

EAST HAMPTON TOWN HALL



UP TO DATE A REPORT FROM THE TOWN MANAGER JANUARY, 2010

Note from the Town Manager

As we embark on a New Year I wish to bring you up-to-date on several exciting things occurring in our Town.

In late January we awarded the Architectural and Engineering contract for the final construction documents to begin the 2200 foot expansion of our Senior Center. We expect to break ground on this project in late spring.

We also are in the final stages of developing the Brownfields remediation plan for the property the Town owns next to the Senior Center/Library and hope to turn this into a much needed parking lot in the very near future.

We are at the forefront of making some great headway in addressing some of our Lake concerns. A Request for Proposal is currently being drafted for an aeration system that will aerate 250 acres of our 500 acre Lake. Our limnologist (a scientist who investigates and quantifies Lake and Watershed issues) and who wrote the final Lake report (see on Town website) has laid out a series of steps that if implemented would insure that our Lake is clean and productive for many years to come. An aeration system is just one part of the overall plan to address these concerns. Planning and Zoning is putting the final touches on a possible affordable housing incentive zone, which could be a major driver in our efforts to redevelop the Village Center.

Our first "Let's Talk East Hampton" meeting was held in January and was hugely successful. Upwards of 70 Townsfolk attended the meeting and offered some great ideas to move the Town forward. One of those suggestions included the development of a "Community Master Plan". This will be the topic of our next "Let's Talk" meeting scheduled for Wednesday evening February 24th at 6:30 p.m. in the Middle School Library. Please mark your calendar and join us that evening. Your input is important so please come!

I'd be remiss if I didn't share some of my thoughts on the upcoming budget process. We continue to live in tough economic times. The State is in worse shape than most of the Towns and continues to chip away at municipal aid to Towns. Combined with slow grand list growth, falling income and sales tax revenues and a loss of federal funds in the next year or so, makes the budget challenge extremely difficult. We also are fully aware of how this downturned economy affects each of you. I would speculate that each and every one of us knows someone who is out of work. With this in mind it is my plan to submit a budget to the Board of Finance that keeps any mill rate increase as low as humanly possible and one that can be supported by all of you. We have much work to do to achieve this.

Lastly, I want to personally thank you for your commitment and participation in our great Town. Please feel free to email me with any questions, thoughts or suggestions at: jokeefe@easthamptonct.org



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Finance Department

Audit

The audit has been completed. The reports are being mailed to various boards as well as federal and state agencies. The audit is also required to be filed with the four Nationally Recognized Municipal Securities Information Repositories. This annual disclosure is required by the SEC and the Municipal Securities Rulemaking Board. These repositories collect on an annual basis financial information and operating data, as well as notice of certain important events like a downgrade or default.

Grants

Form ED111 has been submitted on behalf of the Board of Education. Form ED111 in a monthly report that allows us to request grant funds for education grants. A request for reimbursement has been submitted for the Lake Grant and the Streetscape Grant (STEAP). The MBE/WBE Quarterly Reports and reimbursement request for the Town's Brownfield's Assessment and Cleanup grants has also been submitted to the Federal E.P.A.

Budget

The Finance Director met with several departments and agencies to discuss the 2010-2011 budget. Department heads also met twice to discuss their 2010-2011 capital improvement requests. There was a Tri-Board budget meeting on January 27th at the Middle School Library to discuss the 10-11 budget.

Purchasing

The Finance Director has started the preparation of the proposal for the Board of Education copier lease which will expire in July 2010.

Other

The Finance Director attended several meetings to negotiate the Town Hall/Public Works and WPCA contracts with the Town Manager.

