


MEMORANDUM

TO: Town Council
FROM: David E. Cox, Town Manager 
DATE: November 18, 2022
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.

Collector

- The community is reminded that owners of vehicles that were newly registered after October 1, 2021 and prior to August 1, 2022 will receive a Motor Vehicle Supplemental (MVS) tax bill shortly. The MVS tax bills will be mailed and available to view or pay online on December 9, 2022 and become due and payable on January 1, 2023. The bills are considered delinquent after February 1, 2023.

Fire Marshal

- The Fire Marshal's Office, through a program from battery manufacturer Energizer, provided smoke detector batteries to local citizens through the Food Bank. Over 200 batteries and additional safety information was provided to families in East Hampton.
- The Office worked closely with Epoch Arts to provide a fire watch training course this past October to staff members. This was a combined effort to continue providing a safe Haunted House event for the non-profit organization and the community.
- The Town's Citizen Emergency Response Team (CERT) has assisted with various events recently, including parking of cars for the Turkey Plunge on November 5, handing out of COVID home test kits with Chatham Health District on November 11 and collecting food for the East Hampton Food Bank along with the East Hampton Ambulance on November 13.
- The Fire Marshal's Office sent local restaurants, assembly uses and worship facilities various reminders for holiday safety and state codes pertaining to decorations as they prepare for a busy season. The community is reminded to be safe as it celebrates the holidays.

Library

- The community is invited to Seamster Park on Saturday, November 19 at 11 a.m. to participate in the unveiling of the first book in East Hampton's new StoryWalk®. A storywalk is a series of displays along a path that contain the sequential pages of a young reader book and is intended to engage youth and their families in reading along with outdoor activity. The Library is grateful

to Aidan Maiorino, Troop 57 Eagle Scout candidate, who raised funds and installed 20 signs around the park.

- The Library has holiday baking needs covered! In addition to cookbooks, the Library has a collection of unique and festive cake pans available for check out. Find out more here: <https://easthamptonpubliclibrary.org/cake-pan-collection/>
- The Town and Friends of the Library are reminding the community about Small Business Saturday, which is November 26. Volunteers from the Friends of the East Hampton Public Library will be wrapping gifts at Studio 13 in the Village Center from 11 a.m. to 3 p.m. on that day.
- In December, the Library Advisory Board will begin the planning process to update the Library Strategic Plan and prepare the 2023-2026 version. They will also look at the next steps in long-term space planning and Library building projects.
- The October 2022 Library Report is included in this Report.

Parks and Recreation

- With the end of the fall sports season, crews are cleaning up fields and preparing them for the winter months. Additionally, Parks staff will be performing some work to prepare for next spring.
 - New sod will be placed at the goal mouths of all soccer fields
 - Low spots on the west soccer field at the high school are being addressed including addition of topsoil in low spots and top dressing the entire field, over seeding and aerating. The project will take approximately two weeks to complete (weather dependent) and is being completed by in house staff and an outside contractor working jointly.
- The winter lake drawdown is underway and is approximately 24 inches down (measured at the outfall to Pocotopaug Creek) as of November 18. This year, the intended full draw down of 26 inches will likely be met by about November 25. This is being done to facilitate dredging projects at Hawthorne Lane where a storm pipe enters the lake and at Sears Park, where the reclamation of sand from the lake bottom has started and will continue well into November as the lake levels continue to drop.
- The community is again reminded about the Jingle Bell Parade, which is scheduled for Friday, December 9, beginning at the Library. The event is hosted by the Fire Department, Library and Parks and Recreation and includes crafts, music and special treats before heading out around 5:00 pm to walk along the sidewalk of Main Street to the tree lighting location at the Gazebo

near Center School. Following the tree lighting kids will have the opportunity to take a picture with Santa.

- The lake aeration system is scheduled to be shut down the first week of December this year. The system remained on a little longer this year largely due to warmer temperatures and late blooms. As the temperatures routinely drop below 30 degrees, the system will be shut down.

