swept. The cost for an outside contractor would have been \$24,425

FROM:	<u>Account</u> 01570-2000 CONTINGENCY FUND	<u>Amount</u> (7,110.00)	
TO:	01500-1004 OVERTIME	7,110.00	

REASON: This transfer is needed for emergency and contracted requirements that occur after business hours. This is the actual expenditure for the 1st Quarter of the 2010-2011 budget. See attached documentation.

AUTHORIZATION:

(1) DEPARTMENT HEAD		date: 10/1/10
(2) FINANCE DIRECTOR		6/1/10
(3) SELECTMAN	_____	_____
(4) BOARD OF SELECTMEN	_____	_____
(5) BOARD OF FINANCE	_____	_____
(6) LEGISLATIVE COUNCIL	_____	_____

AUTHORIZATION SIGN OFF

FIRST 335 DAYS >>>>WITH IN A DEPT.>>>>LESS THAN \$50,000>>>> (1), (2) & (3) SIGNS OFF; MORE THAN \$50,000>>>> (1), (2), (3) & (5)
>>>>ONE DEPT TO ANOTHER>>>>LESS THAN \$200,000>>>>ALL EXCEPT (6); MORE THAN \$200,000>>>>ALL SIGN OFF

AFTER 335 DAYS >>>>(1), (2), (3), (5) & (6) ANY AMOUNT FROM CONTINGENCY>>>> ALL SIGN OFF

OVERTIME BREAKDOWN July 1 to September 24, 2010

DATE	Description	# of Personnel	Hours
7/1-7/16/10	Flagger for Brushy Hill paving	2	11.25
7/4/2010	Raise Flags at FFH	1	2
7/5/2010	Lower Flags at FFH	1	2
7/8/2010	Check on 938, flashers left on	1	3
7/10/2010	Pick up dead deer on Brushy Hill	1	3
7/12-13/2010	Work with road reclaimers on Brushy Hill Road	2	4.75
7/12-16/10	Brushy Hill Catch Basin Repairs	4	4.25
7/13/2010	close Mile Hill south for Fire Department	1	3
7/13/2010	Oakview Road was washed out	1	3
7/17/2010	Tree Fell in road on Sceanic View Drive	1	3
7/17/2010	Oil Spill on Buttonshop and Route 25	1	3
7/18/2010	Tree fell hitting two cars on Baldwin Road	3	10
7/19-23/10	Raise Catch Basin Tops, Flag and Paving Inspection on Hi-Barlow	7	18
7/19 and 7/26/10	Mower on sight lines	1	1.5
7/27/2010	Removed tree from Jeremiah Road	1	3
7/28/2010	Remove tree from Obtuse Road	1	3
8/3/2010	Pave Bradley Lane	10	10
8/5/2010	Clear Trees on Walnut Hill Road and Shady Rest	1	3
8/6/2010	Install Temp. Stop Signs at Wasserman Way and Trades Lane	1	3
8/7/2010	Remove Temp. Stop Signs at Wasserman Way and Trades Lane	1	3
8/17/2010	Put out road closed signs on School House Road and Evergreen	1	3
8/17/2010	Pick up vehicle from Alberts Hill per Police.	1	3
8/22/2010	Put up road closed signs on Riverside Road	1	3
8/26/2010	Complete diagnostics with Software Support for volvo Computer	1	1.5
8/26/2010	Move tree from roadway on High Rock Road	1	3
9/9/2010	Road closed signs on Old Hawleyville Road	1	3
9/15/2010	Detor signs put up at 98 Hattertown Road	1	3
9/22-23/10	ARRA insepection on Castle Meadow Road	1	2.5
7/1 to 9/24/10	Delivery Stocking and contractor support	1	42
TOTAL			160.75

TOWN HALL SOUTH
3 MAIN STREET
NEWTOWN, CT 06470
TEL. (203) 270-4340
FAX (203) 270-4333



AMY E. W. MANGOLD
DIRECTOR

TOWN OF NEWTOWN

PARKS AND RECREATION DEPARTMENT

September 22, 2010

First Selectwoman Pat Llodra
Town of Newtown
Municipal Offices
3 Primrose Street
Newtown, Connecticut 06470

