

APPLICATION FOR FEDERAL ASSISTANCE

OMB Approval No. 0348-0043

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		2. DATE SUBMITTED August 20, 2014		Applicant Identifier 030213078	
		3. DATE RECEIVED BY STATE		State Application Identifier	
Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier	
5. APPLICANT INFORMATION					
Legal Name: Town of East Lyme			Organizational Unit: Municipality		
Address (give city, county, State, and zip code): 108 Pennsylvania Avenue, P.O. Box 519 Niantic, CT, 06357-0519			Name and telephone number of person to be contacted on matters involving this application (give area code) Mr. Gary A Goeschel 860-691-4114		
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 06 - 6001991			7. TYPE OF APPLICANT: (enter appropriate letter in box) <div style="text-align: right; border: 1px solid black; width: 20px; height: 20px; display: inline-block; margin-left: 10px;">C</div>		
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) <input type="checkbox"/> <input type="checkbox"/> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other(specify): _____			A. State H. Independent School Dist. B. County I. State Controlled Institution of Higher Learning C. Municipal J. Private University D. Township K. Indian Tribe E. Interstate L. Individual F. Intermunicipal M. Profit Organization G. Special District N. Other (Specify) _____		
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 12 - 610 TITLE: COMMUNITY ECONOMIC ADJUSTMENT PLANNING ASSISTANC			9. NAME OF FEDERAL AGENCY: OEA		
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): East Lyme, Old Lyme, and Lyme, Connecticut			11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Stones Ranch Mil Res (JLUS)		
13. PROPOSED PROJECT		14. CONGRESSIONAL DISTRICTS OF:			
Start Date 9/1/14	Ending Date 11/30/15	a. Applicant 03		b. Project 03	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?			
a. Federal	\$	12,720		a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____	
b. Applicant	\$	25,639		b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372 <input checked="" type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
c. State	\$.		17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes," attach an explanation. <input checked="" type="checkbox"/> No	
d. Local	\$.			
e. Other	\$.			
f. Program Income	\$.			
g. TOTAL	\$	38,359			
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.					
a. Type Name of Authorized Representative Paul Formica		b. Title First Selectman		c. Telephone Number (860) 739-6931	
d. Signature of Authorized Representative Paul Formica - 8/20/2014 1:52:22 PM				e. Date Signed 08/20/2014	

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. 12.610	COMMUNITY ECONOMIC	\$	\$	\$ 12,720.00	\$ 25,639.00	\$ 38,359.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 12,720.00	\$ 25,639.00	\$ 38,359.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Federal	(2) Non-Federal	(3)	(4)	
a. Personnel	\$	\$	\$ 17,572.00	\$	\$ 17,572.00
b. Fringe Benefits			7,067.00		7,067.00
c. Travel	70.00				70.00
d. Equipment					0.00
e. Supplies					0.00
f. Contractual	0.00				0.00
g. Construction			0.00		0.00
h. Other	12,650.00		1,000.00		13,650.00
i. Total Direct Charges (sum of 6a-6h)	12,720.00		25,639.00	0.00	38,359.00
j. Indirect Charges					0.00
k. TOTALS (sum of 6i and 6j)	\$ 12,720.00	\$	\$ 25,639.00	\$ 0.00	\$ 38,359.00
7. Program Income	\$	\$ 0.00	\$ 0.00	\$	\$ 0.00

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SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. COMMUNITY ECONOMIC ADJUSTMENT PLANNING ASSISTANCE FOR JOINT	\$ 25,639.00	\$ 0.00	\$ 0.00	\$ 0.00
9.				0.00
10.				0.00
11.				0.00
12. TOTAL (sum of lines 8-11)	\$ 25,639.00	\$ 0.00	\$ 0.00	\$ 0.00

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	13. Federal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
14. Non-Federal	0.00				
15. TOTAL (sum of lines 13 and 14)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. COMMUNITY ECONOMIC ADJUSTMENT PLANNING ASSISTANCE FOR JOINT	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16-19)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	
22. Indirect Charges:	
23. Remarks:	

INSTRUCTIONS FOR THE SF-424A

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET.
SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in *Column* (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g)

For *new applications*, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For *continuing grant program applications*, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For *supplemental grants and changes* to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5 - Show the totals for all columns used.

Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Line 6a-i - Show the totals of Lines 6a to 6h in each column.

Line 6j - Show the amount of indirect cost.

Line 6k - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7 - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount, Show under the program

INSTRUCTIONS FOR THE SF-424A (continued)

narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal Resources

Lines 8-11 Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a) - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b) - Enter the contribution to be made by the applicant.

Column (c) - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d) - Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e) - Enter totals of Columns (b), (c), and (d).

Line 12 - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13 - Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14 - Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15 - Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16-19 - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20 - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21 - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22 - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23 - Provide any other explanations or comments deemed necessary.

Office of Economic Adjustment

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Town of East Lyme

Legal Name of Organization

8/20/2014

Date

Paul Formica First Selectman

Name and Title of Authorized Official

Paul Formica - 8/20/2014 1:52:22 PM

Signature of Authorized Official

**ACH VENDOR/MISCELLANEOUS PAYMENT
ENROLLMENT FORM**

OMB No. 1510-0056

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion.

PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

AGENCY INFORMATION

FEDERAL PROGRAM AGENCY Office of Economic Adjustment		
AGENCY IDENTIFIER:	AGENCY LOCATION CODE (ALC):	ACH FORMAT: <input type="checkbox"/> CCD+ <input type="checkbox"/> CTX <input type="checkbox"/> CTP
ADDRESS:		
CONTACT PERSON NAME: Grants Administrator	TELEPHONE NUMBER: (703) 604-6020	
ADDITIONAL INFORMATION:		

PAYEE/COMPANY INFORMATION

NAME Gary A. Goeschel, III	SSN NO. OR TAXPAYER ID NO. 06-6001991
ADDRESS 108 Pennsylvania Avenue, P.O. Box 519 Niantic, CT 06357-0519	
CONTACT PERSON NAME: Mr. Gary A Goeschel	TELEPHONE NUMBER: (860) 691-4114

FINANCIAL INSTITUTION INFORMATION

NAME: Chelsea Groton Bank	
ADDRESS: One Franklin Square, PO Box 151 Norwich, CT 06360-0151	
ACH COORDINATOR NAME:	TELEPHONE NUMBER: (860) 448-4100
NINE-DIGIT ROUTING TRANSIT NUMBER: <u> 2 </u> <u> 1 </u> <u> 1 </u> <u> 1 </u> <u> 7 </u> <u> 3 </u> <u> 3 </u> <u> 5 </u> <u> 7 </u>	
DEPOSITOR ACCOUNT TITLE: Town of East Lyme Reserve Fund CNRE	
DEPOSITOR ACCOUNT NUMBER: 1113210411	LOCKBOX NUMBER:
TYPE OF ACCOUNT: <input type="checkbox"/> CHECKING <input checked="" type="checkbox"/> SAVINGS <input type="checkbox"/> LOCKBOX	
SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL: (Could be the same as ACH Coordinator) Paul Formica - 8/20/2014 1:52:22 PM	TELEPHONE NUMBER: (860) 739-6931

REQUEST FOR ADVANCE OR REIMBURSEMENT

(See instructions on back)

OMB APPROVAL NO. **0348-0004** PAGE 1 OF 1 PAGES

1. TYPE OF PAYMENT REQUESTED

a. "X" one or both boxes
 ADVANCE **REIMBURSEMENT**

b. "X" the applicable box
 FINAL **PARTIAL**

2. BASIS OF REQUEST
 CASH
 ACCRUAL

3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED

4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY

5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST

6. EMPLOYER IDENTIFICATION NUMBER

7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER

8. **PERIOD COVERED BY THIS REQUEST**
 FROM (month, day, year) TO (month, day, year)

9. RECIPIENT ORGANIZATION

Name:

Number and Street:

City, State and ZIP Code:

10. PAYEE (Where check is to be sent if different than item 9)

Name:

Number and Street:

City, State and ZIP Code:

11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED

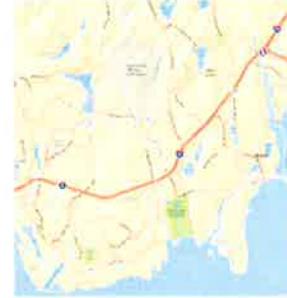
PROGRAMS/FUNCTIONS/ACTIVITIES ▶	(a)	(b)	(c)	TOTAL
a. Total program outlays to date <small>(As of date)</small>	\$	\$	\$	\$ 0.00
b. Less: Cumulative program income				0.00
c. Net program outlays (Line a minus line b)	0.00	0.00	0.00	0.00
d. Estimated net cash outlays for advance period				0.00
e. Total (Sum of lines c & d)	0.00	0.00	0.00	0.00
f. Non-Federal share of amount on line e				0.00
g. Federal share of amount on line e				0.00
h. Federal payments previously requested				0.00
i. Federal share now requested (Line g minus line h)	0.00	0.00	0.00	0.00
j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances	1st month			0.00
	2nd month			0.00
	3rd month			0.00

12. ALTERNATE COMPUTATION FOR ADVANCES ONLY

a. Estimated Federal cash outlays that will be made during period covered by the advance	\$
b. Less: Estimated balance of Federal cash on hand as of beginning of advance period	
c. Amount requested (Line a minus line b)	\$ 0.00

Grant Application Narrative

Regional Location Map | State & Town Location Map | Site Location Map



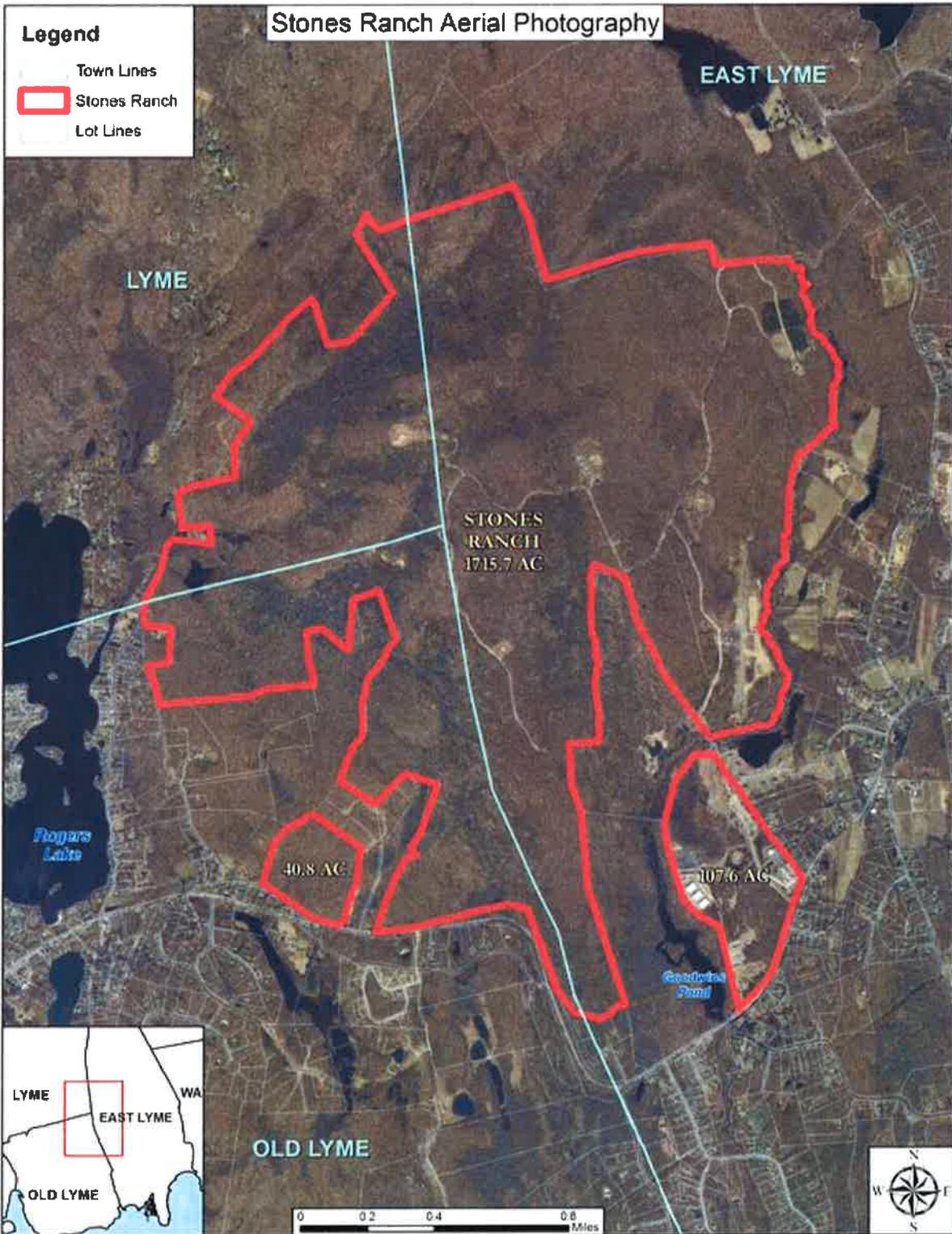
Overview

The Connecticut Army National Guard (“CTARNG”) presently operates Connecticut National Guard Training Site, in the Towns of East Lyme, Old Lyme and Lyme Connecticut, to provide personnel, facilities, and equipment to conduct training, logistical, and limited administrative support for various organizations in support of their federal and state missions. The long-range goal of the CTARNG is to adequately support the readiness training requirements of their current mission, while allowing for the capability of expansion to support any new mission or new requirements and/or force structure changes. The Training Site is comprised of three sites: Stones Ranch Military Reservation (SRMR), Camp Niantic, and the East Haven Rifle Range. The East Haven Rifle Range has no civilian encroachment issues.

