MEMORANDUM

Date: June 11th, 2020
To: Legislative Council Members
From: Patrick Donnelly, Deputy Chief of Staff
CC: Curt B. Leng, Mayor; David Garrettson, Chief of Staff; Curtis Eatman, Finance Director; Rick Galarza, Deputy Finance Director;
RE: Explanation of Process and Total Estimated Costs Associated with Acquisition of 370 Brooksvale Rear Parcel

This memo will serve to provide an in-depth explanation of the process and total estimated costs associated with the Acquisition of the 370 Brooksvale Rear Parcel project.

It is important for the Council to keep the following key points in mind when reviewing this memo and deliberating in session:

- **The entire Project is comprised of 4 proposals:**
  1. An Ordinance Appropriating $300,000 for the Acquisition of 370 Brooksvale Avenue Rear, Hamden, Connecticut and Authorizing the use of $300,000 of Unexpended Bond Proceeds of the Town to Meet Said Appropriation.
     - **MUST PASS TO ESTABLISH PROJECT; FAILURE VOIDS PROJECT ENTIRELY**
  2. Capital Projects Transfer Request - Mayor's Office Animal Control Facility Acquisition - Design - Construction – Open Space Acquisition ($250,000)
     - **This funds the project. Requires Amendment to designate newly established Project Account as transfer destination.**
  3. Order Authorizing the Mayor on Behalf of the Town of Hamden to Purchase 370 Brooksvale Avenue, Rear, Accept and Expend Grant Funds Under the Open Space and Watershed Land Acquisition Program, Enter into a Financial Assistance Agreement and a Conservation And Public Recreation Easement, Accept and Expend Funds from the Hamden Land Conservation Trust and Execute a Memorandum of Understanding with the Hamden Land Conservation Trust ($665,000)
     - **Requires Amendment to Cost of $665,000**
     - **Allows Hamden to Purchase & Accept Public Funding**
4. Order Authorizing the Mayor to Apply for, Accept and Expend Funding up to $250,000 in State of Connecticut Local Capital Improvement Program (LoCIP) Funds for Animal Control Facility
   - Replenishes funds transferred via monthly reimbursement

- The Administration has detailed 3 potential expenditure scenarios for this project. A complete cost table is included at the end of this memo. In summary:

<table>
<thead>
<tr>
<th>No Abatement</th>
<th>$250,000</th>
<th>Project Proceeds with Initial Transfer</th>
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</thead>
<tbody>
<tr>
<td>Average–Moderate Abatement</td>
<td>&lt; $300,000</td>
<td>Project Proceeds with Council Approval of Additional Capital Transfer up to $50k</td>
</tr>
<tr>
<td>Major Abatement</td>
<td>&gt; $300,000</td>
<td>Project Will Not Proceed Without Council Approval of Additional $50k Capital Transfer and Additional Public Funding</td>
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</tbody>
</table>

- The Council must remember that the Town is required to demolish the structures on the property, abate and restore the site. These estimated costs are included in the aforementioned scenarios, and provided by the Hamden Town Engineer, based on “2016-061 104 Frederick St.” Bid Tabulation from the City of Bristol Purchasing Department.

- **Total Estimated Project Costs:** $721,062 – $771,062
  - 370 Brooksvale Ave Rear Parcel ($665,000)
  - A2 Boundary Survey ($10,000)
  - NESHAP Inspection ($5,000)
  - Demolition & Restoration ($25,000 - $50,000)
  - Contingency ($7,500 - $32,500)

- The project is funded by:
  - **State Funds & Public Donations:** $462,500
    - State Grant ($432,500)
    - Hamden Land Conservation Trust ($30,000)
  - **Hamden Capital Funding:** $250,000 - $300,000
    - Animal Control Facility Capital Transfer ($250,000)
    - Completed Project Transfers ($50,000) (Only if Required)
  - **Hamden Operating Budget:** $8,562
    - Appraisal ($7,800)
    - Title Search ($762)

- **These costs have already been expended**

- The Town will not expend more than $300,000 of Capital Funds for this project under any circumstance.

- The funds transferred from the Animal Control Facility project will be replenished in full, through a monthly reimbursement process via Local Capital Improvement Program (LoCIP) state grant funding.
• The Acquisition of 370 Brooksvale Ave Rear cannot be funded by LoCIP, as $432,500 of the project cost is already covered via the State Open Space and Watershed Acquisition Program grant. The two grant programs cannot be utilized at once for the same project.