Police

- The Department is currently holding a recruitment process to fill a future vacancy that will be created by the retirement of Sgt. Jerry Boynton at the end of December. The goal is to have a qualified candidate selected who will start the Police Academy on December 30.
- The Department, in conjunction with the East Hampton Volunteer Fire Department, held a food drive for the Food Bank on November 12 at Stop & Shop. The food drive was very successful and in addition to the donated food items, over \$1,000 was collected from very generous residents. The Food Bank also benefited from a similar drive by the East Hampton Ambulance Association, Emergency Management and CERT held on Sunday, November 13.

Public Works

- Public works crews will be continuing pavement shimming operations on Wopowog road until winter weather sets in. This work is being done in preparation for chip sealing in the spring. The other roads to be shimmed and chip sealed in the spring are Collie Brook Road, Daniel Street and Brook Hill Road.
- The catch basin cleaning contractor mobilized to Town this past week and has commenced with cleaning all of the catch basins in the Lake Pocotopaug watershed. The contractor will also be cleaning some additional catch basins that fall outside the watershed but are impacted by small alcohol bottle ("nippers") litter using funds the Town received through the State surcharge on these products.
- Crews are also undertaking pothole patching, gravel road maintenance and leaf/wood pick up and final pre-winter maintenance on the snowplow fleet to ensure readiness for winter weather.

WPCA

- The contract for the three force main repair and rehabilitation projects has been awarded in the amount of approximately \$1.16 million to Savy and Sons of Hebron CT. Currently, the expected start date for the work, which involves repairs and lining of the force mains as well as related repairs to the lift stations, is December 19, 2022.

- Major routine maintenance and inspections are ongoing in the Royal Oaks water system. The water storage tanks are being taken off-line for thorough cleaning and the required ten-year inspection. The first tank was cleaned and inspected last week and appears to be in good condition.

Youth and Family Services

- Social Services continues to see an uptick in families reporting financial difficulties and staff continues to make referrals and to provide assistance. Staff continues to assist residents with Energy Assistance program access as well as various other food and medical assistance programs.
- The Department continues to work with families who have signed up to sponsor other families in need around the community. Staff continues to encourage those that can help to step forward as there are still a number of families in the community that are in need.
- The first Drop-in Center met at East Hampton High School on Monday, November 7 and was attended by six students. During that initial meeting, students reported they were extremely interested in having a drop in session that looked at how to create a budget. Staff is collecting information and resources as well as creating a mock budget to show the kids and will cover this topic over the course of two or three drop in groups. This will allow students an opportunity to bring their real-life bills, if any, and practice how to create a budget.
- Counseling services are continuing and are growing. Cases are primarily handled by the Town's two student interns who meet weekly with Department Director to discuss client engagement and rapport and how to respond to clinical situations. The interns are also receiving online training through the Town in addition to their education work as they apply to the clinical therapeutic services the Town provides.
- The Council-approved parent survey is being distributed through the School Superintendent as well as with other community partners. The survey will remain active for four weeks and information gathered from parents will be used to develop new youth-engaging programming.
- Free Mental Health First Aid training will be offered to the community at Town Hall on December 10 from 9 am to 4 pm in the Police Department training room. The training is open to residents of East Hampton as well as people who work in Town. Mental Health First Aid is a skills-based training course that teaches participants about mental health and substance-use issues. A flyer about the program is included in this Report.

Town Manager/Other

- The most recent weekly COVID Status Report from Chatham Health District (CHD) is attached to this Report and shows officially reported COVID cases of ten, which is a slight increase from the previous report but remains at about summertime levels. Various vaccination services are available (Flu/COVID) through Chatham Health District. See the District website (<https://www.chathamhealth.org/>) for more information.

DC

cc: Management Staff

October 2022

Monthly Report

At a glance:

This section contains a brief summary of the most important information.

- The Make a Seasonal Flower Arrangement had full registration and attendance on October 25 and the exquisite highlights can be seen on the Library's Facebook page.
- As part of ongoing outreach activity for the Library, Children's Librarian Christine Cachuela will be leading the Climbing Club for students at Center School on Wednesday afternoons.
- The new computer table increased our public PC count and as a result monthly usage increased significantly.
- The 3D Printing Policy reviewed and approved at the October 3, 2022 meeting of the Library Advisory Board was approved by Town Council on October 25, 2022 with three amendments made for clarity.
- The Library is interviewing candidates to fill a part-time Public Service Associate position that was opened up during the promotion of our Adult/Young Adult Librarian.
- The Library's newest Public Service Associate Kel started on October 11. They have strong technology skills and will be working on similar initiatives with the Library.