SRMR is the major tactical training area for the CTARNG and the only Connecticut facility large enough and rural enough to conduct mounted and dismounted movement with ammunition simulations. SRMR also has a demolition area limited to five-pound charges of Composition 4, C4 plastic explosives. Due to the size of the site and Surface Danger Zone, the demolition area is the only live-fire activity on the site. SRMR is jointly used by a number of civic and military services including the Connecticut State Police, Connecticut Department of Corrections, and U.S. Navy and Navy Seals. Mission-specific training is hosted for SEAL Team 4, SEAL Team 10, Operational Detachment A/5234 of the 2nd Battalion, 5th Special Forces Group, and training for Navy personnel.

SRMR is programmed for two phases of infrastructure upgrades at \$2 million and \$1.5 million. Long range plans for the SRMR also include two new controlled humidity equipment storage buildings at roughly \$750,000 dollars. Camp Niantic recently experienced the construction of a new Regional Training Institute and Readiness Center. The Readiness Center encompasses 50,000-square feet which provides administrative offices, classrooms, library, service space, kitchen, storage and a fitness center designed to support two National Guard units; Troop Command and a Military Police Battalion. It's worth noting the Readiness Center replaced the New Haven Armory. In addition, Camp Niantic had a new \$1.2 million dollar simulation center in design for construction in Fiscal Year 2013, as well as two phases of infrastructure upgrades at \$1.5 million dollars each. CTARNG believes these types of investments will spur future increases in training demand. As the training load for each facility increases, due to these upgrades and increases in use, the potential for civilian encroachment issues to SRMR may become evident from the recreational uses to the north and residential uses to the east and west of the Site. With the present location of the SRMR, this creates encroachment conditions from most of the surrounding area.

CTARNG has expressed concerns over "residential encroachment" around and within proximity to its Training Site at SRMR. These concerns stem from and primarily relate to on-going complaints from new residential developments along the eastern boundary, such as sustained training noises from the military police units at SRMR. In addition, a developer has proceeded with an access road for land development along the south-west corner of SRMR. This is the area of interest for the JLUS as residential development along the South-West perimeter will further restrict the tactical training capability of the state and impact overall readiness posture of the force. As a result, CTARNG has already modified the SRMR training times and noise abatement areas.



Installation Location & Description

SRMR Location

The SRMR is located north of Boston Post Road (Connecticut State Route 1) and west of Stone Ranch Road in East Lyme, Connecticut. The SRMR extends in to the adjacent municipalities of Old Lyme and Lyme.

SRMR Description

All 1,866.67 acres of wooded and varied terrain of SRMR are owned entirely by the State of Connecticut. The site is adjacent to the Nehantic State Forest which is comprised of approximately 4,500 acres managed by the Connecticut Department of Energy and Environmental Protection. The site can accommodate non-mechanized units ranging from platoon to brigade minus. Facilities at SRMR include:

- Bulk Fuel Point;
- 100 point Land Navigation Course;
- 70-foot Rappel Tower;
- 19 Station Confidence Course;
- 17 Station Leadership Reaction Course;
- 2000-foot Landing Strip;
- Military Operations in Urban Terrain (“MOUT”) Facilities;
- Vehicle Wash Rack;
- 4 shower facilities; and
- ASP

Camp Niantic Location

The Camp is situated east of Pine Grove Road, north of Smith Street, south of South Street and Wells Street, and west of the Niantic River in Niantic, Connecticut.

Camp Niantic Description

Ownership breaks down as follows:

1. 82-acres in Niantic, East Lyme, Connecticut owned by the State of Connecticut.

Camp Niantic consists of approximately an 82-acre cantonment area. Facilities at Camp Niantic include:

- 70-acre Parade Field;
- Military Airport Designation by Connecticut Department of Transportation
- 140 Chargeable Transient Quarters (“CTQ”) Beds;
- 900 Non Chargeable Billeting Beds;
- 14 Class Rooms;
- 7 Dining Facilities;
- 3 Inclement Weather Training Shelters;
- 200 Person Auditorium/Conference Center;
- Engagement Skills Training Facilities;
- SimMan Medical Training Facility;
- Distance Learning Facility;
- Regional Training Institute; and
- Readiness Center



Acknowledgements of Environmental Concerns

There is a Noise Plan ("SRMRNP") in place for the SRMR, including Camp Niantic, dated March 2012. Figure 5-4 of the CTARNG Noise Management Plan demonstrates demolition noise zones. Figure 5-5 of the CTARNG Noise Management Plan demonstrates the Demolition complaint Risk Areas. The Towns of East Lyme, Old Lyme and Lyme also recognizes further development of areas around SRMR, particularly with the State Forest to the North, could force endangered wildlife, or wildlife habitat onto the military installation.

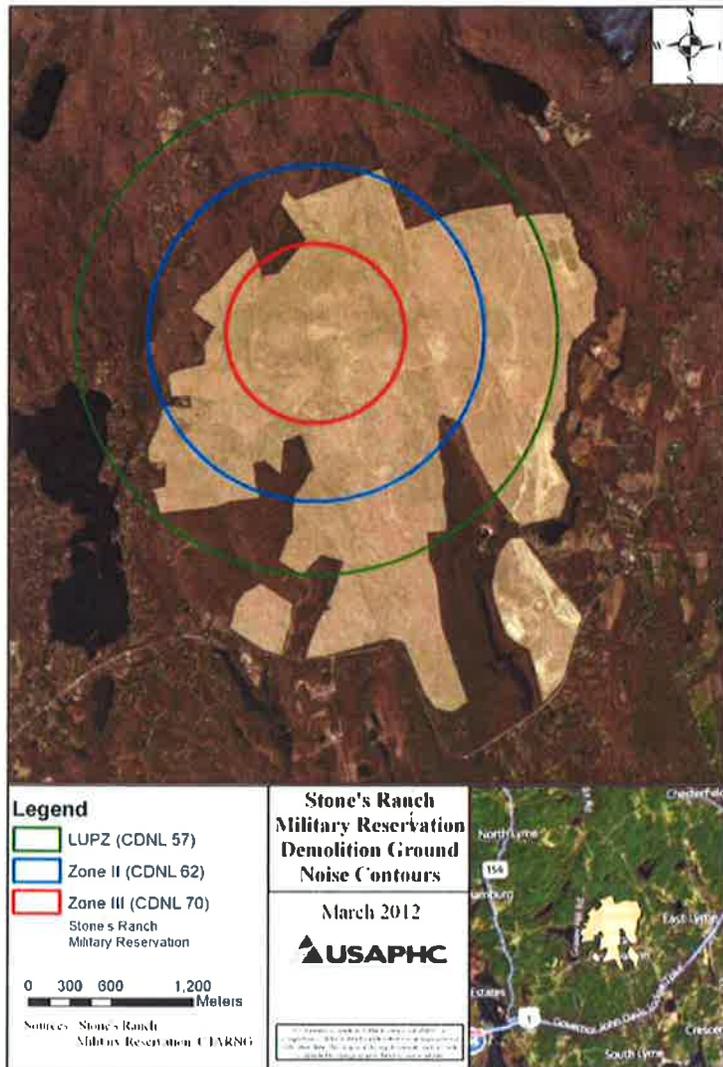


Figure 5-4. SRMR Demolition Noise Zones

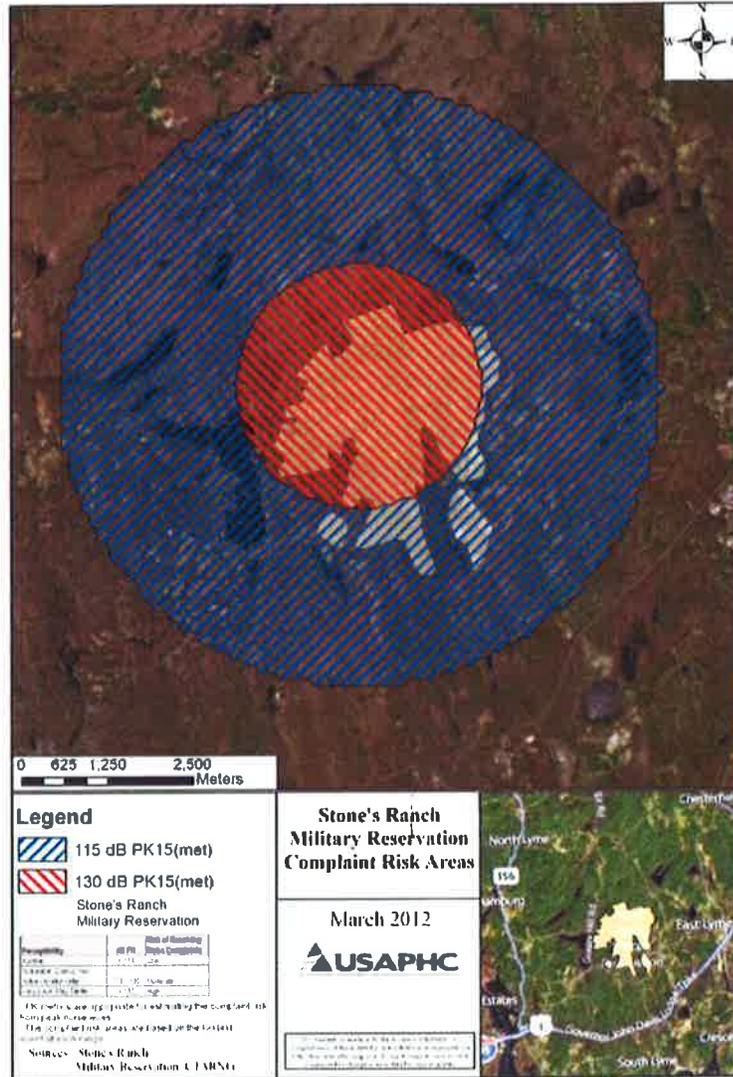


Figure 5-5. SRMR Demolition Complaint Risk Areas

Installation History

Camp Niantic

Since the 1800's Camp Niantic has been an operational military training center. The site has gone through considerable modernization in the last 20-years with the construction of new facilities. However, the post retains structures that were built in 1945 in the wake of World War II.

SRMR

Morton Freeman Plant (1832-1918) was a noted railroad magnate, financier, yachtsman and philanthropist. In 1907, Plant began acquiring small farms in East Lyme, Lyme and Old Lyme and consolidating them into one estate. Plant's son Henry sold much of his father's East Lyme property to entertainer Frederick Andrew Stone (1873-1959) in 1925. Stone named the property, which he never occupied fulltime, the Star Ranch. He sold it to the State of Connecticut in 1931, at which time it became Stones Ranch Military Reservation.

The hunting lodge and the remainder of the property, including the dam and pond, were sold to Edwin S. Goodwin as a private estate. They remain private today. The lodge is on the National Register of Historic Places.

Statement of Need for a Joint Land Use Study

The Towns of East Lyme, Old Lyme and Lyme recognize the importance of SRMR for both CTARNG and civilian interests, and needs technical and financial assistance from the Department of Defense, Office of Economic Adjustment ("OEA") to conduct a JLUS to address these issues. Such a JLUS will identify the primary land use issues for the SRMR and surrounding public areas, which include civilian encroachment. In addition, the JLUS will also identify the primary land use issues for Camp Niantic and the surrounding public areas. Further, a JLUS would allow East Lyme, Old Lyme and Lyme to incorporate military land uses in their Comprehensive Plans.

The JLUS planning process is intended to increase public awareness of the military missions and contribution to the regional economy. It is intended to protect and preserve military readiness and defense capabilities while supporting continued community economic development.

The proposed JLUS has three overarching goals, namely:

- 1) Protect and ensure the continued viability of the operational and training mission of the SRMR and Camp Niantic;
- 2) Develop a workable land exchange dialogue as determine with guidance from Army Corps of Engineers (“ACOE”)/CTARNG/Towns of East Lyme, Old Lyme and Lyme that addresses the issue of noise; traffic, infrastructure impact, intensification of use, economic impact, and civilian encroachment.
- 3) Protection of the health, safety and welfare of area residents and visitors to East Lyme, Old Lyme and Lyme.

The JLUS will achieve each goal by:

- Improving public understanding of the importance, training, and other operations at the SRMR and Camp Niantic;
- Making recommendations for changes to both regulatory and policy frameworks regarding compatible land uses around both the SRMR and Camp Niantic; and
- Improving local land use planning allowing CTARNG and the broader community to better manage encroachments upon each site.

The JLUS will be a comprehensive analysis of current and potential encroachment-related issues which pose a likelihood of negatively affecting SRMR and Camp Niantic and/or the broader community. It will identify actions that could and should be taken jointly by the community and CTARNG to solve existing issues created by incompatible land uses, as well as aim to prevent new ones. And the JLUS will be a cooperative planning effort between CTARNG, the Town of East Lyme, the Town of Old Lyme and the Town of Lyme. By working together, growth management strategies which are mutually acceptable will be created to avoid conflicts between CTARNG’s mission and the municipalities’ desired growth patterns and quality of life.