• Per the terms of the State Grant, and as a necessity preceding a Town RFP for demolition and restoration of the property, the following surveys must be performed prior to purchase or demolition:
  o A2 Boundary Survey
    ▪ Determines validity of land boundaries and appraisal value. 10% discrepancy of parcel boundaries requires a new appraisal. This would be a 4-acre discrepancy, very unlikely.
    ▪ State provides Grant Funds in full to Town upon confirmation of appraised boundaries
  o NESHAP Environmental Survey
    ▪ Determines severity of abatement required. Crucial information for contractors bidding on an RFP for site demolition.

• The Town will not purchase the parcel until the results of these surveys are received, and a contractor has been selected via the RFP process for the demolition and restoration of the site. *This commitment is made to ensure the Town does not Purchase the Parcel before knowing the complete total cost as determined through the RFP process.*

• *At such time when the A2 & NESHAP have been completed, State & Public Funds have been received, a demolition contractor has been chosen, and all total costs are realized; the Town will purchase the Parcel and execute the Project*

In detailed summary;

The purchase price of the parcel is $665,000. The Town will receive $432,500 in reimbursed monies from the State, for this purchase, pending the results of the required A2 Survey. The A2 survey will be conducted, at cost to the Town, upon the authorization of the Council to proceed with the acquisition.

Should the A2 survey determine that the parcel is 10% less acreage than previously defined, the State will require new appraisals of the property and adjust its 65% match contribution to the new parcel value. If this occurs, the Administration will determine if it wishes to pursue additional at-cost appraisals or the Private Owner will bear those costs. If this scenario occurs and the parcel is determined to be of a lesser value, and the Owner still wishes to proceed with the newly appraised price, the Town’s costs associated with purchasing would be reduced accordingly.

Should the A2 survey provide expected results, the Town will receive the full $432,500 reimbursement from the State. The Town’s contribution towards the purchase price ($665,000) will be $232,500.
The Town, anticipating the requirement of conducting this survey and other costs, has proposed a $250,000 transfer from the Animal Control Facility Capital Account to cover these expenses. This results in a base contribution, after acquisition expenses, of $17,500 from the Town to cover the A2 survey, a NESHAP study and towards estimated demolition, restoration and contingency costs to be determined through an RFP process. These funds will be utilized first to conduct the A2 survey – which will determine the parcel’s boundaries, and secondly to conduct the NESHAP study, which will determine the required level of abatement and will be utilized when sourcing a contractor. This will define which estimated total expenditure scenario, detailed on the following table, is most probable.

In Scenario #1, the Town’s initial contribution of $250,000 and the stated contribution of the HLCT ($30,000) will suffice for all project costs to be incurred.

In Scenario #2 (barring the receipt of additional publicly donated funds prior), additional Capital Funding is required – via council approved transfer - in an amount up to $50,000 to cover expenses associated with demolition, site restoration, and contingency.

In regards to additional expenses required in Scenario #2, the Administration has identified a number of existing Capital project accounts which are suitable for an additional transfer to cover these expenses. These accounts were determined as viable because they are either associated with Brooksvale Park or the relevant work associated with each projected has been completed. These accounts, and the total value available for utilization within each, are as follows:

<table>
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<tr>
<th>ORD</th>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>686</td>
<td>Brooksvale Improvements</td>
<td>$26,541.86</td>
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<tr>
<td>686</td>
<td>WiFi to PW VOED Keefe</td>
<td>$18,374.74</td>
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<td>651</td>
<td>Voice Recorder Replacement</td>
<td>$15,073.50</td>
</tr>
<tr>
<td>519</td>
<td>Pardee Brook Diversion</td>
<td>$4,300.00</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL: $64,290.10</strong></td>
<td></td>
</tr>
</tbody>
</table>

*The Ordinance establishing the project details the exact amounts to be transferred from the aforementioned accounts, not to exceed $50,000 total.

If Scenario #3 should occur, meaning the costs of acquisition, contingency, abatement and restoration exceed the Town’s $300,000 total capital investment, the Administration will not proceed with the parcel purchase unless the remainder of the expected total projects costs are covered by publicly donated funds.

Should the Council authorize this project in full, the Town will proceed with the A2 Survey and NESHAP study immediately.