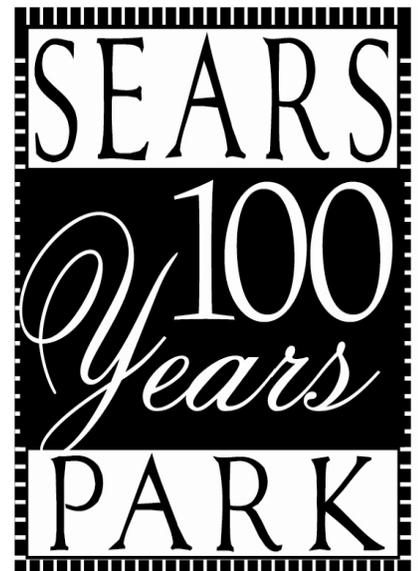
Parks & Recreation

In December the Parks and Recreation Department and Advisory Board finalized a 5 year action plan. The plan outlines goals and priorities for all aspects of the community's recreational needs. The 5 year action plan was presented to the Town Council by Director Ruth G. Plummer at their December 14, 2009 meeting.

The Youth Basketball program is in full swing. The recreational league is made up of 330 young athletes in grades 1 through 6 and approximately 44 volunteers make up the coaching staff. For adult recreation during the winter months we offer two open gym programs, several fitness opportunities including "Zumba" and "Body Pump" workout classes. Online classes are available through the department. Classes begin every three weeks so be sure to check our website for new classes regularly.

In an effort to reduce costs and conserve resources the winter edition of the Parks and Recreation brochure is being circulated differently than the fall and summer brochures. A small flyer with the program schedules will be distributed through the public schools and inserted in the Rivereast News Bulletin the beginning of February. A complete brochure will be available on the town website at www.easthamptonct.gov. We welcome your feedback on this change, so please let us know if our efforts continue to meet your family's recreational needs.

This year marks the 100th anniversary of Sears Park. Centennial celebrations will take place will take place next summer. We are currently looking for pictures that people have, that were taken of events in the park. If anyone has (family) pictures that they are willing to share with us, please scan and email them to ruthp@easthamptonct.org. Please write Sears Park Pics in the subject line of your email. The pictures will be used for a display at the park during our special events.



RESIDENT SERVICES

Library

During the 2009 Holiday season, the library hosted a range of special events in addition to regular programs. A total of 702 people attended. The library delivered computing and Internet services to 133 individuals; 44 others used our wireless service. Circulation topped last December's by 23%. Staff members made outreach visits to both Bellwood Court and Chatham Acres, as well as six outreach visits to local preschools. The Village LIONS Club also used the library as site for 'Belltown Winter Wonderland', a fundraising project for our local food/fuel bank.



Senior Center

Social Service:

- One hundred and three elderly/disabled Energy Assistance Applications have been processed and approved as of December 21, 2009. Volunteers, Bunny Simko and Donna Long assisted in completing the applications. The process started mid-September and continues through May 1st. The volunteers helped take applications until December, when the appointments slowed down. Processing the applications is an additional 4 hours per week. Volunteers have been available so the Coordinator can attend meetings or address other concerns when application appointments interfere with the Senior Services Coordinator schedule. On-going follow-up services are provided to clients who need to provide additional documentation for completion of their application. Follow-up includes: ordering fuel, calling CRT for clarification, reviewing status of application process. Each week the follow-up process takes approximately 8-10 hours a week of the Senior Services time.
- Fifty people were assisted with ConnPace Renewals and registrations for Medicare Savings programs and assisted with open enrollment of the Medicare Part D prescription plans (Open Enrollment is from Nov 15 to Dec. 31)
- Seventy five people were provided information and referral via interview or telephone from November to present.

Programming:

- A two day (8 hour) AARP Safe Driving Course was arranged and offered in January. Twenty- six people participated. Five people were turned away as the room does not have enough room for more than 26. The Center will offer this course again in May.
- Four seminars were arranged in recent months to educate people to the Medicare system and provided information regarding 2 HMO (Medicare Advantage Plans). Approximately 30 people took advantage of the seminars.
- Monthly Birthday Parties and holiday parties continue to be well attended and successful due to the collaboration between the Town services and the Community Renewal Team Café staff. Quarterly nutritional seminars are offered as part of CRT's service. Eighty people attended the holiday party at the senior center and 30 -40 people attend the birthday parties.
- Wii Bowling has been a great asset to the Center. There have been 3 Tournaments with 12 teams! New people are signing up for another Tournament set up for March! In addition to the Bowling, participants are actively using golf and baseball!
- In addition to the shopping trips, we have re-instituted the Mystery trips. These are also well received. The participants enjoy the anticipation of trying to guess where they are going, sometimes successful before getting to the location. They have gone to Barker's Cartoon Museum, the Trash Museum and looking forward to other excursions. A travel show is planned for the end of the month, so that participants will be informed of the up-coming trips planned Friendship Tours.
- The on-going programs such as exercise, bingo, cards, exercise equipment, touch screen video continue to well used and attended.