Existing Development Patterns

Surrounding SRMR are areas for recreation, including Nehantic State Forest (“State Forest”), and residential neighborhoods. The State Forest is located northeast of SRMR, and offers hiking trails, picnicking areas, boating and swimming to the public. The potential for incompatible land uses is presented by the presence of a military training facility bounded on all sides by community spaces and residential uses. Surrounding Camp Niantic, Connecticut’s primary military training site located in East Lyme’s Niantic Village, are residential uses and the Niantic River, which support a number of commercial marine uses (marinas) and related recreational activities such as boating

and sport fishing. The potential for incompatible land uses is demonstrated by the presence of a military Camp facility bounded on all sides by community space and residential uses.

The intent of the JLUS planning process is to:

- Develop plans and identify solutions in order to maintain the operational and training utility of SRMR and the Camp in the context of local planning;
- Promote compatible civilian development patterns around the facilities by applying local planning process to update local plans of development and regulations; and
- Identify issues related to incompatible land uses, such as those that adversely affect public health, safety and welfare, as well as those that produce externalities such as dust, smoke, noise, excessive light, electromagnetic interference and vibration.

The goal for the Towns of East Lyme, Old Lyme, and Lyme, and CTARNG is to accommodate competing interests in a mutually agreeable way to ensure the sustainability of the military mission while simultaneously protecting the public health, safety and welfare. The outcome of such a study will ensure better future coordination of local civilian/community development with the activities of the local military installations. With the Town of East Lyme having experienced increased rates of development, it is important to complete this work in order that the JLUS recommendations may be carried out to prevent such development from unnecessarily impacting the facility.

The Towns' Comprehensive Plans will be amended to incorporate a road map for the future development of the SRMR and Camp Niantic to ensure CTARNG can meet its current and future training missions, while at the same time respecting and addressing the community's concerns.

Involvement of Other Jurisdictions

The JLUS will be undertaken entirely by the joint cooperation of CTARNG, Town of East Lyme, the Town of Old Lyme, the Town of Lyme and its agents, independent contractors or planning consultants, and will involve no other municipal jurisdictions, unless subsequent study during the JLUS process reveals an impact on any other jurisdictions. As such, they would then be included in the study.

Policy Committee

Upon execution of the grant award, the Town of East Lyme will establish a Policy Committee to direct the planning effort. The Policy Committee is responsible for discussing information and findings, reviewing issues and making the final endorsement of the completed report. The Policy Committee will meet with the Consultant at key stages throughout the project to receive, discuss and provide input/feedback to the Consultant on draft chapters of the Plan as they are being developed. The Policy Committee activities will be coordinated by the East Lyme Planning Department Staff or JLUS Consultant. They will see to it that meeting materials and notices are appropriately disseminated and posted in accordance with Connecticut public meeting laws. The Policy Committee will also review and approve the final draft.

The Committee may be composed of the following representatives:

- East Lyme, Lyme and Old Lyme Representatives
- State Military Commission
- Connecticut Army National Guard Representatives
- State Representative

The Policy Committee will have ultimate oversight of the Stones Ranch JLUS process and will receive updates and reports from the Consultant and others who might be enlisted to help on the JLUS. The Policy Committee will, however, delegate the tasks of collecting data, mapping, holding special meetings, and writing the JLUS to a Technical Committee that will also be coordinated by the East Lyme Planning Department Staff or Consultant.

Technical Committee

A Technical advisory group will be comprised of people who have specialized areas of expertise and knowledge about Stones Ranch and/or its surrounding environment. The Technical Committee will provide direct assistance to the Consultant in the various tasks as outlined in the project Scope of Work. Key members will likely participate in the process throughout the project, however, other members may participate on an "as needed" basis to provide technical assistance particular to their areas of expertise.

Examples of representatives that will be asked to serve and/or provide input into this working group will likely include:

- East Lyme, Lyme and Old Lyme Planning Representatives
- East Lyme, Lyme and Old Lyme Zoning Representatives

- Business Owners
- Land Owners
- Planning & Zoning Administrators
- CT Department of Energy and Environmental Protection
- CT Department of Transportation
- CT Dept of Economic Development
- Stones Ranch and Camp Niantic Personnel
- Emergency Management Director
- Public Utility Representatives

Municipal Profiles

East Lyme, CT: Municipal Profile



Located on Long Island Sound, East Lyme is a coastal New England town, enhanced by its additional frontage along the Niantic River and the diversity of its population and land uses.

Safety, security, economic stability, beauty, maintenance of property values and infrastructure, are all important to the long-term physical development of East Lyme. East Lyme's mission is to create and sustain a healthy community, one whose residents have stability and security with the preservation of natural resources for future generations. In order to achieve a balance between conservation and development, East Lyme's future challenge will be balancing the many facets of East Lyme, protecting and enhancing natural resources, community character, and the overall quality-of-life in an environmentally responsible way; directing future growth so that no one aspect of the town overwhelms the others. East Lyme's vision is to ensure that changes enhance East Lyme and seek to carefully balance the need for economic development and land use with the preservation of recreational, scenic, historic, cultural, agricultural, and natural resources.

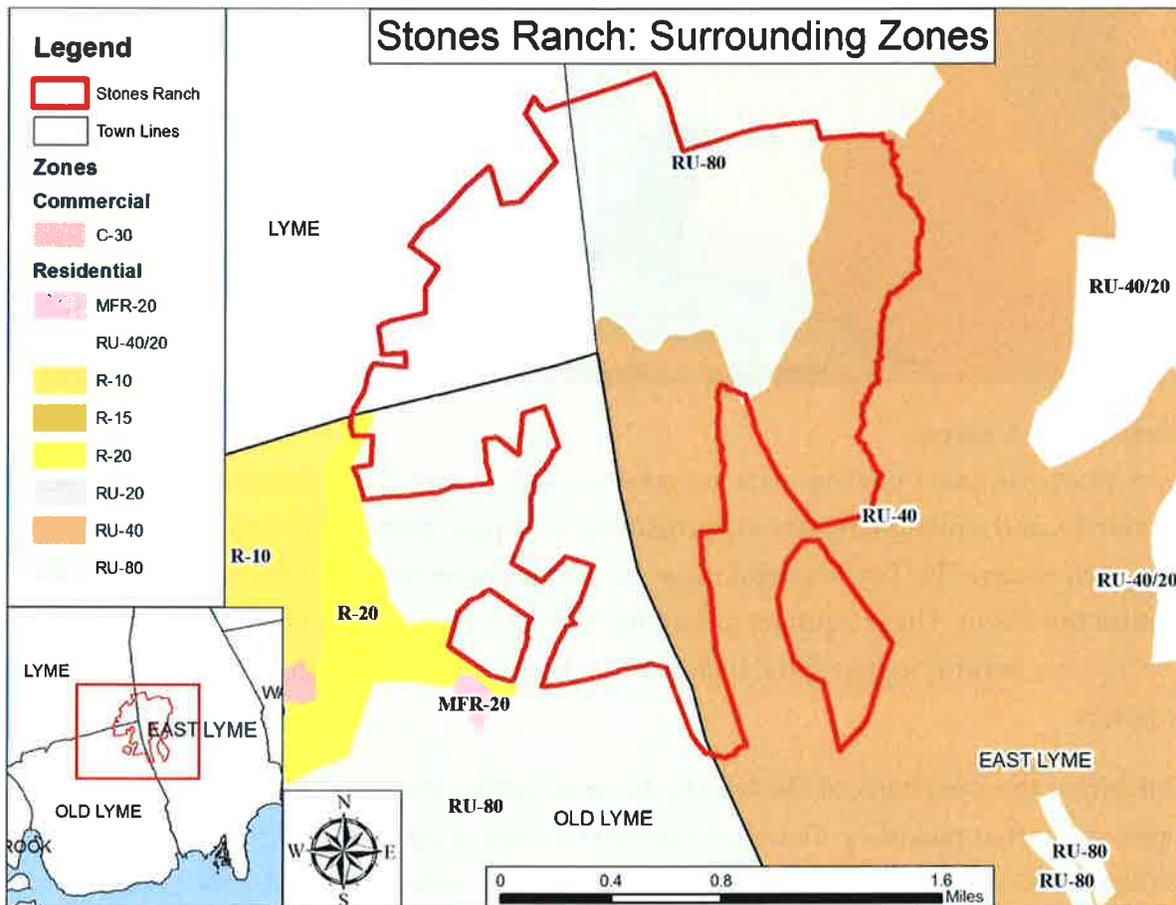
Population

With a population of approximately 19,000 persons residing within its land area of 36.6 -square miles and predominant developed land use of single-family housing, East Lyme could be classified as a partly urban, moderately-sized suburban, and ex-urban (low- density housing outside urban service boundaries) community.

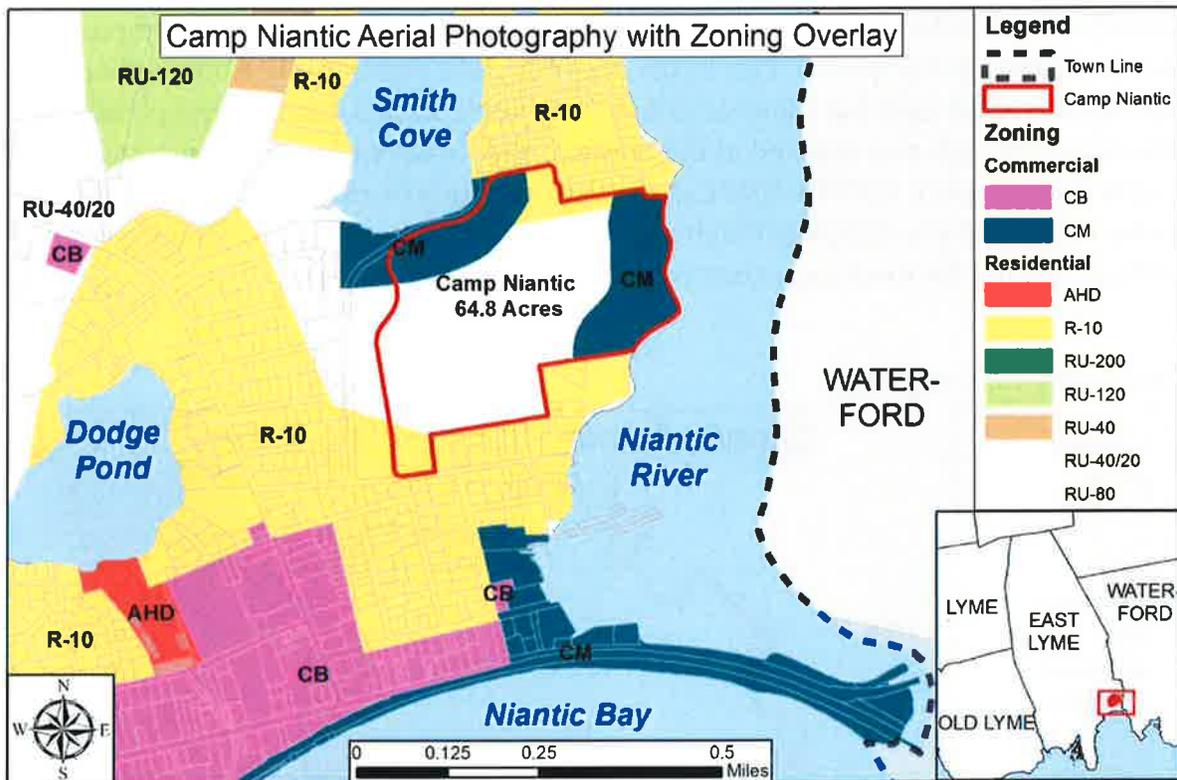
Over the last decade, East Lyme experienced a 5.75-percent increase in population and approximately an 18-percent increase since 1990. The increased pressure for housing and development puts the area immediately around the training site at risk for further

incompatible residential development. In terms of age distribution, racial composition and work-force participation, East Lyme does not differ significantly from regional averages. The educational achievement and economic status of the Town's population are unusually high as compared to the 18 towns that comprise the Southeastern Connecticut Region, with the 2000 Census indicated approximately 80-percent of East Lyme residents have completed high school and over 24-percent have completed college, making the town very attractive to families with children.

East Lyme Zoning Map



The East Lyme Zoning Map above indicates the portion of the site within East Lyme is split by two zones, the RU-40 and the RU-80. In addition, the SRMR is partially located within a Secondary Aquifer Protection Overlay Zone. Camp Niantic is split by RU40/20, Commercial Marine, and R-10.



Natural Resources

Spread across East Lyme are various sensitive ecosystems comprised of watercourses, wetlands, and upland habitats. Approximately 30-percent of East Lyme is on Town supplied water. The Town’s drinking water comes from stratified drift aquifers located within the Town. These aquifers are within two of four main watersheds. As a result of the Town’s natural topography, historically, development has occurred over these aquifers.

Bordering the west bank of the Niantic River is approximately 420-acres of preserved open space that makes up Oswegatchie Hills. To the north is Latimer Brook which outlets directly into the Niantic River along with several other tributaries. Centrally located within East Lyme east of Whistle town Road are approximately 2,000-acres of undeveloped land that extends to the western town boundary with Old Lyme known as the “Yale Property”. The Yale Property consists of two major parcels divided by Whistle town Road, each averaging about 1,000-acres and is owned by the Sheffield Scientific School Trust. The Yale Property contains Powers Lake which has public access from a Connecticut State boat launch on its western bank. To the southwest is the SRMR, which is comprised of approximately 1,867-acres of undeveloped land. Situated

north of both SRMR and contiguous to the Yale Property is the 4,500-acre Nehantic State Forest. A JLUS would encourage the community, local government, and the military installation to further cooperatively protect existing natural resources in the areas of both SRMR and Camp Niantic.