1. Should the A2 Survey, NESHAP study and RFP results determine that Scenario #1 is confirmed, the proposed acquisition can proceed with currently allocated funding levels.

2. Should the A2 Survey, NESHAP study and RFP results determine that Scenario #2 is confirmed, the Administration will propose a series of Capital Transfers, as detailed above, to satisfy these expenses.
3. Should the A2 Survey, NESHAP study and RFP results determine that Scenario #3 is confirmed, the Administration will not proceed with the purchase unless additional public funds are raised.

The Administration will not proceed with the acquisition of property until so authorized by the Council, and until the results of the A2 Survey, NESHAP study, and Demolition/Restoration RFP results are determined. These steps will proceed after Council authorization, but before the purchase of the parcel, so as to determine the Town’s “real cost”. Entry to the property to conduct these studies will be negotiated with the parcel owner.

In addition, in regard to the Hamden Animal Control Facility, the Administration commits that LoCIP funding awarded for the project will not be utilized for any other project. This is not permitted via LoCIP guidelines and is in no-way the intention of this proposal.

The Administration is committed to realizing the successful completion of two major Capital Improvement projects, the Acquisition of 370 Brooksvale Avenue Rear and the construction of a Hamden Animal Control Facility. The multi-step proposal before you allows Hamden to do just that, while effectively keeping the total cost of both these projects comparable – or ideally exactly the same – to that of just the Animal Control Facility.

**What does this mean?**

- It means the Council has an opportunity to approve an entirely new project, utilizing existing monies, while effectively maximizing the usefulness of the Open Space and Watershed Acquisition grant and the Local Capital Improvement Program grant. **Hamden would receive approximately $682,500 of grant funding between the two programs and projects.**
- It means the members of the Council who voted to authorize the Town to apply for the Open Space and Watershed Acquisition grant, with the intention of purchasing 370 Brooksvale Rear, will see their vote come to fruition and their constituents served.
- It means members of the Council can do more with the same or similar amount of Town funds, in a time when Hamden must be selective about what it spends.

I encourage the Council not to let pass the opportunity to accomplish two major projects for effectively the price of one. Hamden will never have this opportunity again, and certainly will not have the “perfect storm” of grant funding which has made this proposal viable. This is an incredibly unique chance to permanently expand Hamden’s premier recreational destination, Brooksvale Park, our overall total open space inventory (a major asset to our Town), and to ensure Hamden remains a leader in environmental preservation efforts across the State. The Administration asks that the Council sincerely consider the benefits the successful completion of this project will bring to Hamden, and to vote your good conscience on this proposal.
Please refer to the table below for each Scenario and the estimated costs associated with each.

Scenario 1 does not require additional funding. Estimated additional capital funding costs for Scenario 2 are reflected in the “Additional Capital Funding Required” line.

The total estimated capital cost for each acquisition scenario, accounting for incurred expenses, expected contributions, and demolition and remediation, is defined in the “Total Post- Contribution Capital Cost” line.

The Town, at this point, has expended $7,800 on two appraisals of the property and $762 on a Title Search. These costs are reflected in the final “Total Project Cost” line on the following table.

<table>
<thead>
<tr>
<th>Key:</th>
<th>* = Expenses Incurred</th>
<th>** = Estimated Expenses to be Incurred</th>
<th>*** = Funds to be Donated or Reimbursed</th>
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</thead>
<tbody>
<tr>
<td>Process Description</td>
<td>Scenario #1: No Abatement Required</td>
<td>Scenario #2: Average-Moderate Abatement Required</td>
<td>Scenario #3: Major Abatement Required</td>
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<tr>
<td>Appraisals*</td>
<td>$7,800</td>
<td>$7,800</td>
<td>$7,800</td>
</tr>
<tr>
<td>Title Search*</td>
<td>$762</td>
<td>$762</td>
<td>$762</td>
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<tr>
<td>Negotiated Parcel Price</td>
<td>$665,000</td>
<td>$665,000</td>
<td>$665,000</td>
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<tr>
<td>A2 Survey**</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$10,000</td>
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<tr>
<td>NESHAP Inspection**</td>
<td>$5,000</td>
<td>$5,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>Demolition &amp; Site Restoration**</td>
<td>$25,000</td>
<td>$25,000 - $50,000</td>
<td>$50,000 +</td>
</tr>
<tr>
<td>Contingency**</td>
<td>$7,500</td>
<td>$7,500 - $32,500</td>
<td>Further Testing Required</td>
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<tr>
<td>Pre- Contribution Project Cost**</td>
<td>$721,062</td>
<td>$721,062 - $771,062</td>
<td>$771,062 +</td>
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<tr>
<td>HLCT Contribution***</td>
<td>$30,000</td>
<td>$30,000</td>
<td>$30,000 +</td>
</tr>
<tr>
<td>State Reimbursement***</td>
<td>$432,500</td>
<td>$432,500</td>
<td>$432,500</td>
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<tr>
<td>Additional Capital Funding Required**</td>
<td>$0.00</td>
<td>$0 - $50,000</td>
<td>N/A</td>
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<tr>
<td>Total Post- Contribution Cost**</td>
<td>$250,000</td>
<td>$250,000 - $300,000</td>
<td>N/A</td>
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<tr>
<td>Total Project Cost** (Incurred and Expected)</td>
<td>$258,562</td>
<td>$258,562 - $308,562</td>
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</table>