Strategic Plan Actions Update

This section contains information about new programs, services, collections, or initiatives directly relating to the Strategic Plan.

- The Library's Facebook page Post Reach was up 121% from the prior month. Overall, all online engagement increased from the previous month across the Library's website and social media. *(Accessible & Inclusive), (Welcoming & Vibrant)*
- The Halloween Happenings special storytime for children had 88 attendees on Halloween. *(Accessible & Inclusive), (Welcoming & Vibrant)*
- The Library had 54 attendees for the Family Pumpkin Decorating Contest that was co-sponsored by the Friends of the Library and Paul and Sandy's Too. *(Informative & Collaborative), (Welcoming & Vibrant)*

Department Reports

Administration:

This section contains general updates and news about library administration.

- Library Building updates: Library building CIP review work was done for flooring and touchless fixtures. The new portable room divider was delivered and installed. The free computer table received via a

library listserv was picked up by Facilities staff and installed, with the help of LION to reconfigure the public computer setup.

- Mr. Kellogg attended the monthly Arts and Culture Commission meeting; they are preparing for the Capstone and Arts Grants processes in early 2023.
- Library staff worked on several interdepartmental collaborations highlighted in the sections below.
- On October 25, Town Council voted to approve the new 3D Printing Policy. The final version will be shared with the Library Advisory Board. The newly approved policy will be added to the Library website when 3D Printing services launch.
- Multiple phone interviews have been done and are in process for the Public Service Associate opening. In-person interviews will take place in early November, with the selected candidate to join the staff following the completion of routine hiring practices.
- The Library was closed on October 10 in observance of the Columbus Day holiday.
- Mr. Kellogg met with the LION Board to review next year's fees, digital initiatives for collection development and internet connectivity, and to learn more about Intellectual Freedom matters in the state.
- Mr. Kellogg met with the LION Finance Committee about next year's fees, which include a total increase of 3% (2% for planned increases and 1% for increases to delivery costs).
- The Library staff prepared for an Emergency Action Plan training with the Chief of Police to be held in early November.
- Library staff planned December-February programming that will be highlighted in Events Magazine.
- Mr. Kellogg worked with IT and HR staff on staff email housekeeping and worked on Library staff building access processes.
- All Library staff members had routine meetings with Mr. Kellogg to discuss projects and goals, including one performance evaluation.
- The Library received a donation of \$250 from the Nights of Columbus for books to be added to the collection.
- The Stop&Shop Community Bag program that sold reusable bags with a portion of the proceeds going to the Library in September, sold 40 bags, with \$40 coming to the Library in the near future.
- Library staff collaborated with other Town departments on the annual Trunk or Treat event that was held on October 27 and the annual Jingle Bell Parade to be held on December 9, with kickoff festivities taking place at the Library.
- Mr. Kellogg met with several professional groups to discuss/learn about matters such as marketing tools, book challenges, Library Board functions, Intellectual Freedom trends in libraries, Public Service Loan Forgiveness processes for librarians and other municipal employees, and grant seeking opportunities/approaches.
- Throughout October, a community service volunteer has been helping the Library with a variety of tasks.
- The Friends of the Library held their monthly meeting. The Friends continued exploring ways to bring awareness to how the Friends support the Library and grow in membership. The Friends observed National Friends of the Library week in October. The Friends' continued to plan for the book sale scheduled for November 4-5, 2022.
- The Library Advisory Board (LAB) held its monthly meeting. The LAB approved the policy noted above to go to Town Council. The LAB also discussed Friends of the Library happenings and Capital Improvement Plans.

Children's Department:

This section contains general updates and news about the Children's Department.