East Lyme's 2009 Plan of Conservation and Development makes specific recommendations for the continued protection of Oswegatchie Hills, the protection of the Latimer Brook watershed, and the protection of high points. Recommendations also include maintaining open spaces and riparian buffers adjacent to water bodies and existing undeveloped lands in higher density areas for the purpose of community green space. Additional recommendations are to maintain open space corridors between water bodies by promoting the connection of "New" open space to existing open space, the protection of natural ecosystems, farm fields, and the continued support for the preservation of public access to the East Lyme shoreline.

Community Growth

East Lyme encompasses approximately 36.6-square miles. The largest percentage of land area within East Lyme devoted to a developed non-institutional use is residential. Between 1999 and 2009, East Lyme experienced a ten-percent (10%) increase in residential land use. In addition, East Lyme experienced a three-percent (3%) increase in commercial land use and a seven-and-one-half-percent (7½%) increase in agricultural land use between 2005 and 2009. Over the last decade, East Lyme experienced a 5.75-percent increase in population and approximately an 18-percent increase since 1990.

In order to promote land use policies and sustain a harmonious co-existence which is mutually beneficial for all entities and individuals, joint and proactive planning measures are imperative. It is anticipated that pressure from continued commercial and residential growth will only increase as the market improves. Increased residential growth in areas immediately around SRMR will certainly impact CTARNG SRMR and vice versa. A JLUS is critical to the successful long term growth of Towns of East Lyme, Old Lyme, Lyme and CTARNG with respect to surrounding civilian residents who occupy the adjacent residential and commercial uses.

Old Lyme, CT: Municipal Profile



Memorial Town Hall

Old Lyme is located equidistant on Inter-state 95 between the major urban areas of Boston and New York City on the east bank at the mouth of the Connecticut River, the only major river in the northeast with natural sand-bars and salt marshes at its mouth rather than commercial harbor development. Numerous tributaries also flow down from the hills and steep ledges in the northern part of town to join the Connecticut River and the Sound. The town's rugged natural resources have been a factor in limiting development that would have otherwise overcome the town's rural character.

Population

Old Lyme is a community of some 8,000 permanent residents and an additional several thousand seasonal visitors who occupy a shoreline complex of summer residences.

Development Pattern

Old Lyme hosts a number of small service businesses and a growing number of high technology design and production companies. Old Lyme has become a bedroom community for people who work in New London, Groton, New Haven, Hartford, and even outside Connecticut. Many residents work at General Dynamics Electric Boat and Pfizer, Inc., or with numerous spin-off businesses associated with the U.S. Navy.

Development Pattern Around Stones Ranch

The Town of Old Lyme encompasses some 27.1-square miles. In 1990, about 68-percent of the land area remained undeveloped. Just under 15-percent of the undeveloped land is held as passive open space by the state, town or private conservation interests. Almost half of the remaining undeveloped land has very severe limitations for future development due to wet soils, very steep slopes and ledge conditions. These development limitations make it difficult to install on-site sewage disposal systems, and Old Lyme has no municipal sewers. In addition, private wells are the principal source

of domestic water. Thus, the appropriate density of development is defined by individual site constraints.

Early development followed the Boston Post Road and the Shore Road, concentrating around three areas -- the village center along Lyme Street, the Rogers Lake-Laysville area, and the seasonal communities along Long Island Sound. In the 1920s, small lots were carved out along Rogers Lake for summer cottages. Today most of these have become year-round homes. Over the past several decades, year-round, single-family, residential-subdivision homes have been built in previously rural areas of town. Decisions by individual landowners to sell their large tracts of land have been the determining factor in the location of new development rather than ease of development, efficient use of infrastructure or allowable zoning densities. The combined efforts of the Town of Old Lyme and the CTARNG to implement measures that prevent incompatible civilian development, benefits both entities.

Results/Benefits Expected

It is anticipated that as a result of the JLUS an understanding of community and CTARNG values, needs, opportunities and existing or potential land use conflicts and how they relate to each other will emerge. It is further anticipated that this understanding will provide a policy-level basis for future land use regulation decisions in and around the study site. The JLUS will ensure such regulatory decisions are made in a manner which best accommodates the mutual interests of the Town of East Lyme, Town of Old Lyme, Town of Lyme and CTARNG, allowing for harmonious co-existence in good neighborly fashion.

Use, access, encroachment and noise issues will be efficiently and comprehensively addressed by the JLUS, and thereby ensure the resolution of incompatible or unsustainable land uses or trends to the greatest extent possible. The JLUS will integrate the local jurisdiction's comprehensive plan with the Installation/Training Site's plans and recommend implementation strategies for mitigating existing and future encroachments and existing impacts to the surrounding community.

It is anticipated that actionable recommendations will result which, to the extent feasible, will allow both CTARNG and the municipalities of East Lyme, Old Lyme and Lyme to coordinate, and thereby avoid future conflicts in, their respective plans for growth and development.

Specific outcomes anticipated to result from the JLUS include the following:

A revised or additional chapter to the East Lyme's, Lyme's and Old Lyme's Comprehensive Plan, specifically addressing use issues at SRMR and Camp Niantic.

Procurement for JLUS Consultant Services

All procurement with the OEA grant funds will be in accordance with applicable State and local laws and regulations, and applicable Federal laws and standards, including compliance with 32 CFR Part 33, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments." Contractor selection criteria will be included in any Request for Proposal that is issued. Cost will be a factor in the selection process.

Tentative Timeline for Project Completion

The JLUS, in its entirety, should take no more than 15 months to complete. The grant period is proposed to begin on July 1, 2014 and end on September 30, 2015. The following schedule outlines the projected timeline and various stages of the JLUS:

Month 1: JLUS Working Group to be appointed, develop criteria for consultant selection, RFP to be developed and RFP process to retain JLUS consultant services to begin.

Month 2: Bid for JLUS consultant to be awarded. Consultant to begin Advisory Group/Public Meetings. Consultant to begin and continue data collection and analysis

Month 5: Initial data collection phase to be completed. Advisory group, in coordination with JLUS consultant, to finalize a field verification of the JLUS study area and associated research.

Month 9: Initial analysis based on field verifications to be completed, and recommendations to be finalized.

Month 11: Interim JLUS recommendations to be approved by Steering Committee.

Month 13: Interim JLUS draft to be completed; Interim JLUS draft to be approved; interim JLUS draft to be submitted to OEA

Month 14: Final JLUS to be printed and accepted by the Planning Commission.

Month 15: Implementation of recommendations to be discussed and incorporated into the Plan of Conservation and Development.

II. Budget Justification

The estimated cost to complete the JLUS is \$38,359.00. East Lyme and Old Lyme will fund the non-federal match, a minimum of 11.4% of the total grant budget.

Total Grant Budget: \$38,359.00
 Federal Share: \$12,720.00
 Non-Federal Share: \$25,639.00

Non-Federal funds will be provided from the following sources:

Local Government: East Lyme and Old Lyme will provide the non-Federal funds, which are \$25,639.00 based on the JLUS budget. These matching funds will be provided in personnel and fringe benefit category costs.

Personnel Category

Employee	Annual Salary	Annual Fringe Benefit	Annual Salary w/Fringe Benefit	Percentage of Time Devoted to Project	Percentage of Annual Salary Devoted to Project	Percentage of Annual Fringe Benefit Devoted to Project	Total Salary Base for Project w/Fringe Benefit	Fringe Benefit % Rate
Utilities Engineer	\$86,697.00	\$30,927.16	\$117,624.16	3.00%	\$2,600.91	\$927.81	\$3,528.72	35.67%
Planning Director	\$71,740.50	\$28,486.89	\$100,227.39	10.00%	\$7,174.05	\$2,848.69	\$10,022.74	39.71%
Zoning Official	\$77,649.00	\$32,369.45	\$110,018.45	3.00%	\$2,329.47	\$971.08	\$3,300.55	41.69%
Public Safety Director	\$84,123.00	\$36,131.12	\$120,254.12	3.00%	\$2,523.69	\$1,083.93	\$3,607.62	42.95%
East Lyme Totals					\$14,628.12	\$5,831.52	\$20,459.64	
Land Use Coordinator	\$58,850.00	\$24,702.00	\$83,552.00	5.00%	\$2,942.50	\$1,235.10	\$4,177.60	41.97%
Old Lyme Totals					\$2,942.50	\$1,235.10	\$4,177.60	
JLUS Totals					\$17,570.62	\$7,066.62	\$24,637.24	

The Town of East Lyme has designated the Director of Planning to be the key position for this grant.

Fringe Benefits Category

The fringe benefit rate for East Lyme varies with the individual position as noted above, resulting in fringe benefit costs of \$5,832.00 with a salary base of \$14,628.00. The fringe benefit rate for Old Lyme is 41.97%, resulting in fringe benefit costs of \$1,235.00 with a salary base of \$2,943.00. Fringe benefits include

health insurance, social security, workers compensation, retirement and life insurance.

Contractual Category

East Lyme Connecticut is seeking grant funds from OEA for the procurement of professional consultant services to assist the completion of a Joint Land Use Study. The estimated total cost to complete the Stones Ranch JLUS will be determined after the open and fair selection of the JLUS consultant, and the consultants cost proposal.

Federal grant funds will be used to hire a consultant qualified in land use planning, zoning, and environmental issues. The Town will use procurement standards as set forth in 32 CFR Part 33, except where East Lyme procurements are more restrictive. Informal quotes were obtained from several local consultants based on the distribution of the original draft scope of services.

Other Category

ESRI ArcGIS licenses and subscriptions currently not held by the Town of East Lyme will provide mapping of the area within the study for use during and after the study. GIS is used for inventory of the properties around each installation as well as to examine and review use of those areas. Continued use will allow the Town of East Lyme to further update its Plan of Conservation and Development and possibly Zoning Regulations and Subdivision Regulations through mapping to accommodate the common goal of land use compatibility that is the purpose of the JLUS. Estimates for GIS licenses were obtained directly from ESRI ArcGIS and can be provided upon request.

Staff, to be engaged in the JLUS, currently utilizes varying older versions of both MS Office and Adobe Acrobat; creating document errors and conflicts when sharing work on documents. Upgrading all staff to the same software will allow for more efficient document management of the JLUS, as well as allow the final JLUS information to be incorporated into the Town of East Lyme's Plan of Conservation and Development, Zoning Regulations and Subdivision Regulations through both Microsoft Office, and Adobe, using both of these

software programs to incorporate language and necessary mapping. Quotes were obtained for government priced licensing of these programs.

Postage is an estimate for mailings as needed for the JLUS process. Legal Notices includes Public Meeting Publication and Notice of Decisions to be published in the local newspaper. Estimated cost is based on rates currently being applied to East Lyme's Land Use Legal Notices.

Indirect Charges Category

The applicant does not have a federally negotiated indirect cost rate. As such, all charges have been shown as direct costs.

Cost Sharing Category

The non-Federal funds for this project are from the Town of East Lyme's and Old Lyme's general fund. These funds are available to be applied to this project upon approval from the East Lyme Board of Selectmen.

OEA Application Spreadsheet		Budget	
Project Title: Joint Land Use Study, Towns of East Lyme, Old Lyme and Lyme			
Grant Period: July 1, 2014 through September 30, 2015			
Category	Federal Share	Non-Federal Share	Total
Personnel			
East Lyme Planning Director/Inland Wetlands Agent - 10% - \$71,740.00		\$7,174.00	\$7,174.00
East Lyme Zoning Official - 3% - \$77,649.00		\$2,330.00	\$2,330.00
East Lyme Water and Sewer Utilities Engineer - 3% - \$86,697.00		\$2,601.00	\$2,601.00
East Lyme Public Safety Director - 3% - \$84,123.00		\$2,524.00	\$2,524.00
Old Lyme Land Use Coordinator - 5% - \$58,850.00		\$2,943.00	\$2,943.00
Subtotal	\$0.00	\$17,572.00	\$17,572.00
Fringe Benefits			
East Lyme Employee's		\$5,832.00	
Old Lyme Employee's		\$1,235.00	
Subtotal	\$0.00	\$7,067.00	\$7,067.00
Total Salaries + Fringe Benefits	\$0.00	\$24,639.00	\$24,639.00
Travel			
Local - 122.51# miles at .565/mile			\$0.00
Travel to Public Meetings in East Lyme/Old Lyme/Lyme from East Lyme/Old Lyme/Lyme (Estimated)	\$70.00		\$70.00
Subtotal	\$70.00	\$0.00	\$70.00
Subtotal	\$70.00	\$24,639.00	\$24,709.00
Contractual			
SRMR and Camp Niantic JLUS Study	\$0.00		\$0.00
Subtotal	\$0.00	\$0.00	\$0.00
Other			
ESRI Spatial Analysts (1 Desktop Lic)	\$2,500.00		\$2,500.00
ESRI 3D Analyst (1 Desktop Lic)	\$2,500.00		\$2,500.00
ESRI ArcGis On-Line (Annual Subscription Fee)	\$2,500.00		\$2,500.00
MS Office Software Suite Upgrade	\$2,000.00		\$2,000.00
Postage for Misc Items	\$900.00		\$900.00
Legal Notices for Public Meetings/Decisions	\$1,250.00		\$1,250.00
Adobe Acrobat XI Pro	\$1,000.00	\$1,000.00	\$2,000.00
Subtotal	\$12,650.00	\$1,000.00	\$13,650.00
Total Direct Costs	\$12,720.00	\$25,639.00	\$38,359.00
Grand Total	\$12,720.00	\$25,639.00	\$38,359.00
Percent	33.16%	66.84%	100.00%

GARY A. GOESCHEL II

PROFILE

I am responsible for managing the Town of East Lyme's Land Use Planning programs, implementation and oversight the decennial update and amendments to the Town Plan of Conservation and Development, Inland Wetlands Enforcement and compliance efforts. I provide direct support to the Office of the First Selectman and the East Lyme Planning Commission. Through out my career, I have gained valuable experience in regulatory review, enforcement, and compliance as well as in the application of environmental and planning principles and practices.