Re: Eichler's Cove

Dear Pat:

As a follow up to the Board of Selectmen's meeting of September 7 and our subsequent meeting on September 9, the Board of Selectmen asked us to do further research. Our findings are as follows:

1. Discussion with Chief Kehoe

- The police will patrol on a heightened or directed patrol at our request. These are heightened areas that they do and is called a Signal 60. It is in an officer's beat. It is their specialty area that they check on a regular basis and report back that they have performed their signal 60. The police will need access to the security gate.
- Dispatch and Police do not monitor security cameras for any area of Newtown except for their own jail cells. Maureen Will has made it clear that her employees cannot do that and should not do that. Chief Kehoe suggested the security cameras be running tapes and can be reviewed if needed.
- Chief Kehoe said he would be willing to work with Parks & Recreation Department in more detail when the Town is prepared to move forward with a security system at Eichler's Cove.

2. Meeting with Carol Marchetti

- On September 9th, Vincent Yanni, Maureen Crick Owen, Amy Mangold and myself met with Carol Marchetti. Carol explained to us that she rents the slips and does gate duty between 10 a.m. and 12 p.m. She also said that she does more than what her contract states just as she explained to the Board of Selectmen on September 7th. Carol was asked what her "dream situation" was and she stated that she wants to continue to run Eichler's Cove and live on the premises. She said she would like to work there as long as the Town would like her to. Carol did also say that the house will need work.
- It was asked by Carol how the administrative portion of the job would be handled. We discussed the business of setting up dock layout, sales and phone calls from January through April and that it could be done from the Parks and Recreation Department. Carol asked if she would come into the office to do the administrative work for the marina and said that she would do that.

First Selectwoman Pat Llodra
Town of Newtown
Page 2
September 22, 2010

- We also asked Carol if she would like to work at Eichler's Cove if she could not live on the premises. She said Yes and would prefer to work 8 a.m. to 6 p.m. on weekends and holidays as those are the busier times at Eichler's Cove.
- Carol attended the Parks & Recreation Commission meeting on September 14th. She listened to the revised recommendations. There was a dialogue between the Commission and Carol. Carol said that if Eichler's was staffed with dock attendants or a security company, the gate guard shed would need to be improved for all weather conditions. The Parks & Recreation Commission agrees with this as well. There is an area in the garage that could be made into an office.

3. Schematic Drawing

- Enclosed with this letter is a schematic drawing of the proposed locations for the additional parking, access road, concession/bathroom building, pavilion and playground.

The committee was also asked to consider (1) an incremental step before moving forward with a security company and/or a security system and (2) a policy for returning boat slip renters. Enclosed are our revised recommendations, which were unanimously approved by the Parks & Recreation Commission. It is our understanding that this matter will be on the agenda for your October 4th meeting.

Thank you for your consideration.