- The Library hosted several very successful Halloween-themed children's programs, including Family Pumpkin Decorating with 54 attendees and the Halloween Happening storytime with 88 attendees. Several staff members also represented the library at the town's Trunk or Treat event, handing out both books and candy. These programs were well received by families and allowed the Library to partner with other town departments like the Senior Center and Parks and Rec.
- Ms. Cachuela will begin facilitating the Center School Climbing Club on November 1st. The club will meet for six weeks.
- The Children's Department saw several new faces at the most recent Nintendo Switch Tournament for Grades 1-5, and will continue to host them through the winter to attract new participants to library programs.
- Staff are busy refreshing the Children's collection. Biographies are being weeded by Ms. Koonankeil and categorized into groups like athletes, musicians, STEM, and historical figures in the hopes of increasing their circulation. Ms. Cachuela is deselecting outdated titles from the Parenting collection and updating them with more relevant and accurate materials.

Adult / Young Adult Department:

This section contains general updates and news about the Adult / Young Adult Department.

- Ms. Blanda visited the middle and high school libraries, meeting with both staff and students to explore opportunities for collaboration between the schools and Library.
- Ms. Blanda attended meetings of the Youth Prevention Partnership, and Wellness Committee.
- Pre-Teen and Teen Advisory Boards are moving ahead with plans for a bake sale fundraiser in December.
- Browse bags were delivered to the Senior Center by request after a brief pause over the summer.
- Adult programs included a paper bag pumpkin Take & Make kit for which registration was full, Cookbook Club, Focus on Fitness and Book Club meetings. A flower arranging program using pumpkins donated by Paul's and Sandy's Too and flowers donated by staff member Jondahl Koonankeil as well as It's So Ranunculus was very well attended and later resulted in very high social media engagement.
- Ms. Blanda offered a Reading Merit Badge workshop to local Scouts, utilizing her designation as a Merit Badge Counselor. Additional Teen programs included a jewelry Take & Make kit, a meeting of Pre-Teen Advisory Board for grades 5-8, Teen Advisory Board for grades 9-12, a fandom event for grades 8-12, multiple Dungeons & Dragons meetings, and Teen Friday.

Circulation and Technical Services Department:

This section contains general updates and news about the Circulation and Technical Services Department.

- A new computer table was acquired to accommodate 2 more public computers alongside 1 workspace, bringing our public computer total to 5 adult PCs and 3 children's PCs. Additional PCs were brought out of storage from before the start of the COVID-19 Pandemic.
- Computer use has risen by 27% in October over September, returning to a similar number of computer sessions as were had in August.

Strategic Plan Indicators of Success

Circulation

Borrowers (*Accessible and Inclusive*)

	+/- Last Month	October Borrowers	September Borrowers	August Borrowers
Adults (borrowing physical items)	-25	1,125	1,150	1,244
Children (borrowing physical items)	-49	222	271	336
Corporate (borrowing physical items)	+4	18	14	16
Staff (borrowing physical items)	+2	17	15	16
SUBTOTAL		1,382	1,450	1,612
Overdrive		198	197	235
Hoopla		213	220	231
SUBTOTAL		411	417	466
TOTAL		1795	1,867	2,078

Borrowing *(Welcoming and Vibrant, Informative and Collaborative)*

	2022	2022	2022	2021	2020	2019
	October	September	August	October	October	October
Adult Collection	3,108	3,209	3,802	3,170	4,436	4,530
Children's Collection	2,800	2,716	3,869	3,238	3,415	2,969
Young Adult	373	314	492	275	192	167
SUBTOTAL	6,281	6,239	8,163	6,683	7,773	7,666
eBooks – Overdrive	1,021	1,024	981	989	620	485
eBooks - Hoopla	583	558	686	470	470	359
eBooks – RB Digital*	0*	0*	0*	0*	62	180
SUBTOTAL	1,604	1,582	1,667	1,459	1,152	1,024
TOTAL	7,885	7,821	9,830	8,124	8,925	8,690

*RB Digital was discontinued.