WORK EXPERIENCE

Town of East Lyme, Department of Planning • East Lyme, CT

Director of Planning/ Conservation Officer

Performs professional services in all functional areas of municipal planning including public improvements, economic development, housing, demographics, and the review of site plans and subdivision plans. Provides technical support to the Office of the First Selectman, Planning Commission, and affiliated boards and commissions for long range planning. Coordinates the decennial update of the Town Plan of Conservation and Development. Researches and prepares grant applications for municipal planning projects. Provide technical support to East Lyme's Inland Wetlands Agency. Enforce East Lyme's Inland Wetland Regulations by reviewing permit requirements, conducting routine site inspections for permit compliance, mitigation and remediation of inland wetland violations; composed field reports, compliance forms, letters of warning, and notices of violation. Consult and direct the public with permit needs assessments, permit determination, application processes, general land use guidance, conservation education, and Subdivision and Inland Wetland Regulation interpretation.

Freudenthal & Elkowitz Consulting Group, Inc. • Islandia, NY

Senior Environmental Planner / Project Manager

Prepare New York State Environmental Quality Review Act (SEQRA) documentation, including environmental impact statements ("EISs") and environmental assessments for private development projects. Perform land use, zoning, and consistency analyses, visual studies, neighborhood character assessments, and subdivision and site plan reviews. Conduct research and prepare testimony support materials for area and use variance applications. Prepare New York State Department of Environmental Conservation and United States Army Corps of Engineers permit applications and jurisdictional inquiries.

Town of Colchester, Department of Planning & Zoning • Colchester, CT

Assistant Planning Director/ Zoning Enforcement Officer

Enforce and Interpret Zoning Regulations; Issue Zoning Permits, Certificates of Zoning Compliance, decision letters, notices of violation, and Cease and Desist Orders. Conduct routine site inspections for permit compliance, mitigation and remediation of zoning violations; compose field reports, compliance forms, and opinion letters. Review Land Use Permit Applications for Site Development, Subdivision, Re-subdivision, Special Exception Uses, Aquifer Protection and Zoning Variances by analyzing proposed land use activities and land development relative to zoning regulations, natural resource impacts, and consistency with the Town's Plan of Conservation and Development. Advise and provide technical support to Colchester's Zoning and Planning Commission, Zoning Board of Appeals, Historic District Commission, Economic Development Commission, Conservation/ Inland Wetlands Commission, and the Open Space Task Force Sub Committee. Draft, present, and propose adoption of land use policies and regulations that are in keeping with the Town's Plan of Conservation and Development to the Zoning and Planning Commission.

Town of Wilton, Department of Environmental Affairs • Wilton, CT

Environmental Analyst

Enforced Inland Wetland Regulations by reviewing permit requirements, conducting routine site inspections for permit compliance, mitigation and remediation of inland wetland violations; composed field reports, compliance forms, letters of warning, and notices of violation. Provided technical support to Wilton's Inland Wetland Commission and Conservation Commission by reviewing permit applications, analyzing activities, and land development for natural resource impacts. Collaborated and operated with the Department of Planning and Zoning in implementing the philosophy of the Town's Plan of Conservation and Development. Consulted and directed the public with permit needs assessments, permit determination, application processes, general land use guidance, conservation education and Inland Wetland Regulation interpretation.

**Connecticut Department of Environmental Protection, Bureau of Water Management,
Inland Water Resources Division • Hartford, CT**

Geographic Information Systems Analyst

Fulfilled need for a temporary position developing geographic flood maps for vulnerability assessments and hazard mitigation planning by identifying and mapping critical facilities. Assisted in site impact investigations of wetlands and watercourses.

**Connecticut Department of Environmental Protection, Bureau of Natural Resources,
Marine Fisheries Division • Old Lyme, CT**

Biotechnician

Fulfilled need for a temporary position assisting in research trawls in Long Island Sound aboard commercial vessels and the Research Vessel John Dempsey collecting lobsters and lobster larvae samples for analysis to monitor annual harvest rates, changes in population structure, and mortality rates under various management scenarios.

EDUCATION

- B.S., Environmental Earth Science, Eastern Connecticut State University, Willimantic, Connecticut, 2001

TRAINING

- Climate Adaptation Training for Coastal Communities, University of Connecticut at Avery Point, May 2013
- NOAA Coastal Services Center Coastal Inundation Instructional Mapping, University of Connecticut at Avery Point, October 2011
- Sowing and Growing Small Business, Three Rivers Community College, October 2010
- How to Deal with unacceptable Employee Behavior, Rockhurst University Continuing Education Center, February 2010
- Municipal Inland Wetland Commissioners Training Program, Certificate of Completion, Pursuant to Connecticut General Statute Section 22a-39(n), 2009
- The Connecticut Association of Zoning Enforcement Officials Zoning Enforcement Professional Designation Program, Central Connecticut State University, Center for Public Policy and Social Research, November 2005
- Municipal Inland Wetland Commissioners Training Program, Certificate of Completion, Pursuant to Connecticut General Statute Section 22a-39(n), 2002
- Art and Science of Grant Writing Training, U.S. Department of Housing and Urban Development, Middlesex Community College, May 2006
- 2004 Connecticut Stormwater Quality Manual, University of Connecticut, Nonpoint Education for Municipal Officials (NEMO), College of Agriculture and Natural Resources, October 2005
- Ecology and Conservation Fundamentals, Lincoln Institute of Land Use Policy, June 2005
- Reducing Runoff, University of Connecticut, NEMO, College of Agriculture and Natural Resources, October 2005
- Connecticut Aquifer Protection Area Program Workshop 3-Program for the protection of large drinking water supply wells; Connecticut Department of Environmental Protection, Bureau of Water Management, October 2004
- Hydrologic Modeling with the Watershed Modeling System, National Highway Institute, June 2004
- 2002 Connecticut Guidelines for Soil Erosion and Sedimentation Control Training Program, University of Connecticut, College of Continuing Studies, November 2003

REGISTRATIONS AND MEMBERSHIPS

- Certified Zoning Enforcement Official
- Municipal Inland Wetland Commissioners Training Program Certificate of Completion
- Member, American Planning Association - Connecticut Chapter
- Member, Connecticut Association of Zoning Enforcement Officials

E-MAIL

- ggoeschel@eltownhal.com

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Town of East Lyme

Director of Planning

Nature of Work: Performs planning services in the functional areas of land use, economic development, housing, population trends, community potable water and waste water needs, solid waste collection and disposal, transportation, and related municipal planning areas. Responsible for the implementation and coordination of economic and community development, policies, and programs.

Supervision Received: General supervision by First Selectman and/or Chairman of the Planning Commission as applicable. Provide staff support to the Economic Development Commission as directed by the First Selectman.

Supervision Exercised: Supervises and oversees the work and performance of the Environmental Planner, Planning Coordinator, and other assigned regular or temporary staff.

Essential Job Functions:

- Plans, supervises, and coordinates the review and updating of the Town's Master Plan of Development.
- Coordinates quarterly update of information from various departments for town-wide Geographic Information System.
- Plans work according to standard procedures.
- Performs Computer-based technical support in the functional area of municipal planning including spatial data processing, thematic mapping, database management, data collection, data input for the town-wide geographic information system (GIS) and other duties as assigned
- Assigns work to the Planning Department staff.
- Coordinates program assignments with and serves as liaison to regional, state, and federal planning agencies.
- Compiles and analyzes data on economic, social, and physical factors affecting land use.
- Gathers information and prepares applications for state and federal grants as directed.
- Coordinates the review and commentary on preliminary and final subdivision and site plans and special permit applications for commercial, recreational, office, industrial, and residential development proposals.
- Reviews economic base and employment data, demographic, housing, and income data for economic development.
- Provides staff support and technical consultation and services to land use and development commissions including Conservation, Planning, Zoning, Economic Development, Zoning Board of Appeals, and Water & Sewer Commission.
- May represent the First Selectman in local, regional, and/or state level liaison activities.
- Undertakes research, prepares reports, and analyzes information to assist in establishing and implementing policies for economic development, community development, and other special programs and projects.

- Plans agenda items and coordinates meeting records and materials as needed.
- Analyzes and makes recommendations concerning land use regulations.
- Confers with attorneys, builders, and members of the public on planning and development matters.
- Addresses public and private groups on planning and development matters.
- Prepares and makes budget recommendations for department.
- Prepares statistical and narrative reports of some complexity for the First Selectman, the Board of Selectmen, or Chairman of the Planning Commission and the Economic Development Commission.
- Provides the overall direction and coordination of the Town's Community Development Program, integrating activity as necessary with other Town programs.
- May administer and monitor other special projects or programs, especially those that are multi-functional in nature.
- Prepares environmental impact
- Provides technical support to other departments as needed.
- **Additional Job Responsibilities:** Prepares environmental impact statements and descriptive reports. Maintains up-to-date inventories, maps and related information of wetlands, open space, and areas of ecological, biological, geological, and hydrological significance. Makes site inspections for proposed subdivisions and developments. Participates in professional planning organizations to remain current on technological and legal developments and change. Perform such other related duties and responsibilities as required

*****The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, or a logical assignment to the position.*****

Qualifications Profile: The skills and knowledge required would generally be acquired with a Master's Degree in Urban/City Planning or a closely related field with concentrated course work/experience in Urban/City Planning.

- Thorough knowledge of principles and procedures of municipal planning including its physical, social, and economic aspects.
- Experience with ESRI GIS-based software applications or equivalent.
- Knowledge of cartographic principals.
- Working knowledge of database management.
- Effective graphic presentation skills.
- Knowledge of research techniques involved in community planning, including problem definition, data collection, and analysis.
- Through knowledge of the current principle and practices of economic and community development and the ability to effectively utilize the same.
- Ability to analyze complex data and develop alternative solutions to planning and economic development solutions and economic development problems.
- Ability to effectively communicate orally and in writing.
- Ability to deal effectively with other staff, government officials and the general public.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must attend many meetings outside of normal work hours. While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand; climb or balance; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus. The dexterity necessary to utilize a computer keyboard on a regular basis is essential. The employee must be able to interact with people who are under physical and/or emotional stress as well as the ability to maintain a calm manner in stressful and emergency situations. Ability to adapt to varying work situations, and establish and maintain harmonious working relationships with others is also required.

License and Certificates: CT Motor Vehicle Operator's License. Certification as a Planner by the American Institute of Certified Planners is desirable.

***** This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as requirements of the job change.

Town of East Lyme

Zoning Official

Department: Zoning Commission

Position Definition:

Performs inspection, investigative and administrative duties to assure that residential, commercial, and other properties comply with the Zoning Regulations of the Town and with related State Statutes.

General Duties:

Receives oral or written instructions from the Chairman. Organizes work according to policies of Zoning Commission and standard procedure. Provides administrative support to the Zoning Commission. Prepares meeting agenda and appropriate support information. Plans work to provide regular and periodic on site inspection of properties throughout Town. Assists the Building Official in review of building and site development plans to assure compliance with zoning regulations. Issues certificates of zoning compliance. Receives and investigates complaints of zoning violations. Issues field notices to violators. Follows up to insure that violations are corrected. Issues cease and desist orders. Confers with Town Attorney in enforcement or interpretive situations. Appears in court, as necessary to support enforcement or petition procedures. Provides information and technical assistance to members of the public. Regularly reviews zoning regulations and recommends revisions or additions. Delivers legal notices of zoning matters for publication in newspaper. Prepares regular narrative and statistical reports for the Planning Commission, the Zoning Commission and the Conservation Commission. Reports on activities to the Board of Selectman upon request.

Additional Duties:

Prepares interpretive materials of zoning regulations for public information. Coordinates with, and assists, other departments and Commissions in any matters dealing with zoning regulations. Serves as the Town's Coastal Area Management Representative. Prepares and maintains written and permanent records of violations, applications and related matters. Participates in professional planning organizations to remain current on technological and legal developments and change. Performs related duties as required.

Supervised by:

Receives general supervision from the Chairman of the Zoning Commission and functional supervision from the First Selectman.

Qualifications Profile:

Bachelor's degree in city, urban, or regional planning and one years experience in land use planning or a combination of education and work experience equivalent to five years responsible planning or related experience such as land development. Ability to read and interpret engineering and architectural drawings, blue prints and construction specifications. Working knowledge of Town zoning regulations. Ability to acquire a working knowledge of state and local building codes, and land use regulations and knowledge of investigation and inspection techniques. Ability to prepare written reports and to present information in a clear and concise manner. Ability to deal effectively with Town employees and the general public. Ability to climb or crawl to inspect remote locations. Ability to work in poor weather conditions, including the heat, cold, rain or snow.