Sincerely,



Edward J. Marks, Chairperson
Newtown Parks & Recreation Commission

Enclosure

Trail to Back Pavilion Playground

LAKE ZDAR
 100' WIDE
 100' DEEP
 100' LONG

Trail to Back

Building

Access Road

Concession Pathway Bldg

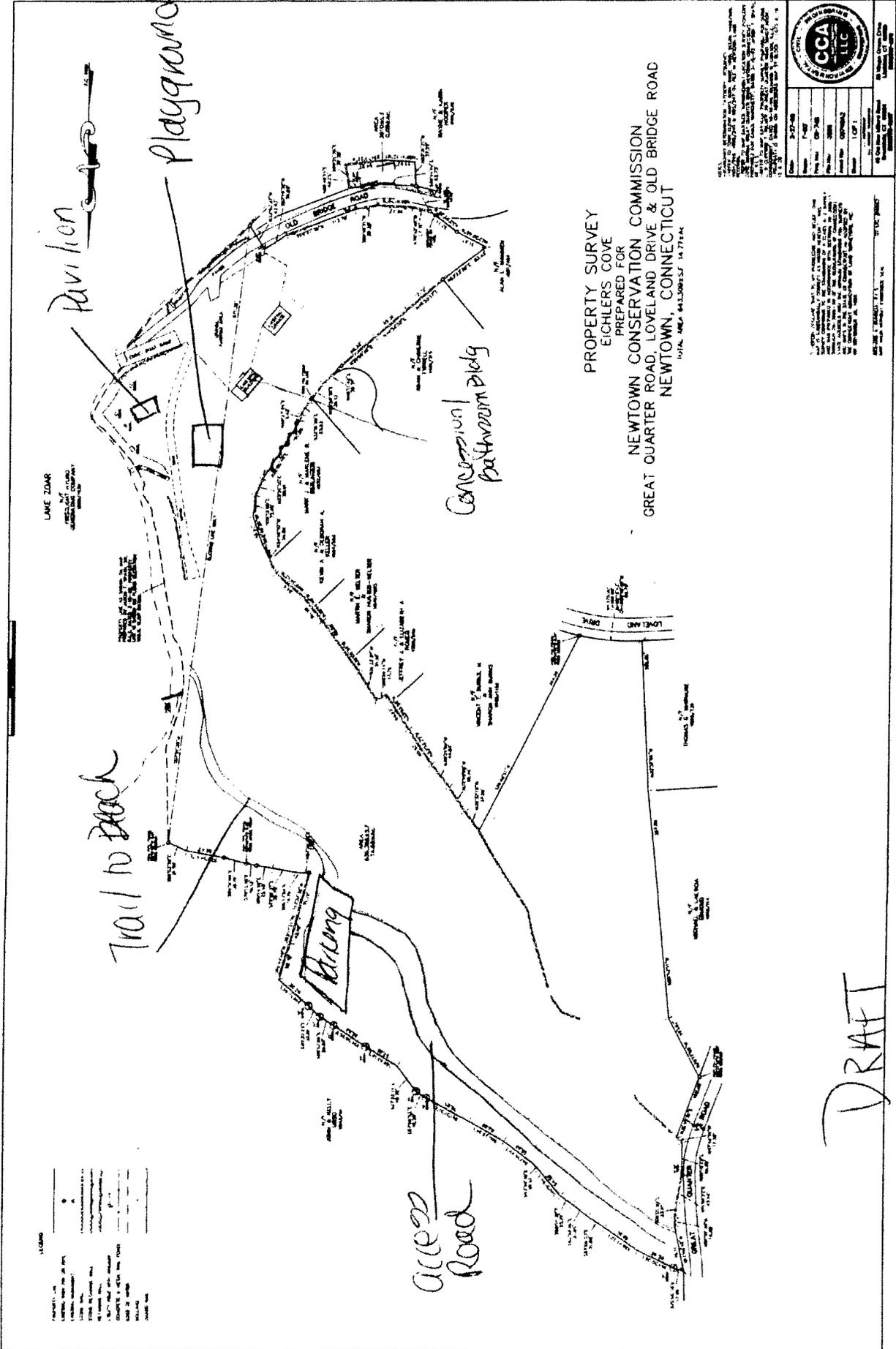
PROPERTY SURVEY
 EICHLERS COVE
 PREPARED FOR
 NEWTOWN CONSERVATION COMMISSION
 GREAT QUARTER ROAD, LOVELAND DRIVE & OLD BRIDGE ROAD
 NEWTOWN, CONNECTICUT
 DATE: MAY 24, 1974



Project No.	100-100
Sheet No.	100-100
Date	1974
Scale	1" = 100'
Prepared by	CCA
Checked by	CCA
Approved by	CCA

THIS SURVEY WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE CONNECTICUT CONSERVATION COMMISSION. THE COMMISSION IS NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS IN THIS SURVEY. THE SURVEYOR'S LIABILITY IS LIMITED TO THE PROFESSIONAL STANDARDS OF THE SURVEYING INDUSTRY.