Visits

Door Counter *(Welcoming and Vibrant)*

July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
4428	6266	4046	4788								

Programs and Partners

Events, Workshops, Programs and Outreach *(Accessible and Inclusive)*

	Programs			Attendance		
	<i>October</i>	<i>September</i>	<i>August</i>	<i>October</i>	<i>September</i>	<i>August</i>
Adult Events	5	3	4	45	12	41
Children's Events	33	33	25	1294	790	835
Young Adult Events	10	5	13	73	42	81
Intergenerational	2	0	5	142	0	391
TOTAL	50	41	47	1554	844	1348

Promotion

Website (*Welcoming and Vibrant*)

	+/- last month	October	September	August
Users	+63	1,606	1,543	1,602
New Users	+30	1,542	1,512	1,586
Sessions	+160	2,961	2,801	2,980
Page Views	+258	4,157	3,899	4,223

5 Most Popular Pages: Library Homepage, Hours & Contact Info, Library Staff, Children's Programs & Events, and Mobile Printing. *July website statistics are likely close to double what's represented here. July totals reflect a data loss.

Facebook (*Welcoming and Vibrant*)

	+/- last month	October	September	August
Likes	+17	2,134	2,117	2,101
Post Reach	+3688	6,698	3,010	3,783
Post Engagement*	+153	2931	2,778	2,489

*Calculation of post engagement is on a 90-day scale.

Donations and Fundraising

Donations (*Ready for the Future*)

Organization	Donation	Restrictions
Lintz Family	3D Printer + filament (in the month of July, 2022)	Physical Item
Knights of Columbus	\$250.00	For Books

**IDENTIFY.
UNDERSTAND.
RESPOND.**

MENTAL

HEALTH

FIRST AID

East Hampton residents and employees, please join us for a free Mental Health First Aid training on **December 10th from 9 am to 4 pm** at East Hampton Town Hall PD room, 1 Community Drive

Email or call Courtney Widrick at cwidrick@easthamptonct.gov or 860-267-4468 by December 5th to sign up

Alliance 
for Prevention & Wellness
A program of BHcare

Rotary 

**LUNCH WILL
BE PROVIDED**

CHATHAM HEALTH DISTRICT COVID-19 STATUS REPORT

Updated 17Nov2022

Dashboard

DPH data published on 11/17/22

Town	County	CDC County Community Level*	Average Daily Case Rate #/100,000 population in the Past Week	Number of Cases in the Past Week **	Change in Number of Cases in the Past Week **
Colchester	New London	Low	3.6	<5	-3
East Haddam	Middlesex	Medium	7.9	5	0
East Hampton	Middlesex	Medium	11.2	10	6
Hebron	Tolland	Low	6.0	<5	-1
Marlborough	Hartford	Low	9.0	<5	-1
Portland	Middlesex	Medium	6.2	<5	-1
Chatham Health District	NA	NA	7.1	31	0
					Increased from previous week
					Decreased from previous week
					Unchanged from previous week

Data Source: <https://data.ct.gov/Health-and-Human-Services/COVID-19-Town-Level-Data/icxw-cada>