License or Certificate:

Connecticut Motor Vehicle Operator's License.

*******The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility. *******

Town of East Lyme

Job Description

Date: April, 2012

Position: Utilities Engineer

Department: Water & Sewer Dept./DPW

FLSA: Exempt

Reports To: Director of Public Works

Supervises: Will give Technical Direction to Sewer and Water Departments

SUMMARY OF RESPONSIBILITY:

Performs technical oversight, manages and administers all aspects of the operation of a municipal water and sewer utility. Plans and directs the operation and maintenance of a system of water supply, treatment and distribution, and a system of sanitary sewage collection and conveyance.

Essential Functions:

- Directs the installation and reading of water meters and preparing and distribution of water and sewer bills to customers.
- Prepares annual operating budget for each utility and initiates recommendations for capital improvements.
- Analyzes managerial structure, procedures and legislation affecting water and sewer operations and initiates or recommends change.
- Drafts specifications for technical studies by consultants and assists in the selection of such consultants. Checks and approves design, reports, and proposals from outside consultants. Responsible for preparation, renewal, and maintenance of all permitting associated with the Water and Sewer Departments, i.e. DEEP, DPH, EPA, etc.
- Ensures compliance with the Safe Drinking Water Act.
- Responsible for Unregulated Contaminant Monitoring Regulation (UCMR) testing. Responsible for Vulnerability Assessments (VA) and Emergency Response Plan (ERP). Responsible for compliance with the Surface Water Treatment Rule (SWTR) as it applies to Town wells.
- Responsible for maintaining FCC radio permits.
- Prepares reports for compliance with regulatory agencies, i.e. Diversion Permit Annual Reporting, Consumer Confidence Reports.
- Acts as design engineer for some water and sewer projects.
- Responsible for Stream Gauge Calibration and maintenance.
- Manages Capital Improvement Plan and construction budgets.
- Attends Water & Sewer Commission meeting as Town's representative.

Other Functions:

- Provides vacation coverage for the Water and Sewer Department Superintendents.
- Ensures all Water and Sewer employee training.
- Meets with consultants, contractors, state agencies, and Town departments in administration, construction, and regulatory activities.
- Performs related duties as required.

QUALIFICATIONS AND COMPETENCIES:

- Bachelor's Degree in Civil Engineering required.
- Professional Engineer License preferred.
- Minimum five years civil engineering/water experience required in a municipal setting preferred.
- Connecticut Driver's License required.

List the competencies that make someone successful in that job

- Ability to establish and maintain effective working relationships with individuals and groups, both professional and non-professional, co-workers, management personnel, the public and others.
- Ability to work in a fast-paced environment and juggle multiple priorities.
- Ability to be available for work outside normal working hours.
- Solid working knowledge of methods, practices, equipment and materials used in well water supply and sanitary sewer systems.
- Solid working knowledge of office management and accounting principles and the application of computer technology to water and sewer operations.
- Working knowledge of AutoCAD, Word, Excel, and Microsoft operating systems. Knowledge of EaglePoint engineering software preferred.
- Working knowledge in design of water and sewer network design.
- Ability to give technical direction to superintendents, administrative staff, consultants, and inspectors.
- Ability to track projects and permitting efficiently.

Include mental and physical requirements:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to perform continuous bending, twisting, stooping, reaching and lifting of moderate to heavy weight material up to 50 lbs.
- While performing the duties of this job, the employee will often work out of doors in all weather conditions.
- Vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Ability to keep his/her composure with the public and co-workers in everyday, stressful and emergency situations.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

Public Safety Director/Fire Marshal

Position Definition: Represents the Town of East Lyme on Public Safety and Fire Marshal responsibilities. Coordinates and implements all Public Safety activities required by Federal, State and local mandated Fire Safety laws, related codes and Town Safety Training Programs for all full time, part time employees and Town volunteers. Responsibilities include supervision of Emergency Management, Dispatch Center and Fire Marshal Bureau.

Supervision: Work is performed under the general guidance of the First Selectman in accordance with governing statutes.

Essential Job Functions:

Public Safety Director

- Represents the Town at the request of the First Selectman on all Federal, State and local public safety issues and acts as Town Public Safety liaison to all State Agencies located in East Lyme, including attendance at all Emergency Planning meetings with the Department of Corrections, the CT National Guard and DEP Parks Department.
- Represents the Town as the Public Safety Media Representative when the First Selectman is not available.
- Supervises and supports the Emergency Management Director to meet all requirements and planning functions.
- Develops and supervises budget requests and approved budgets for the Fire Marshal, Emergency Management Department, and Dispatch operations.
- Supervises and supports the 911 Dispatch Supervisor and emergency notification system including Channel 19 and Millstone warning system.
- Represents the First Selectman in the screening and interviewing of all Fire Department and Dispatcher personnel.
- Supervises all grant applications relating to responsible departments under direct supervision. Represents Public Safety before the Town Boards and commissions to present Emergency Plans and Proposals.
- Coordinates with Fire Chiefs and Police representing the First Selectman on all emergency plans and proposals requiring multiple Town department involvement.
- Supervises the requirement for the Public Safety Office to provide and establish Town mandated safety training. Coordinates with Fire Department Training Officers and Police to assist when requested in their training requirements. Serves as liaison between the First Selectman and Town Departments for coordination, communication and Town training programs.
- Establishes and maintains a Town Safety Procedure Manual. Conducts required safety inspections with all Town Departments and in all Town facilities to determine Town safety requirements are being followed.
- Supports all Town Departments in monthly and quarterly safety meetings. Supplies requested and mandatory training supplies and educational literature. Coordinates with all Town agencies on all State initiatives involving East Lyme and public participation. Reports annually to the Board of Selectmen and First Selectman on the status of all Public Safety

Departments training and safety programs concerning Federal, State and Town training and safety requirements.

- Develops informal brochures, speaks to public groups (schools, civic and cultural organizations) to assure public awareness of emergency planning. Prepares statistical and narrative reports.
- Administers emergency and related grant programs, including submission of periodic reports to intergovernmental agencies.

Fire Marshal:

- Administers inspection, investigation, and plan review and fire prevention programs for the Fire Marshal's Bureau.
- Supervises Deputy Fire Marshals and Inspectors.
- Enforces regulations as provided by local, State and Federal regulations, codes or ordinances. Provides technical review and commentary on building and development proposals.
- Coordinates Town activities with other Town Department Heads.
- Attends training seminars to keep abreast of technology, codes and regulations.
- . Conducts suppression duties, when needed.

Additional Job responsibilities:

- Works occasionally outside normal business hours to accomplish assignments
- Aids the Town's fire service in the protection of life and property when needed
- Performs such other related duties and responsibilities as required.

******* The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.**

Qualifications Profile:

Knowledge, Skills and Abilities

- A working knowledge of community fire protection and emergency planning needs and requirements.
- Knowledge of emergency dispatching protocols.
- Considerable knowledge of Fire Codes, fire prevention and protection practices, fire investigation methods and techniques, OSHA requirements, fire suppression, and emergency medical techniques. Knowledge of general construction
- Skill in applying knowledge of State and national fire safety codes. Thorough knowledge of the provisions of fire safety requirements in the building, electrical, plumbing, mechanical and general construction codes used in Connecticut.
- Ability to function under stressful conditions
- Ability to read and understand complex plans, specifications and blueprints.
- Considerable ability to enforce regulations with firmness and tact.
- Good ability to communicate effectively orally and in writing to both technical and lay audiences.
- Considerable ability to establish and maintain effective working relationships with superiors, associates, contractors, property owners and public.
- Ability to use safety equipment and testing devices required for fire protection and investigation work.

- Ability to accurately process paperwork according to standardized procedures
- Skill in the use of a computer terminal and personal computer for word processing, data base or spreadsheet applications

Experience and Training

The skills and knowledge required would generally be acquired with an Associate's Degree in Fire Fighting Technology or five years experience in fire fighting, including two years experience in fire inspection.

Physical Demands:

Considerable physical strength and stamina. Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions; the employee works out of doors in all weather conditions.

The employee must have a keen sense of smell, sight, hearing, and touch and is required to use hands or fingers, feel or operate objects, tools or controls, and reach with hands and arms.

The employee is required to walk, run, jump, sit, climb or balance, stoop, kneel, crouch, or crawl, and talk and hear at varying intervals of time.

Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee must have the ability to breathe with a self-contained breathing apparatus, carry ladders on shoulders, raise ladders from the ground, lift, move or otherwise manipulate up to 175 pounds.

The employee must be able to climb ladders carrying tools and other apparatus as needed, pull rope vertically from overhead down towards one's knees (125 pounds), and chop holes in roofs and other structures using an axe. The employee may work near moving mechanical parts, in precarious places, and is exposed to wet and/or humid conditions, fires, fumes or airborne particles, toxic or caustic materials, extreme cold, extreme heat, risk of electrical shock and vibration.

The employee must be free from mental or physical disorders which would interfere with performance of duties as described and have the ability to maintain his/her composure with the public and coworkers in everyday, stressful and emergency situations.

The employee may be exposed to bloodborne pathogens including, but not limited to, the hepatitis virus and the human immunodeficiency virus (HIV).

License and Certificates:

Certified by the State of Connecticut as having successfully completed examination to become a certified Fire Marshal. Must hold a valid Connecticut Motor Vehicle Operator's license.

State of Connecticut certified Fire Fighter I

State of Connecticut certified Emergency Medical Technician - D

Must hold a minimum 2Q Connecticut Motor Vehicle Operator's license

******* This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as requirements of the job change. * * * * ***

**TOWN OF OLD LYME
LAND USE COORDINATOR**

Position Summary/Purpose:

The purposes of this position are to plan, organize, and supervise the Town Land Use program for the community under direction from the boards and commissions and the First Selectman including the following areas: Zoning administration and enforcement, planning, contracting with engineering services as needed, inland wetlands administration and enforcement, subdivisions and developments, conservation, legal requirements of land use boards and commissions, and historic districts. This position serves as Inland Wetlands Enforcement Officer and Zoning Enforcement Officer for the Town and enforces Planning and Historic District Commission Regulations. This position also evaluates new developments or projects to ensure all aspects of land use administration are performed by staff or appropriate contracted consultants and other town Departments. The Land Use Coordinator is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Provides technical advice, information and recommendations on matters related to land use development, zoning, subdivisions, and inland wetlands to Town Officials, land use boards and commissions and developers and assist public with land use process.
- Administers, supervises, reviews, evaluates and makes recommendations related to applications or permits to the Planning Commission, Zoning Commission and Inland Wetlands & Watercourses Commission, Zoning Board of Appeals, Historic District Commission for zones changes, zoning amendments, special permits, site plans and subdivision approval, etc. Serves as staff to Zoning Commission and Inland Wetlands & Watercourses Commission and attends their meetings on a regular basis; serves as advisor to other commissions as needed and attends meetings as needed.
- Insures all applications or permits are reviewed by appropriate staff from other land use offices such as Health, Building, Fire Marshal, Regional Agencies, etc. Gathers all staff comments for various commission meetings.
- Performs investigations and field inspections to verify compliance with zoning and inland wetland regulations and other land use regulations as needed. Receives and evaluates complaints and takes enforcement action as necessary and in accordance with regulations.
- Advises Commissions on pending applications relating to land development and use, based on policies set by the Commissions and best planning/land use practices.
- Analyzes the effectiveness of land use controls and makes recommended changes.

- Oversees and coordinates assignment to professional consultants such as outside engineer.
- Confers with and provides explanation, technical advice and information to prospective developers, attorneys, the public and other Town staff and officials on matters relating to land use regulations; assists with use of maps to determine location of wetlands, property dimensions, topography, building locations, etc.
- Supervises and reviews erosion and sediment control plans for compliance; verifies installation of erosion control devices.
- Provides staff assistance to and prepares reports to appropriate Boards and Commissions including overseeing preparation of all commission related correspondence, approvals, denials, special permits, security agreements, releases, etc. for commissions listed above.
- Acts as Flood Plain Manager and approves appropriate plans working with state agencies as needed.
- Attends special training sessions, state and regional meetings to remain current on practices and regulations for land use administration.
- Develops department policies and procedures; supervises, trains, assigns work, counsels and evaluates employees; personnel functions such as hiring, firing and discipline are conducted with the approval and direction of the First Selectman
- Prepares and administers operating budget and grants for department; presents budget to the First Selectman, Board of Selectman and Board of Finance.
- Assures safe working conditions for employees as required by State and Federal Agencies.
- Submits reports to Town officials and state agencies as requested.

Scope of Work

Joint Land Use Study for Stones Ranch Military Reservation, CT

The Town of East Lyme, Connecticut, is seeking proposals from qualified firms to prepare a Joint Land Use Study (JLUS) for Stones Ranch Military Reservation (SRMR), including Camp Niantic, and the surrounding communities. The Department of Defense Office of Economic Adjustment (OEA) provides grants to State and local governments to conduct a JLUS to support the long-term sustainability and operability of a military installation. Interested firms must demonstrate knowledge and experience in community planning, development and land use issues, fiscal impact analysis, economic development, and military installation management and operations.

SRMR, including Camp Niantic, is an asset for the National Guard's Connecticut branch. To ensure the operational effectiveness of the SRMR and Camp Niantic, the JLUS will seek to mitigate or preclude land use incompatibility between these military installations and the surrounding community and residential and commercial land uses. Additionally, integrated land use strategies between the military and local communities will foster better planning and consistent land use development within and around the study area.