Health:

- Blood Pressure Clinics are run twice a month at the Senior Center by the Middlesex Hospital and homecare Agency. Foot Clinics have been discontinued as the agency (Masonic Care) was unable to continue the care in this area.
- A Seasonal Flu Clinic was held the end of December. The Middlesex Hospital and Home Care Agency sponsored the Clinic in collaboration with the Town. One hundred- five shots were administered. This was 150 less shots administered due to the delay of the shots and people were able to get the shots elsewhere. Chatham Health District is in process of setting up a H1N1 Free Clinic at the Senior Center, sometime in early February.

Small Towns/Cities Block Grant:

A building Committee has been established. The committee is in the process of selecting architectural firm.

Commission on Aging:

The Commission has determined its Mission and Goals. The commission is now in the process of identifying and creating a data base of seniors in town. They are also beginning to fund-raise for a data base system for the Senior Center to track activity area usage. In addition some members have attended seminars and professional meetings so the "Aging Network" is aware of their capacity

Fire Marshal

Inspections were held at the Memorial School and the Middle School in December.

A blasting permit was issued for and a site inspection held at the site of road construction on Flanders Road.

The removal of a 500 gallon capacity underground fuel oil storage tank was witnessed at 31 Old Marlborough Road.

A complaint of alleged unsafe conditions was investigated Chatham Apartments, 41 East High Street, which was determined to be unfounded. Additional smoke detection was prescribed and promptly installed for the apartment in question.

An annual inspection was held at Ernie's Place, 227 West High Street.

An inspection was held at a portion of the building at 8 Walnut Avenue, where softball batting cages have been installed.

The Fire Marshal attended required certification training programs at the Blue Hills Fire Department, Bloomfield, and at the East Hartford Community Center.

The Fire Marshal also attended a meeting of the Connecticut Fire Marshals Association in Southington.



Building Department

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| Building Permit Applications | 8 |
| Electrical Permits | 8 |
| Mechanical Permits | 18 |
| Plumbing Permits | 5 |
| Blasting Permits | 0 |
| Burn Permits | 42 |
| Demolition Permits | 1 |
| Certificates of Occupancy | 7 |
| PZC Applications | 3 |
| IWWA Applications | 5 |
| ZBA Applications | 0 |
| Zoning Complaints | 2 |
| Bond Releases/Road Acceptance | 0 |
| Inspections | 82 |
| Miscellaneous: | |
| New Software Training | |
| Ongoing GIS | |
| GIS Training | |
| Fielding Hampton Woods Project | |
| 830g Application (Hampton Woods) | |
| 2010-11 Budget Preparation | |



Community & Environmental Planning

The Conservation-Lake Commission has been continuing to meet on a monthly basis on lake and conservation issues and their meetings have been moved to the second Thursdays of the month beginning in 2010. They are continuing to work on prioritizing management actions for Lake Pocotopaug and reviewing actions noted in the "Use of the Lake Loading Response Model in TMDL Development for Lake Pocotopaug" report that was completed in August 2009. The Commission has also reviewed and made recommendations on several P&Z Board and IWWA applications including two projects for residential developments and a timber harvesting permit in town, and an addition to a commercial establishment in the watershed which has since been continued. The Commission is also working to establish another lake clean up day this April and is brainstorming other ideas for conservation/lake education days coming up for spring/summer. The Commission is also looking to begin work on trails on conservation property owned by East Hampton. In December, the Middlesex Land Trust also had a presentation at the Commission's monthly meeting giving the group information on their mission, particular land trust owned properties in the area, and how the group could help the land trust with future volunteer opportunities.