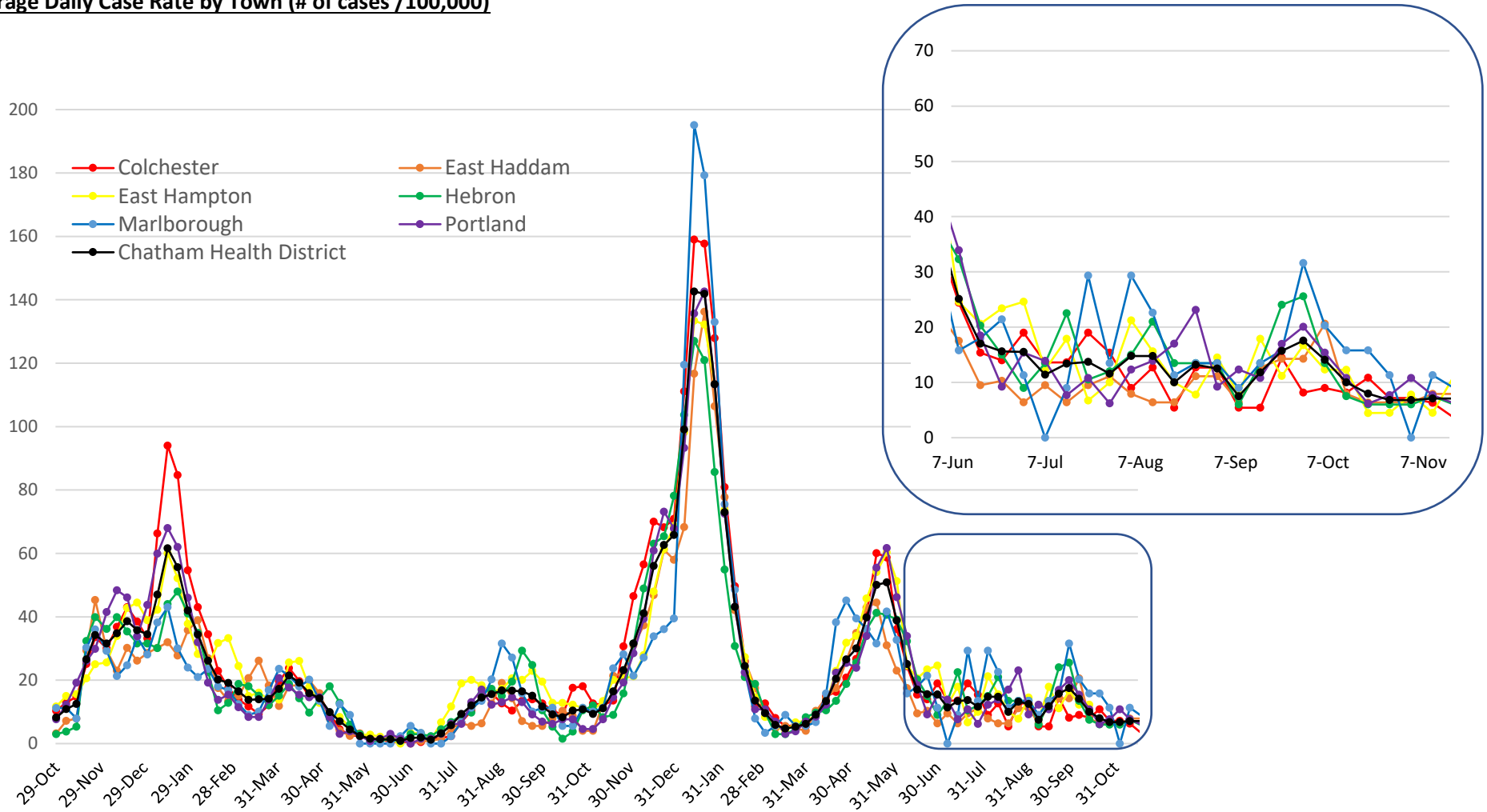
*Community Level Data Source: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>

**Prior to 6/30/2022, average daily case rate was calculated by DPH based on number of cases in the previous 14 days. Beginning on 6/30/22, DPH began reporting data from the previous 7 days. When the number of cases in the previous 7 days is less than 5, DPH suppresses the data. Chatham Health District will continue to report average daily case rate based on the number of cases in the previous 7 days and n=4 will be used for calculation of average daily case rate and change in number of cases for those towns.