SRMR is jointly used by a number of civic and military services including the Connecticut State Police, U.S. Navy and Navy Seals, and the Connecticut Department of Corrections. The Connecticut Army National Guard (CTARNG) has expressed concerns over "residential encroachment" around and within proximity to its Training Site at SRMR. These concerns stem from and primarily relate to on-going complaints from new residential developments along the eastern boundary, such as sustained training noises from the military police units at SRMR. In addition, a developer has proceeded with an access road for land development along the south-west corner of SRMR. This is the area of interest for the JLUS as residential development along the South-West perimeter will further restrict the tactical training capability of the state and impact overall readiness posture of the force. As a result, CTARNG has already modified their training times and noise abatement areas for SRMR.

The JLUS planning process is intended to increase public awareness of the military missions and contribution to the regional economy. It is intended to protect and preserve military readiness and defense capabilities while supporting continued community economic development.

The proposed JLUS has three overarching goals, namely:

- (1) Protect and ensure the continued viability of the operational and training mission of the SRMR and Camp Niantic;
- (2) Develop a workable land exchange dialogue, as determined with guidance from the Army Corps of Engineers, CTARNG, Towns of East Lyme, Old Lyme and Lyme, to consolidate land parcels; and
- (3) Protection of the health, safety and welfare of area residents and visitors to the Towns of East Lyme, Old Lyme and Lyme.

The JLUS will achieve each goal by:

- Improving public understanding of the importance, training, and other operations at the SRMR and Camp Niantic;
- Making recommendations for changes to both regulatory and policy frameworks regarding compatible land uses around both the SRMR and Camp Niantic; and
- Improving local land use planning allowing CTARNG and the broader community to better manage encroachments upon each site.

The JLUS will be a comprehensive analysis of current and potential encroachment-related issues which pose a likelihood of negatively affecting SRMR and Camp Niantic and/or the broader community. It will identify actions that could and should be taken jointly by the community and CTARNG to solve existing issues created by incompatible land uses, as well as aim to prevent new ones.

The JLUS will be a cooperative planning effort among CTARNG, the Town of East Lyme, Town of Old Lyme, and the Town of Lyme. By working together, growth management strategies which are mutually acceptable will be created to avoid conflicts between CTARNG's mission and the municipalities' desired growth patterns and quality of life.

Involvement of Other Jurisdictions

The JLUS will be undertaken through the joint cooperation among the CTARNG, Town of East Lyme, Town of Old Lyme, Town of Lyme, State of Connecticut, and their agents, independent contractors or planning consultants, and will involve no other municipal jurisdictions, unless subsequent study during the JLUS process reveals an impact upon other jurisdictions.

Policy Committee

Upon execution of the OEA grant award, the Town of East Lyme will establish a Policy Committee to direct the planning effort. The Policy Committee is responsible for discussing information and findings, reviewing issues and making the final endorsement of the completed report. The Policy Committee will meet with the Consultant at key stages throughout the project to receive, discuss and provide input/feedback to the Consultant on draft chapters of the Plan as they are being developed. The Policy Committee activities will be coordinated by the East Lyme Planning Department Staff or Consultant. They will see to it that meeting materials and notices are appropriately disseminated and posted in accordance with Connecticut public meeting laws. The Policy Committee will also review and approve the final JLUS draft. The Committee may be composed of the following representatives:

- East Lyme, Lyme and Old Lyme Representatives
- State Military Commission
- Connecticut Army National Guard Representatives
- State Representative

The Policy Committee will have ultimate oversight of the JLUS process and will receive updates and reports from the Consultant and others who might be enlisted to help on the JLUS. The Policy Committee will, however, delegate the tasks of collecting data, mapping, holding special meetings, and writing the JLUS to a Technical Committee that will also be coordinated by the East Lyme Planning Department Staff or Consultant.

Technical Committee

The Town of East Lyme will also establish a Technical Committee comprised of people who have specialized areas of expertise and knowledge about SRMR and/or its surrounding environment. The Technical Committee will provide direct assistance to the Consultant in the various tasks as outlined in the project Scope of Work. Key Technical Committee members will likely participate in the process throughout the project, however, other members may participate on an “as needed” basis to provide technical assistance particular to their areas of expertise. Examples of representatives that will be asked to serve and/or provide input into this working group will likely include:

- East Lyme, Lyme and Old Lyme Planning Representatives
- East Lyme, Lyme and Old Lyme Zoning Representatives

- Business Owners
- Land Owners
- Planning & Zoning Administrators
- CT Department of Energy and Environmental Protection
- CT Department of Transportation
- CT Dept of Economic Development
- Stones Ranch and Camp Niantic Personnel
- Emergency Management Director
- Public Utility Representatives

Public Participation

All JLUS committee meetings will be noticed and open to the public. Public participation will be elicited through a series of workshops, notice of which will be specifically targeted abutters of the study location. Additional groups which will be targeted for public participation include, but are not necessarily limited to, the following:

- The East Lyme, Old Lyme and Lyme Planning Commissions
- The East Lyme, Old Lyme and Lyme Zoning Commissions
- Other Parks & Recreational users of the State Forest and Niantic River
- East Lyme Commission for the Conservation of Natural Resources
- The Old Lyme Conservation Commission
- East Lyme Agricultural Subcommittee
- The East Lyme, Old Lyme and Lyme Inland Wetland Commissions
- Southeastern Connecticut Council of Governments
- Lower Connecticut River Valley Council of Governments
- Various East Lyme Business Organizations

The initial workshops will serve as public education forums where the community will review data about, and issues facing, the study site. At these workshops, the community will also be afforded an opportunity to convey additional input that may be relevant for incorporation into the final JLUS draft.

The interim and final JLUS draft reports will be presented to the East Lyme, Old Lyme and Lyme Board of Selectmen during a public hearing(s) where citizens are given the opportunity to attend. One or more final hearing(s)—the number dependent on whether amendments are made—will then take place wherein the public will be afforded the opportunity to direct written and/or verbal comments to the appropriate staff person(s).

All meeting notices, minutes and draft documents will be either placed on the Town of East Lyme's website, as well as Old Lyme's and Lyme's websites, or a specific website developed specifically for the purpose of conducting the JLUS, which will include an address for additional questions and/or comments which may arise in the future.

Approach

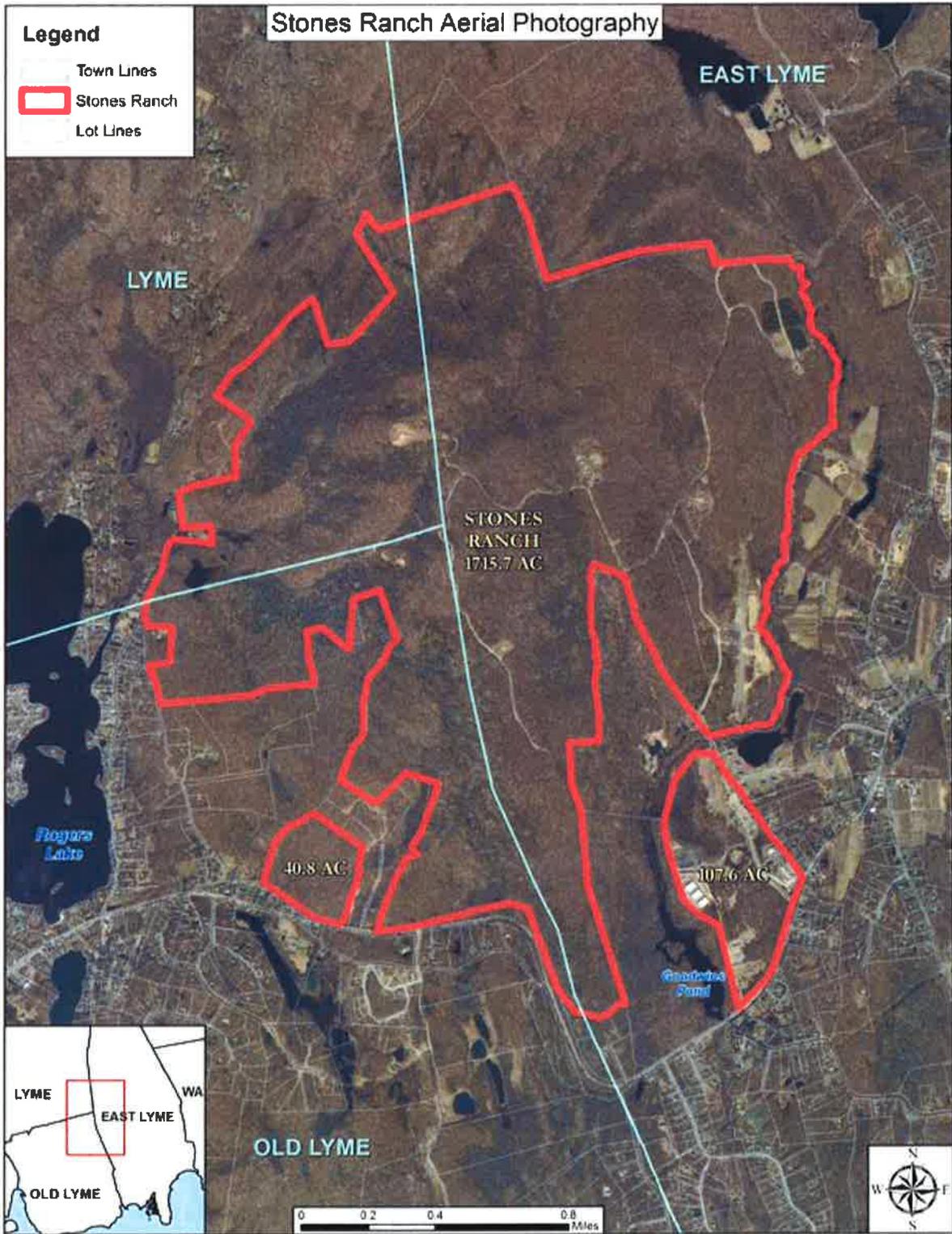
Due to current and/or impending encroachment issues, the Towns' strategy is to initiate a JLUS based on current land use situations and constraints and to develop recommendations for policies and implementation measures that will mitigate and minimize incompatible land uses. The initial grant-funded activities will involve extensive public input, whereby the community will be introduced to the concept of a JLUS and be afforded the opportunity to become familiar with land use data pertinent to the study.

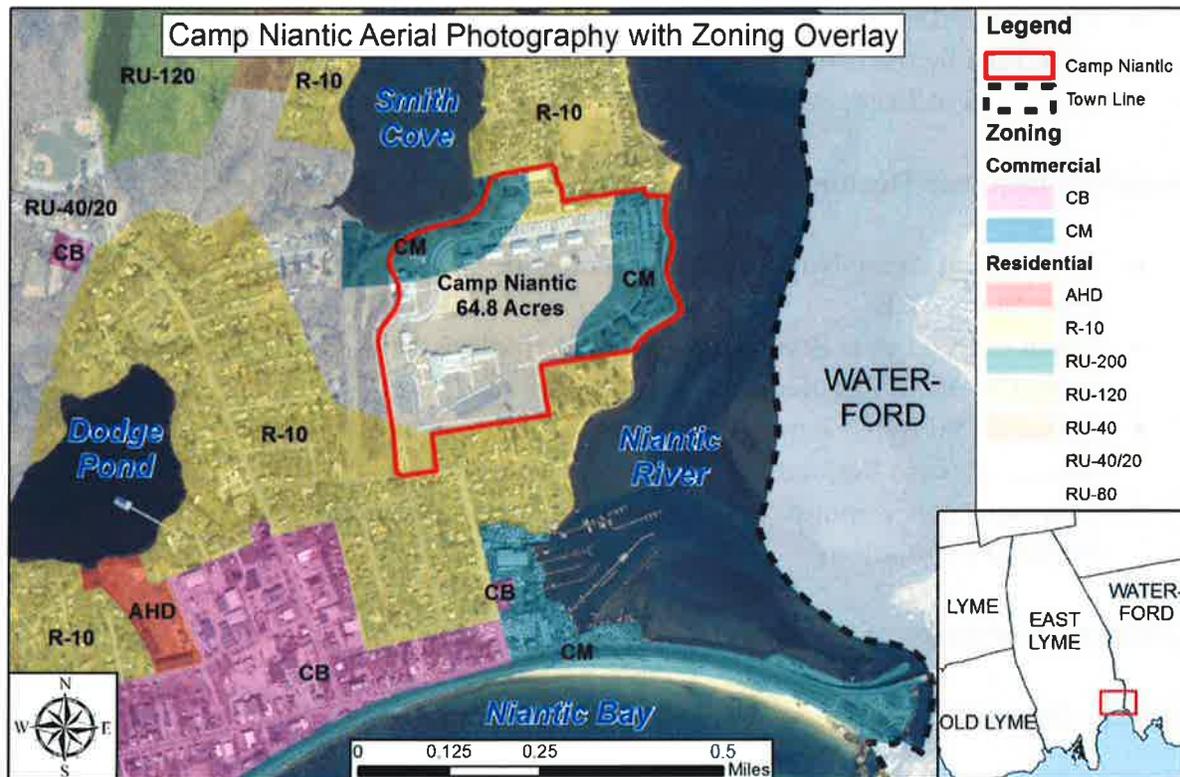
Through the aforementioned process of public participation, the Towns of East Lyme, Old Lyme, Lyme and CTARNG will catalog all issues, real or perceived, facing the study site. That process will begin through a public outreach campaign, education, and facilitated initial meetings to identify broad issues facing the site. It is anticipated that the following issues will be included in one form or another amongst those identified by the public and other stakeholders: environmental, mitigation, adjacent recreational use issues, and live-fire noise.

