


## MEMORANDUM

TO: Town Council  
FROM: David E. Cox, Town Manager   
DATE: October 22, 2021  
SUBJECT: Town Manager's Report

The following information includes follow up from general items that were discussed at previous Council meetings as well as updates of a general nature from the departments. The items are organized by department and are intended to provide information on activities currently being undertaken by the Town's departments and those matters that are upcoming. Not all departments will be represented in each Report.

### **Assessor's Office**

- The Assessor's Office staff is working with owners and lessees of Personal Property to complete the required annual declarations for this property. Personal Property generally includes the non-real property of businesses/commercial enterprises and accounts for about \$40.3 million (3.4%) of the value in the Town's 2020 Grand List of \$1.19 billion. The largest Personal Property taxpayer, and largest overall taxpayer, is CL&P/Eversource.

### **Collector's Office**

- As one of the next steps in collection of delinquent taxes and preparation for a Tax Sale, property owners with significant tax delinquencies were notified that they had until October 25 to pay their delinquencies. Those that have not paid or made specific arrangements by that date will be subject to sale of their property at a tax sale planned for early 2022. While these owners will have several more months to pay their past due amounts, fees in addition to interest will continue to accrue once a property is sent to the next steps in preparation for the sale. Including unpaid taxes for the current year, the Town is owed over \$1 million in back taxes and interest and the WPCA is owed over \$200,000 in unpaid sewer fees for previous years. The tax sale process addressed the most significant of these according to the criteria outlined in the document attached to this Report.

### **Library**

- Preparations are underway for classroom visits to the Library for third and fifth graders. They will visit the Library for a lesson on using the library and to participate in activities and research (5<sup>th</sup> Graders) for projects on which they are working.
- Staff at the Library are working with the Senior Center to prepare for the Halloween Happenings event October 28. The older adults will be volunteering their time at the event and will help with a craft.

### **Parks and Recreation**

- The High School Athletic Fields project is coming along with completed work this week including regrading of the tennis courts, installation of curbing along the court edge, installation of new

asphalt at the track as well as conduit for the electrical lines. Next week, baseball field irrigation will be installed along with field regrading and drainage work. The Athletic Fields Committee approved a change order in the amount of \$7,005 for additional 934 square feet of asphalt patching on the track based on unit pricing included in the bid responses and contract. After removing the top surface of the asphalt, it was discovered that a portion of the track was not as thick as it should have been.

- The Parks Maintenance staff is preparing for the end of the fall sports season and will transition to leaf clean up and winter field preparations around Town.
- The Department is excited to announce the hiring of Steven Lombardo as the Town's newest Park Maintainer. Steven worked for Colchester Board of Ed as a head Custodian for many years and brings experience with landscaping and a positive personality to the team. The Department is excited to have Steven join the crew. With the hiring of a new full time employee, the seasonal employee who was assisting the Department has been moved into the part time Park Maintainer position that had not been filled. This will allow for more success with fall cleanup and winter preparation responsibilities. The Department is fully staffed for the first time this year.
- Work on the Department's Needs Analysis is continuing with focus groups and stakeholder meetings with residents of East Hampton and Town Council members. These meetings are intended to solicit information from the community on the needs of the Parks and Recreation Department for the future. The recently published agenda and invitation to the community to attend the upcoming meetings is attached to this Report.

## **Police**

- The Department will once again participate in the National DEA Drug Take Back Day for medication on Saturday, October 23 in front of the Town Hall. Officers will staff the event, which will run from 10 am to 2 pm. It is an opportunity for residents to safely dispose of unwanted medications directly to an Officer without needing to get out of the car. This event supplements the permanent collection bin located in the Police Department lobby, which is available during Town Hall business hours. In the past, the Drug Take Back Day event has been very successful in its goal to get unused and unnecessary prescription drugs and other medications out of homes for safe, proper disposal.
- Members of the Department will also be participating in No Shave November. Through donations made by the Officers and others, the event is designed to raise money for the Connecticut Cancer Foundation and allows neighboring Law Enforcement agencies to participate in a friendly competition to see which agency can raise the most money for cancer awareness. In order for the Department to raise more money, the Officers may donate

additional funds to also grow their beards during the month of December. The event will be posted on the Department's Facebook page to allow residents to donate to the East Hampton team.

