

Eligibility for the \$478,000 DEEP STEAP grant funding is based on the project being:

- a public outdoor recreational facility,
- owned by the Town,
- and open to the “general public” for use at reasonable hours and times of the year according to the type of facility.

Regarding the Old Lyme Boathouse Hains Park Improvement Project:

- “General public” use of the renovated “boathouse” can be defined as use by the local rowing club because it is a non-profit rowing club with membership open to the general public.
- Fees charged to non-residents cannot be more than double those of Old Lyme residents.
- “Reasonable times of year” for a “boathouse” is 3-seasons (Spring, Summer and Fall).
- The Rowing Club may share the public town facility with the school (Region 18) during the 2-3 month school crew season; however, the facility must also remain open to the public. In other words, it would not be acceptable for the school to have exclusive use of the facility.
- STEAP grant funds cannot be used to reimburse costs incurred to meet school academic or athletic requirements.
 - His view: If funds for project are being provided by DEEP STEAP and Town of Old Lyme only (no Board of Education funding), the school should not be setting requirements.

If the Town wants to lease the public recreational facility, the “order” of the lease should be as follows:

- The Town of Old Lyme (the owner) to establish an agreement with the local rowing club (the primary public user) – similar in concept to a Town establishing an agreement with the local Little League to use town baseball fields, with the necessary stipulations.
- The agreement may also specify that the local rowing club share the town facility with Region 18 during the 2-3 month high school crew season. However, it would not be appropriate for the town to lease the public recreational facility to the school.
- The key consideration is that the primary year-round user is the local rowing club (with membership open to the general public) rather than the school, which could be a shared user.

Required 6-Month Status Updates:

- Mr. Stygar said he had not received the required project updates due every 6-months per the STEAP contract, as of April 1st, he was unaware that the plans submitted October 2014 were not proceeding.
- He requested that the 6-month updates be provided as required. He also requested that at least an email be sent to him as soon as possible stating that the draft Master Plan, Site Plan and Building Plans submitted to DEEP in October 2014 are being revised.
 - *Note: Per his request, the First Selectwoman followed-up with a letter to Mr. Stygar in early-April, included as part of a 6-month project update.*

Updating of the STEAP Contract to reflect proposed project scope changes:

- Mr. Stygar requested an updated Master Plan, and proposed Boathouse/Hains Park facilities concept design(s) once finalized.
 - They need not be extensive: simple floor plans on 1-2 pages, with dimensions (square footage).
 - Heights not needed. Although he suggested that high ceilings be considered to also allow hanging of boats.
- Once he receives the updated information, he will work to revise the STEAP Contract with the Town accordingly.
 - This may take a few weeks/a month.

Other advice for moving forward:

- Have Town Building/Fire Officials review plans BEFORE sending them to DEEP for review
 - This will avoid DEEP wasting time reviewing plans that may not meet code.
- DEEP revisions to submitted plans must be incorporated BEFORE plans are finalized and go out to bid.
- He was surprised that he had been sent a Master Plan that had not been reviewed and approved by P&RC.
 - He offered his view that proceeding without P&RC review and approval is like a Selectman independently buying open space for the Town without involvement of the Open Space Commission.
- He also suggested that if the Town is now contributing funds to the project, to consider applying the STEAP funds to renovate the Boathouse and Town funds to upgrading the existing Town facilities.
 - Separating funds will simplify management of the project.

History of each call:

- April 1st conversation: After reading the DEEP STEAP Reimbursement Document, the question arose as to whether DEEP STEAP funds could be used to meet school requirements. A message was left with David Stygar, who returned the call on April 1st. During the conversation, he shared a number of other perspectives on the project, and advice for moving forward (see summary above).
- May 13th conversation: Ms. Chase (DEEP administrator) was asked if there was a weblink to the DEEP STEAP Reimbursement Document, since that would be easier to share with others involved in the project. Ms. Chase said she would check. David called back, said there was not a weblink, and again, shared a number of perspectives on the project (see summary above).