The Director of Community & Environmental Planning is continuing to research aeration systems for Lake Pocotopaug and set up a presentation by a vendor that was completed in January. Staff will be working with a consultant to conduct a feasibility study and possible RFP for this type of system looking at a March completion date for that RFP. On January 7, 2010 John Tucci of Lake Savers, LLC in Michigan traveled to East Hampton to do a presentation on aeration systems and how it could work for Lake Pocotopaug. The 90-minute presentation was very informative and was fully attended by Town Council members, Conservation-Lake Commission members, P&Z Board members, and members of the Friends of Lake Pocotopaug. Staff has the PowerPoint presentation available for anyone who couldn't attend the presentation and would like to view it.

The Director is also working on contracts with consultants to complete a report for Lake Pocotopaug on 2009 water monitoring results and management implications, water sampling contract for 2010 samples, and as noted above a feasibility analysis/RFP for an aeration system for Lake Pocotopaug.

Community & Environmental Planning is also continuing to work closely with the East Hampton Economic Development Commission (EDC) and with the Town Manager's office to investigate certain economic engines to stimulate increased economic development with the town, and especially with the Village Center area of town. Staff is reviewing certain grant opportunities to help out with any of the building revitalization in that part of town. Staff is also working to wrap up a blight ordinance for the Town of East Hampton and will be finalizing within the next month. Work is also being done to help the EDC coordinate future events within the Village Center and open houses for business in East Hampton.



TOWN SERVICES

Town Clerk

The Town Clerk's Office has been busy indexing and scanning its older land records. The computerized index goes back to January 1, 1948.

- ✚ In October of 2009 the following Public Acts went into effect:
- ✚ The fee for all sports' licenses increased. The complete fee schedule is available under the Town Clerk's webpage under the link for sports licenses.
- ✚ Public Act 09-3 increases the fee for certified copies of vital records, long-form birth certificate, marriage and death certificates, increased from \$10.00 to \$20.00. Short-form birth certificates are now \$15.00.
- ✚ Public Act 09-13 redefines marriage as the legal union of two persons, allowing same-sex couples the right to marry. On October 1st, all existing same-sex civil unions will transform into marriages, except for those in which the couple has divorced or annulled the civil union, or is in the process of doing so.
- ✚ Public Act 09-232 states that marriage licenses are now obtained in the town where the marriage will take place. It also requires each town to have 2 sub-registrars of vital statistics for burial permits and cremation permits. These two sub-registrars are in addition to staff in the Town Clerk's Office.
- ✚ Public Act 09-229 creates a grant program for milk producing dairy farmers and funds it by temporarily increasing, from \$30 to \$40, the fee for each document recorded in municipalities' land records. This increase is effective from the act's effective date until July 1, 2011.
- ✚ Public Act 09-144 Neighborhood Protection Act. Requires owners of foreclosed properties to maintain specified standards. Registration with Town Clerk (\$100 fee) or MERS.

The Town Clerk will be assisting the Charter Revision Commission as they review their charge from the Town Council. Updates and minutes will be available on the Town Clerk's web site.

Revenue Collected for December, 2009

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|--------------------------|------------------|
| Recording & Maps | \$ 7,414.00 |
| Conveyance Tax | 7,012.09 |
| Sears Park | 0.00 |
| Dog Licenses | 360.00 |
| Land Record Copy Fee | 962.00 |
| All Other Fees Collected | <u>12,591.00</u> |
| | \$28,449.09 |

Youth & Family Services/Social Services

In the month of December, East Hampton Youth & Family Services had 70 counseling sessions. These sessions included individuals, couples and family counseling. In addition, Erica Zup, counseling intern, ran two groups at the Middle School on Monday and Thursday, with approximately 4 students in each group.

East Hampton Social Services received 89 calls in the month of December. The calls were primarily for fuel assistance, electric shut off and food.

As of January 1, 2010, Wendy Regan has taken over Social Services in addition to her present position of Youth & Family Services Director.