### **Public Works**

- Work on the Edgerton Street Drainage Project has been progressing very well and is nearing completion. Upon completion, nearly 2,700 feet of severely compromised metal drainage pipe will have been replaced along with 24 catch basins. This drainage project has been completed entirely "in house" by public works staff and represents a major cost savings to the Town in comparison to using an outside contractor. The work prepares the road for reclamation and paving in the spring of 2022.
- Staff has been coordinating with our consulting engineer to develop a concept plan to replace the memorial bricks that were disturbed during a major thunderstorm back in June and to repair other existing brick walk in the Village Center as well as expand the use to other areas of the Center. The concept plan for the area has been developed with staff from the Land Use Department to ensure that it incorporates comments from the public identified in the recently-prepared Village Center Plan. It is anticipated that the overall concept design, and any options that may be available, will be presented to the community for comment prior to a final design and bid documents being developed for the first phase of the project.

### **Senior Center**

- Medicare Open Enrollment starts in October and runs through December. The Center will offer Open Enrollment Benefits check-ups by appointment on November 8 and 19. Two counsellors from East Haddam will be supporting the East Hampton Choices volunteer during that time.
- The Commission on Aging survey will wrap up Oct. 31. To date, about 320 responses have been received, which is nearly three times the number of responses received in the 2017 survey.
- Holiday planning continues for November and December. In addition to other activities geared toward the Town's older adult community, CRT will offer its traditional Thanksgiving Dinner on November 18 at the Senior Center.

### **Youth and Family Services**

- Social Services continues to partner with East Hampton schools to provide additional emotional and therapeutic support during free periods in school for students. To date, the response has been good and the Department is looking forward to collaborating with East Hampton public schools to create additional opportunities for youth in need of support. The combined staff has a continuing caseload of approximately 25 for multi-need services including food needs, energy

assistance, and fuel assistance in addition to emotional and therapeutic support. This is in addition to the 21 cases ongoing at the Youth and Family Services Department.

**Town Manager/Other**

- The Town's COVID rates remained steady at the "Orange Alert" level under the State's framework. In the recent reporting, the Town continues to see an average of just under 1.6 new cases each day or 12.3 cases per 100,000 population. All who are eligible are being encouraged to receive the COVID vaccine, which is available through Chatham Health District and other locations. About 65% of the Town's residents are fully vaccinated.
  
- The community may have noticed that some of the Town's wayfinding and parking lot signs have been updated. The blue wayfinding signs on Rt 66 and at other locations have been updated in coordination with the Economic Development Commission in response to concerns from area businesses to better identify the Village Center and to better identify the Town's commercial areas both north and south of Rt 66 (East/West High Street). Additionally, the new location of the Town Hall was correctly identified on the signs to assist the public in getting to the location. An additional Parking Lot sign for the lot on the west side of Main Street at the Air Line Trail will be installed shortly and, once approval is received from the State, signs will be installed on Rt 16 at Main Street to direct traffic to the Village Center and other commercial areas and on Rt 66 to further identify the Town Hall location. Funding was provided from the Economic Development Commission 2021 and 2022 budgets and the Town's regular sign budget.

DC

cc: Management Staff

### Tax Sale Criteria

1. A top 30 delinquent real estate report was run on 09/20/2021 to indicate the highest balances owed on real estate accounts.
2. Both delinquent real estate and sewer use reports were run on 09/20/2021 to determine the length of delinquency on accounts.
3. Real estate accounts that are delinquent from the Grand List of 2018 and prior were placed on the tax sale list.
4. Sewer use accounts that are delinquent from the billing year of 2019 and prior were placed on the tax sale list.
5. Real estate accounts on the top 30 delinquent report owing two or more years were placed on the tax sale list.
6. Accounts owing two or more years of real estate and sewer use combined were placed on the tax sale list.
7. All vacant lots owing two or more years were placed on the tax sale list.

Demand Notices will be mailed on or before October 1, 2021. Taxpayers will have until October 25, 2021 to comply with the notice. The original tax sale list is subject to change based on revenue received.

Listed below are CGS 12-155 through 12-159b that give the Collector of Revenue and the Town the rights and permissions to hold a tax sale.