The data and feedback collected in this process will provide a firm basis on which to base future land use decisions. Interim and final draft reports will be presented to the public and other stakeholders, and the findings of the final product will be appended to the Towns of East Lyme's, Old Lyme's and Lyme's Comprehensive Plan in order to ground those decisions in sound and comprehensively considered policy.

Study Area

The proposed JLUS study area is comprised of SRMR, including Camp Niantic, and all lands in the vicinity of the training site with actual or potential negative impact on military operation, as well as lands upon which military operations at the base have an actual or potential negative impact.





Tasking, Work Products, and Key Deliverables

This project will result in a JLUS study and associated findings and report for the study area. The JLUS will provide data on the subject areas, identification of existing and potential incompatible land uses, recommendations for preventing or mitigating incompatible land uses, and an appropriate implementation strategy.

Staff Participation

The Town of East Lyme is serving as the JLUS project sponsor and OEA grantee, providing project oversight. The Towns of East Lyme, Old Lyme, and Lyme will provide the final review and approval of all deliverables related to the JLUS. It is envisioned that the selected contractor will be responsible for the majority of the tasks during the JLUS process; however, the Town of East Lyme and Old Lyme are expected to perform or to assume lead responsibility for the following tasks:

- Formation of the Policy and Technical Committees;
- Review all draft reports and plans prior to their reproduction and distribution;
- Assist with media outreach and distribution of media advisories; and

- Provide updates via e-mail listserv and make relevant document deliverables (provided by the contractor) available to the public upon request and via municipal website.

Available Resource Documents to Support JLUS Planning Process

- Connecticut Army National Guard Statewide Operational Noise Management Plan, March 2012
- Town of East Lyme Zoning Regulations, Subdivision Regulations, POCD and Inland Wetland Regulations
- Town of Old Lyme Zoning Regulations, Subdivision Regulations, POCD and Inland Wetland Regulations
- Town of Lyme Zoning Regulations, Subdivision Regulations, POCD and Inland Wetland Regulations

Description of Scope of Services

Task 1 – Overall Project Initiation and Administration

Task includes any necessary refinements to the JLUS Work Plan and administration of the study to ensure coordination with the JLUS project sponsor and committees.

Subtask 1.1 Work Plan Refinement

The Consultant will meet with the JLUS project sponsor to review and refine, as needed, the JLUS Work Plan and make any necessary adjustments that will not impact the overall budget and scope of the project. The Consultant will present the final Work Plan before the JLUS Policy and Technical Committees for approval.

Subtask 1.2 Administration and Management

The Consultant will work with the CTARNG, and Towns of East Lyme, Old Lyme and Lyme staff to provide administrative support to the JLUS Policy and Technical Committees to accomplish the following activities:

- Schedule committee and public meetings.
- Prepare meeting notices, agendas, minutes, handout materials, maps, presentation and any other items to accomplish the study objectives.
- Provide written monthly status reports that detail work in progress, work accomplished, and funds expended. Progress reports are due the 15th of the

month following the reporting period for CTARNG, and Towns of East Lyme, Old Lyme and Lyme staff review and distribution to study participants.

- Provide written work products and verbal JLUS committee briefings at the conclusion of each major phase of the study.
- If necessary, update the Work Plan and JLUS milestone completion dates.

Subtask 1.3 Project Coordination

A single staff person will coordinate all communication with Federal, state and local agencies and elected officials. All information concerning the JLUS, including progress reports, meeting agendas and materials, presentations, and draft and final reports will be provided to staff prior to JLUS committee review and prior to public release. Upon the completion of the JLUS project, all maps (including GIS shape files), data, and report shall be the property of the project sponsor and provided to all parties in both paper and electronic formats.

Task 2 – Stakeholder and Public Involvement

Public participation is an integral part of the JLUS planning process to help ensure decisions are made in consideration of and to benefit public needs and preferences. Early and continuous public involvement brings diverse viewpoints and values into the decision-making process. This process enables the participants to make better informed decisions through collaborative efforts and builds mutual understanding and trust among stakeholders and the general public. Successful public participation is a continuous process, consisting of a series of activities and actions to both inform the public and stakeholders and to obtain input from them which influence decisions that affect their lives.

Conducting meaningful public participation involves seeking public input at specific and key points in the decision-making process issues where such input has a real potential to help shape the final decision or set of actions. Public participation activities provide more value when they are open, relevant, timely, and appropriate for the intended goal of the public involvement process. Public participation activities should provide a balanced approach with representation of all stakeholders and include measures to seek out and consider the needs of all stakeholders.

Subtask 2.1 Public Involvement Strategy

Consultant shall prepare a public involvement strategy that covers the key phases during the JLUS planning process. The Consultant will present the strategy before the

JLUS Policy Committee for input and final approval. The public involvement strategy will include the identification of key stakeholders, specific schedule, and methods of communication tools to provide key project planning information to the following groups:

- Elected Officials
- JLUS Project Stakeholders
- General Public
- Target Groups (such as major landowners, neighborhood associations, employers, homebuilders, real estate industry, etc.)
- Media

The public involvement strategy will include a variety of communication tools to facilitate early and continuing outreach to the above groups, such as periodic newsletters, JLUS project website, media releases/media kits, periodic fact sheets, etc. The Consultant shall maintain a contact list, throughout the study process, to mail/e-mail project information materials to interested parties.

Subtask 2.2 Installation Tour

The Consultant, working through the project sponsor, will coordinate an installation tour, including outlying facilities as appropriate. The purpose of the installation-led tour is for the JLUS Policy and Technical Committee members gain a more comprehensive understanding of the military missions, issues, and constraints imposed through incompatible development.

Subtask 2.3 Public/Elected Officials

The Consultant will assist with relationship building and outreach to local, State and Federal public officials representing the participating jurisdictions who will ultimately be responsible for implementing the JLUS recommendations. Consultant may need to brief affected legislative bodies, state officials, economic development boards, and State and Federal elected officials about the purpose and goals of the JLUS planning process.

Subtask 2.4 Public Meetings

The Consultant will hold public meetings throughout the study to educate the public about the purpose of the JLUS, the JLUS planning process, JLUS recommendations, and to seek input from the public during key phases of the study. Public meetings will be held at the following key intervals:

Project Initiation

Consultant to hold meeting before the JLUS Policy Committee at the beginning of the study to explain the JLUS project, goals and objectives. Public comments will be sought, including any conflicts with the installation or military operations, and recommendations for analysis.

Interim Findings and Preliminary Recommendations

Consultant will present the results of data collection and analysis, information about existing and anticipated future conflicts between community development and military operations, proposed strategies to mitigate and/or eliminate identified conflicts, and other preliminary recommendations. Public comments will again be solicited with emphasis on the implementation strategies.

Final Recommendations

Prior to the JLUS Policy Committee and participating jurisdictions taking any formal actions, the Consultant will present the final JLUS report, including recommendations, and an Implementation Plan.

Consultant responsibilities related to the public meetings include:

- Schedule appropriate meeting locations, dates and times, in consultation with the study sponsor and JLUS Policy Committee.
- Public notification of meetings to affected citizens, businesses, elected officials and other interested parties.
- Prepare press releases and media kits that highlight purpose and desired outcomes of the public meetings. Coordinate with study sponsor on press release distribution.
- Arrange for any special accommodations to ensure compliance with the Americans with Disabilities Act and/or non-English speaking participants, as needed.
- Present key study findings, which may include draft reports, maps and other materials, to the public, elected officials, and other interested parties in attendance, and solicit public comments and feedback both during and after the meeting.
- Prepare agendas, handouts, presentations, maps, comment forms and other materials to effectively inform the public about the study and solicit their comments.

- Maintain a record of all public comments received (verbal and written), including a summary or meeting minutes.

Task 3 – Data Collection, Inventory and Mapping

This task includes the collection of all relevant data from the installation and participating jurisdictions and other entities or sources in order to conduct the analysis phase of the JLUS planning process.

1. Create GIS layers depicting land use plan and/or zoning designations.
2. Create GIS layers with non-conforming uses.
3. Create GIS layers of proposed development.
4. Create GIS layers of proposed capital improvement plan/projects.
5. Create GIS layers of sensitive biological and/or cultural resource areas.
6. Create GIS layers of agriculture suitability factors.
7. Create GIS layers of special resources areas, i.e. aquifer recharge zones, wetlands, wellhead protection zones, etc.
8. Create GIS layers of noise contours for military operations.
9. Create GIS layers of military blast arcs.
10. Compile population forecasts from participating jurisdictions.
11. Compile and create GIS layers depicting projected growth trends related to population forecasts.
12. Compile and review local, State and Federal regulatory framework for community development.
13. Compile and review military documents to map footprint for military operations, and any other pertinent documents.
 - Present collected data and mapping to the JLUS Policy and Technical Committees and public
 - Publish findings on JLUS project website

Task 4 – Survey/Interview Key Stakeholders

1. Interview participating local government staff and elected officials.
2. Interview State government staff and elected officials.
3. Interview Agency/Institution management.
4. Interview Military Department personnel.
5. Compile interview results to define opportunities and constraints.

- Present collected data to the JLUS Policy and Technical Committees and public
- Publish findings on JLUS project website

Task 5 – Conflict/Compatibility Analysis

1. Identify areas of current land use conflict, type of conflict and impact.
 2. Identify areas of future potential conflict, type of conflict and impact.
 3. Identify areas where land use is compatible, test sustainability, assess risk.
 4. Identify land mobility corridor conflicts, type of conflict and impact.
 5. Identify conflicts relating to potential on- and off-shore development such as energy production, natural gas storage, oil drilling or commercial fishing ventures.
- Map conflict areas
 - Present data and mapping to the JLUS Policy and Technical Committees, and public to solicit input on resolution of conflicts and impacts
 - Publish findings on JLUS project website

Task 6 – Conflict Resolution Strategies

1. Develop resolution strategies for current conflict areas.
 2. Develop resolution strategies and timeline for future conflict areas.
 3. Develop resolution strategies to support compatible land uses.
 4. Identify model planning tools and techniques to guide compatible development.
 5. Identify model land use regulations – local, State and Federal.
 6. Develop a process at the local level for the CTARNG, Towns of East Lyme, Old Lyme and Lyme, and applicable State and Federal agencies to support compatibility between development of regional renewable energy resources and military operations, including test and training activities. The Department of Defense Siting Clearinghouse requirements and standards published in Title 32, Code of Federal Regulations, Part 211 shall advise and guide the process to facilitate the early submission of renewable energy project proposals to the Clearinghouse for military mission compatibility review.
- Develop a tool box of policies, regulations, ordinances, agreements, etc. to address existing incompatibility issues and guide future compatible development to protect and preserve military readiness and defense capabilities while supporting continued community economic development.
 - City/Agency/Institution review of potential solutions

- Present potential solutions to JLUS Policy Committee for review and comment.
- Solicit public input to potential solutions.

Task 7 – Prepare Study Report

Subtask 7.1 Draft Plan

1. Compile resolution strategies.
2. Develop short-, mid-, and long-term priorities.
3. Develop an appropriate implementation strategy for JLUS recommendations. The strategy is anticipated to recommend actions for Federal, state, local, non-governmental agencies. The Consultant will identify appropriate responsible parties, timelines, estimated costs, and appropriate financing mechanisms to implement the recommendations.
4. Develop a monitoring plan and recommend an organizational structure and process that promotes JLUS participants to continue working together on compatibility and viability issues beyond completion of the JLUS project.
5. Develop metrics for measuring plan effectiveness.
6. Release Draft Plan for public presentation and comment.
7. Compile responses to Draft Plan and update as required.

Subtask 7.2 Final Plan

1. Present Final JLUS to JLUS Policy Committee for final approval.
2. Present Final JLUS to participating local jurisdiction legislative bodies for formal adoption.
3. Deliver completed JLUS document to study sponsor.

The Consultant will provide 20 printed copies of the final report to the Town of East Lyme staff for distribution to the study participants, as well as an electronic copy of the final report for future reproduction and distribution, as needed.

Subtask 7.3 Project Overview

JLUS project deliverable shall include a four-page maximum Project Overview to post on website(s) and make available for public distribution. Project Overview shall include description of military operations, graphic display of study area and military operations footprint; identify community organization structure and participants for

both planning and implementation, summary of compatible use issues, and primary JLUS recommendation highlights.

A disclaimer statement will appear on the title page of the Joint Land Use Study, or any other OEA-funded deliverable. It will read:

"This study was prepared under contract with the Town of East Lyme with financial support from the Office of Economic Adjustment, Department of Defense. The content reflects the views of the Towns of East Lyme, Old Lyme and Lyme and does not necessarily reflect the views of the Office of Economic Adjustment."

Work Products

An interim JLUS report will be completed within eight (8) months of the JLUS grant award and a final JLUS report should be completed within 15 months. Attendant sub-products will include a bibliography of pertinent studies and data and a variety of updated spatial and GIS data that will enable and facilitate the planning process.

Key Deliverables, Publication, and Product Delivery

- Twenty hard copies and ten CD copies of Final JLUS