**** Estimates provided by Hamden Town Engineer, based on “2016-061 104 Frederick St.” Bid Tabulation from the City of Bristol Purchasing Department.
ACQUISITION OF 370 BROOKSVALE AVE REAR

*When viewing the Chart, please consult the accompanying memo*

<table>
<thead>
<tr>
<th>Scenario Key</th>
<th>Est. Cost</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1 - No Abatement</td>
<td>$250,000</td>
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<td>#3 - Major Abatement</td>
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</tbody>
</table>

*If boundary survey returns result of 10% less acreage than appraisal, a new appraisal is required. The State will adjust its Grant Offer & The Owner must determine if willing to sell at newly appraised value.*

**Scenario #1**
Acquisition & Demolition Proceed without Contingency Transfer

**Scenario #2**
Capital Contingency Transfer
Council Vote
Acquisition & Demolition Proceed
Project Fails

**Scenario #3**
Capital Contingency Transfer
Council Vote
More Public Funds Required to Proceed
Project Fails

**Scenario Key**
1. A2 Survey*
2. NESHAP Study
3. RFP Results

- Council Vote
- Transfer of $250,000 from the “Animal Control Shelter Project” to the “Acquisition of 370 Brooksvale Ave Rear” Project
- Order to Authorize Purchase & Enter MOU with Land Trust
- Animal Control Facility Account to be replenished by $250,000 LoCIP Grant Application
- Project Fails
MEMORANDUM

Date: June 11th, 2020
To: Legislative Council Members
From: Curt B. Leng, Mayor
CC: David Garretson, Chief of Staff; Patrick Donnelly, Deputy Chief of Staff; Curtis Eatman, Finance Director; Rick Galarza, Deputy Finance Director; Sue Gruen, Town Attorney
RE: Intent to Utilize 250k of LoCIP Funding for Animal Control Facility

Honorable Members,

Please receive this correspondence as formal notification of my Administration’s intent to utilize $250,000 of LoCIP funding for the construction of an Animal Control Facility in Hamden, pending approval of the Legislative Council.

This correspondence has been furnished on request, in response to the Council’s concerns regarding the Administration’s proposal to utilize $250,000 of existing Capital funding, currently allocated for the Animal Control Facility, for the acquisition of 370 Brooksvale Avenue Rear.

The Administration, while simultaneously proposing the above transfer and acquisition, submitted to the Council a proposal to apply for, accept, and expend LoCIP funding in the amount of $250,000 for the construction of an Animal Control Facility in Hamden. This would effectively “replenish” the proposed $250,000 transfer detailed above.

This correspondence is to re-affirm this intent, and confirm that any LoCIP funding awarded for this specific purpose will not be utilized for any other project.

Regrets,

Mayor Curt Balzano Leng
<table>
<thead>
<tr>
<th>BILL #</th>
<th>NAME/ADDRESS</th>
<th>PROPERTY/VEHICLE</th>
<th>TOTAL TAX</th>
<th>PAID</th>
<th>OUTSTANDING</th>
<th>OPTIONS</th>
<th>PAY</th>
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<td>2014-01-0105380</td>
<td>ENGAR H STUART &amp; BEERS JUDITH</td>
<td>370 BROOKSVALE AVE REAR</td>
<td>$11,175.50</td>
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