[Sec. 12-155. Demand and levy for the collection of taxes and water or sanitation charges.](#)

[Sec. 12-156. Sale of equity or particular estate under tax levy.](#)

[Sec. 12-157. Method of selling real estate for taxes.](#)

[Sec. 12-158. Form of collector's deed. Liability of municipalities for breach of warranty.](#)

[Sec. 12-159. Collector's deed as evidence. Irregularities.](#)

[Sec. 12-159a. Court orders in actions to contest validity of collector's deed or to enjoin tax sale.](#)

[Sec. 12-159b. Time for action contesting validity of collector's deed.](#)

**East Hampton , CT**  
**Public Engagement and Information Gathering Visit**  
**Schedule Draft**

Dates: **November 2-3, 2021**

Art Thatcher, Principal, GreenPlay LLC

**Meetings**

**Locations**

**Day 1 – November 2, 2021**

Travel in am

1:30 pm - 3:30 pm	Facilities and Site Visit with Project Team
4:30 pm - 6:30 pm	Parks & Recreation Advisory Board - Focus Group #1 (RSVP)

**Day 2 – November 3, 2021**

8:30 am - 10:00 am	Focus Group #2 (RSVP)
10:00 am – 10:30 am	Break
10:30 am - 11:30 am	Stakeholder Interviews (2 stakeholders at a time for 30 minutes, 2 sessions)
11:30 – 12:30 pm	Lunch Break
12:30 pm - 2:00 pm	Focus Group #3 (RSVP)
2:30 pm - 4:30 pm	Stakeholder Interviews (2 stakeholders at a time for 30 minutes, 4 sessions)
4:30 pm – 6:00 pm	Break
6:00 pm – 7:30 pm	Open Public Forum

Schedule provides for 3 focus groups, SWOT Analysis with Project Team, and 3 hours for up to 6 VIP stakeholder interviews. Ideally most stakeholders should be included in the focus groups. Additional stakeholder interviews can be scheduled and conducted in person or via phone.



To: \_\_\_\_\_

From: Jeremy Hall  
Parks and Recreation Director

Ref: **East Hampton Parks and Recreation, Needs Assessment - Focus Group Meetings**

Date: \_\_\_\_\_

The Town of East Hampton has retained the services of GreenPlay, LLC, a national parks, recreation, and open space consulting firm to assist us with conducting our Parks and Recreation Needs Assessment. The Needs Assessment will look at the existing parks, recreational facilities, programs, and services, and determine the current and future level of services for the community based on public input. The plan will prioritize the needs and desires for upgrading and improving parks, recreational facilities, amenities, programs, and services.

The GreenPlay team will be conducting focus group meetings **November 2-3, 2021**. Each focus group meeting should last no more than 1.5 hours. GreenPlay will have a series of questions to ask of each group. Your responses from the focus groups and an on-line survey to be conducted later, will allow us to have valuable information about your current and future recreational needs.

You have been selected to be a participant of the Focus Groups. Your answers and opinions are very important to us as we try to plan for the future of East Hampton's Parks and Recreation. Please consider sharing your time with us during one of the following meetings. Refreshments will be available. Meeting dates, times and locations are as follows:

**November 2, 2021**

4:30 pm – 6:30 pm      Parks & Recreation Advisory Board - Focus Group #1 (RSVP)

**November 3, 2021**

8:30 am – 10:00 am      Focus Group #2 (RSVP)

12:30 pm - 2:00 pm      Focus Group #3 (RSVP)

6:00 pm – 7:30 pm      Open Public Forum

We would like to have (10) ten to (20) twenty people participate in each group. Please RSVP by calling **Sheri Yorker**, Office Assistant at 860-267-7300 with your availability to attend one of these focus groups. Or by registering on our website [www.easthamptonrec.com](http://www.easthamptonrec.com).

If you cannot attend the focus groups, and for others who might be interested in the project, there will be an open Public Forum on **November 3, 2021**, from **6:00 – 7:30 pm** located at Town Hall, 1 Community Place, second floor conference room. If you cannot participate in one of the focus groups, please don't miss this opportunity to share your thoughts on this very important issue for our community. A ZOOM option will be available for those who register, this information will be sent out in a later email.

Sincerely,

Jeremy Hall  
Parks and Recreation Director