TOWN SERVICES

Public Works

Your tax dollars at work – literally.

The Public Works Department recently took delivery on a new 2009 International plow truck. This truck replaces truck #44 which is a very tired and well worn 23 year old truck. Twenty-three winters of spreading sand and salt have taken its toll in rust on the frame and under carriage.



The new truck is equipped with a stainless steel all weather body, computer controlled spinner and conveyor system, tanks for de-icing liquid and pavement temperature sensors. We will take full advantage of the computer controls and use this truck on a treated salt route. As the speed of the truck changes, the computer controls the application rate of the salt to ensure that the salt is spread at a constant rate (pounds per mile). The older trucks have manual controls that require the drivers to constantly adjust the speed of the spinner and conveyor over the course of the route to get the same result.

Liquid Deicing Tanks

Computer controlled spinner applies salt in front of the drive wheels.



TOWN SERVICES

Facilities Department

Since July 2009, eight projects that had been awarded were completed: exterior wooden doors and hardware replacements at the Board of Education, exterior metal doors and hardware replacements at Fire Company #1, carpet replacements in the music room at the Middle School and at the Learning Center, partial replacement of blinds at the Memorial and Middle Schools, and asbestos tile removal in Science Room 10 at the Middle School. Eight additional projects were researched, put out to bid, awarded, and completed: stage lighting panel in the High School auditorium, repainting of the metal roof at the WPCA, replacement of the fire alarm panel at the Board of Education, replacement of the burglar alarm panel at the Learning Center, replacement of the garage door at the Police Department, reissued request for architectural qualifications for the roof replacement at Memorial School, architectural proposals for the addition/modifications of the Senior Center, and hazmat testing required prior to the Senior Center modifications. We are awaiting the results of the grant award application that we completed and submitted for the Senior Center expansion. Due to the area code dialing requirement for all calls, all town facility telephone systems and fire/burglar alarm dialers were updated. There were several miscellaneous projects completed on town facilities as well.

Water Pollution Control Authority

Several key projects have been completed at the Joint Facilities Wastewater Treatment Plant located at 20 Gildersleeve Drive. During the fall the roof to the Administrative Building was repainted. The roof had been showing signs of age but after 28 years that had to be expected.

Work has been completed on a new septage receiving unit at the wastewater plant. This new \$200,000.00 piece of equipment will reduce the percentage of solids received at the plant while reducing the time septage haulers spend off-loading thereby reducing odors at the plant.

Recently the Joint Facilities awarded a \$100,000.00 contract to Kovac Construction of Danbury, Connecticut to modify the headworks of the plant. These modifications will include installation of new grinder equipment and electrical upgrades. All of these projects have been completed with internally generated funds.

An unannounced inspection by the underground storage tank unit of the DEP has determined that both the 3,000 gallon diesel storage tank and the 4,000 gallon heating oil fuel tank for the wastewater treatment plant has been "RED TAGGED". This designation required immediate removal of the diesel fuel tank and placed our facility on notice that the heating oil tank must be removed from service by 2012. The Joint Facilities transferred the remaining diesel product to the heating oil tank and made arrangements for an outside vendor to remove the diesel fuel tank. On December 8th the 28 year old diesel fuel tank was removed thereby eliminating one of the red tag designations. The Joint Facilities will address the remaining violation in the next fiscal year.

On August 12, 2009 waste from the Town of Marlborough officially began flowing to the wastewater treatment plant making it the fourth town to join the seven town wastewater district. Final landscaping at the upgraded American Distillery Lift Station which was part of this project will be completed in the spring.

Representatives of the WPCA continue to work with Applied Geographics, Inc. on developing the Town's first GIS system. Converting the wastewater system information into the program is approximately 75% complete. This tool will enhance the ability of the department to provide more accurate and timely information.

Work continues on finalizing the documents for acquisition of land rights on two Oakum Dock properties. With the commissioning of the Public Water System Task Force work can continue on this vital Town project.