DRAFT



Eichler's Cove Amended Study

September 14, 2010

Amendment to August 11, 2010 Study

Prepared for

Newtown Board of Selectmen

Submitted by

Newtown Parks and Recreation Commission

Edward J. Marks, Chairman

Pat Barczak

Peggy Yochum

Tom DiNicola

Maureen Crick Owen

Vincent Yanni

Jan Brookes

Background

At the August 10, 2010 meeting of the Parks and Recreation Commission, the Commission unanimously approved the recommendations of the Eichler's Cove Study dated August 11, 2010, and agreed to present it to the Board of Selectmen for their consideration and action.

At the August 16, 2010 meeting of the Board of Selectmen, the sub-committee consisting of Jan Brookes, Maureen Crick Owen and Vincent Yanni, together with Amy Mangold and Ed Marks presented the recommendations for Eichler's Cove. First Selectman Llodra said that this will need to be vetted and acted on at the next meeting.

At the September 7, 2010 meeting of the Board of Selectmen, Jan Brookes, Maureen Crick Owen, Ed Marks, Vincent Yanni and Amy Mangold were present to answer any further questions the Selectmen had. During the public participation part of the meeting, Carol Marchetti, Contractor and acting Rental Agent for Eichler's Cove, and several boat slip renters spoke with regard to the proposed recommendations pending before the Board of Selectmen. The outcome of the discussion was that the Selectmen asked the Commission to do further research regarding (1) a policy for returning boat slip renters and (2) an interim step between the independent contractor position and 24/7 security company and/or security system.

Revised Recommendations

The following recommendations are in addition to the recommendations outlined in the August 11, 2010 study.

1. Policy for Returning Boat Slip Renters

Because of the longstanding relationship with non-resident boat slip renters, we recommend that all boat slip renters from the prior season should be provided with a window of opportunity to renew their slips for the coming season. Specifically, we recommend that all returning boat slip renters be given priority to renew their boat slip rentals through March 1st. Starting March 2nd through April 1st, remaining slips should be available to Newtown residents and returning boat slip renters only on a first come, first served basis. Beginning April 2nd, any remaining slips should be made available to both resident and non-residents on a first come first served basis (we anticipate that these individuals would be placed on a waiting list prior to April 2nd). To summarize:

- Through March 1st – Open only to returning slip holders from prior season
- March 2nd – April 1st - Open only to Newtown residents & returning slip holders on first come basis
- Starting April 2nd – Open to everyone on first come basis

Notwithstanding the preferential treatment provided to returning boat slip renters, rights of returning boat slip renters must not extend beyond the person(s) noted on the original slip holder agreement and are not transferrable.

We also recommend that additional efforts be made to encourage Newtown residents to become boat slip renters. To accomplish this, Eichler's Cove needs to be marketed vigorously. We suggest a brochure/flyer be created and distributed to local realtors, Chamber of Commerce, local fish/bait stores, etc. We also suggest that in the beginning of 2011, the Newtown Bee be contacted to write an article about Eichler's Cove for publication in late January/early February.

2. Dock Attendants

Eichler's Cove's docks are open from mid-May to mid-October from 7 a.m. to 10 p.m. daily. It is recommended that attendants be hired for the season and they share in the total hours the docks are open to the boat slip renters. The duties for this position include but are not limited to:

- develop positive working relationships with boat slip renters;
- enforce Eichler's Cove rules as pertains to boats and the docks;
- conduct regular inspections of docks;
- report any issues;
- check for passes;

- coordinate parking.

This position requires the person to be 100% outdoors and to be able to work weekends and holidays. Boating and/or marina experience are preferred.

From the hours of 10 p.m. to 7 a.m. a security company will be hired to patrol Eichler's Cove. It is anticipated that one uniformed guard will be on duty for these hours.

The Parks and Recreation staff will continue with their current responsibilities at Eichler's Cove. A crew arrives each morning to do the daily clean up, beach grooming and check the docks. In addition, a crew cuts, trims and weeds there twice a week. This crew will also report any issues with Eichler's Cove. Summer rangers check the docks and site every day.

If the Town were to proceed with moving in the direction of Dock Attendants, we recommend, as stated in the August 11th study, that the Parks and Recreation Department maintain the rental of the boat slips and continue to hire a gate attendant as they did for this past summer season.

These revised recommendations are in addition to the recommendations outlined in the August 14, 2010 report.