Royal Oaks Water System experienced a well pump failure at Well #3 during November. This required an emergency pump replacement. During this time no customer experienced a reduction in service as the demand for the water system was met by the Memorial School well.



POLICE DEPARTMENT

Police Department

The months of November and December 2009 were busy for the Police Department with a total of 1977 calls for service over this two month period. Some of the notable areas are as follows

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|----------------------------|-----|-------------------------|-----|
| Burglary Investigations | 10 | Accident investigations | 50 |
| Larceny investigations | 14 | Alarms | 64 |
| ID Theft | 6 | Medical | 90 |
| Protective/Judicial orders | 21 | Suspicious incidents | 67 |
| M/V contacts | 266 | Property checks | 285 |
| DUI | 9 | Animal | 34 |

SAFE WINTER DRIVING TIPS

1. Snow Removal It's an obvious tip, but arguably the most important. If your vehicle has been covered in snow and ice while parked, spend a few extra minutes completely clearing your windows and removing snow and ice from your roof. We've all seen cars driving around during winter months with drivers peering out of tiny peepholes on their mostly covered windshields, which is an accident just waiting to happen. Clear windows will obviously help you see better (especially important in limited visibility winter conditions) while a clean roof will prevent large clumps of snow and ice from breaking off and striking the vehicle behind you, which could make a dangerous driving situation even more so.

2. Snow Tires and Rims

If you live (or will be traveling through) an area that tends to see substantial amounts of snow and ice during the winter months, you should consider getting snow tires for the season. If you can afford it, I'd recommend purchasing a dedicated snow tire and wheel package, which makes it easy to store your winter tires in the summer months and a snap to switch them in the winter when you need them.

3. Check the Battery Cold weather always places extra demands on vehicle batteries, so regular checks of your battery are a must. There are several ways to test a battery charge level, and most auto parts stores sell car battery testers for less than \$20.

4. Slow Down, Drive Smoothly Most modern minivans are equipped with a full suite of extra safety features, from anti-lock brakes to traction control and stability control. While these features can help in a pinch, they can't take the place of driving slowly and cautiously in slippery winter weather conditions. Slowing down and driving smoothly will give you better vehicle control and more time to react to dangerous situations.

5. Check and Fill Fluids Before you take that big winter road trip; it's always a good idea to check the following vehicle fluid levels:

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|-------------|----------------------|
| motor oil | power steering fluid |
| antifreeze | washer fluid |
| brake fluid | transmission fluid |

It's also important to keep your gas tank full, for several reasons: to minimize condensation, to give your vehicle some extra weight (which can help with traction on some surfaces) and to give you a safe reserve of gasoline. Driving in winter conditions often takes more time, and that extra fuel reserve can come in handy when you're stuck in traffic miles away from a filling station.

6. Pack Extra Supplies It's always a good idea to pack a first aid kit in your vehicle. It makes even more sense to pack some blankets and some extra food and water during winter months as well. If you ever get stuck, having those blankets and some extra food/water will help keep you and your loved ones warm and comfortable until help arrives. A cell phone (with a spare battery and car charger) is a must for winter travel as well.

7. Using Tire Chains Some locations have especially severe winters, and the use of tire chains is sometimes a must. Be sure you know how to install the chains properly on your minivan before leaving on any winter trip. Driving with chains usually requires that you limit your speed to less than 25-30 mph or less. Tire chain usage guidelines can vary by location, so check with your local state department of transportation for more information.

8. Watch for Bridges and Overpasses Bridges and overpasses freeze faster than other roadways, making them especially dangerous during the winter months. Slow down and drive carefully when crossing them, especially under high wind conditions.

9. Carry an Extra Key Locking yourself out of your own vehicle is never a feat to be proud of, but doing so in sub-zero weather conditions can be dangerous as well. I always carry an extra car key in my pocket (or in my wallet) during winter months to be on the safe side.

10. Use the Radio Keep your car radio tuned to local weather stations or the NOAA National Weather Service for updates on winter weather conditions in your area. Learning about upcoming weather changes and road conditions before you encounter them can help make your journey a safe and comfortable one