CHATHAM HEALTH DISTRICT COVID-19 STATUS REPORT

Updated 17Nov2022

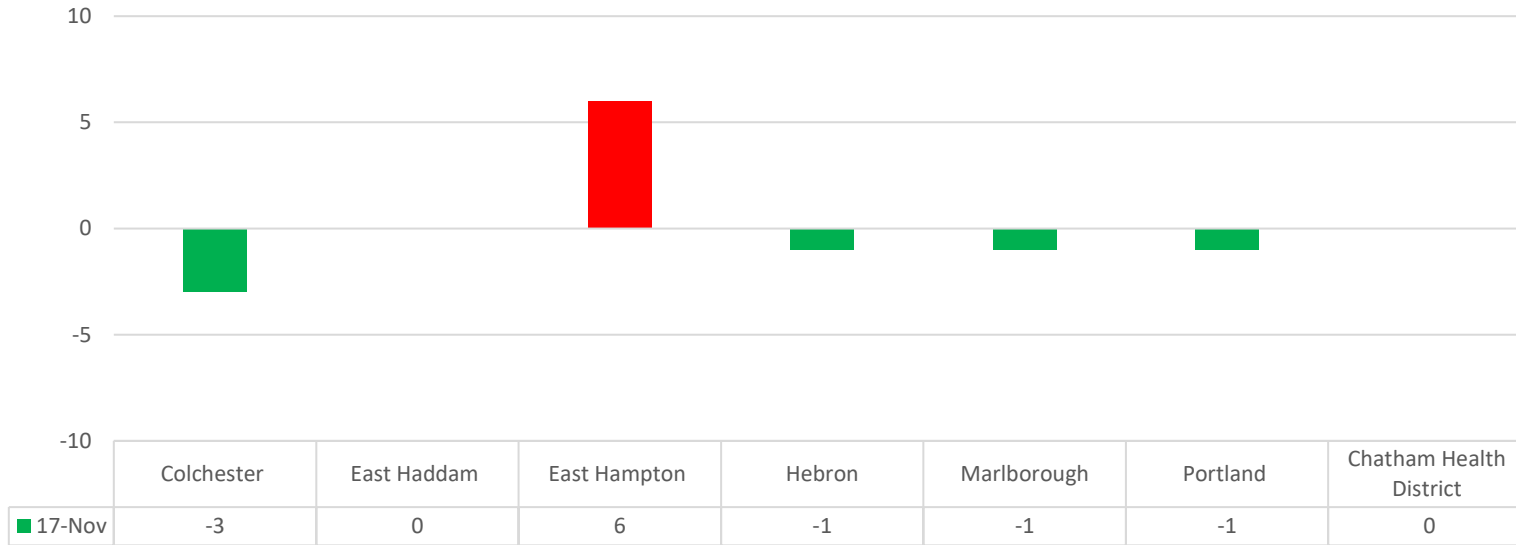
Average Daily Case Rate by Town (# of cases /100,000)



CHATHAM HEALTH DISTRICT COVID-19 STATUS REPORT

Updated 17Nov2022

Change in Number of Cases Reported by Town

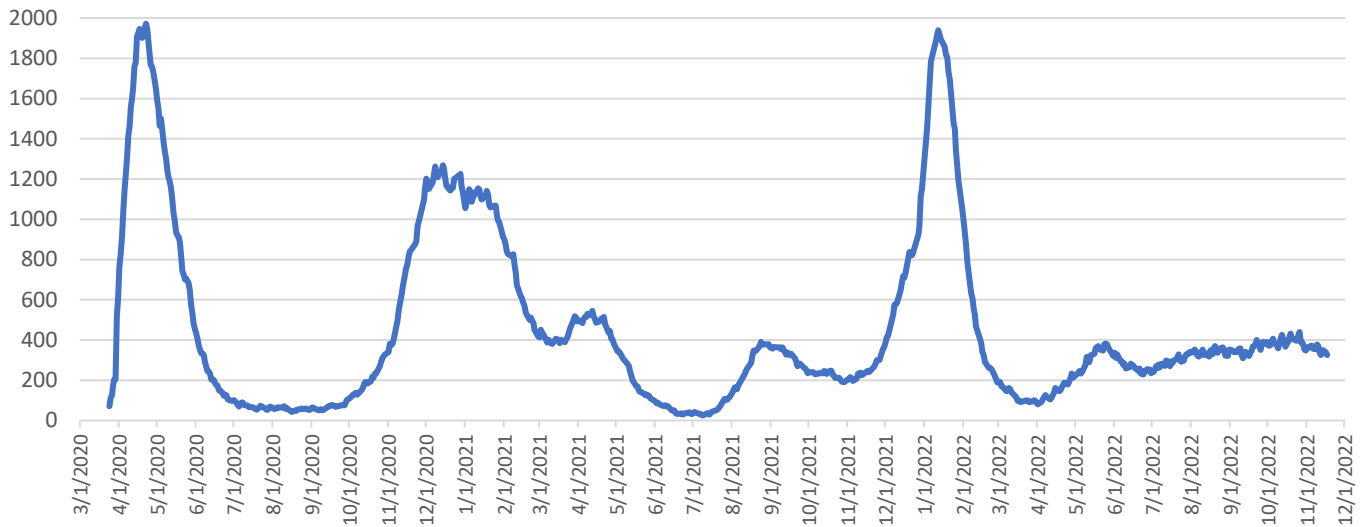


Source: <https://data.ct.gov/Health-and-Human-Services/COVID-19-Town-Level-Data/icxw-cada>

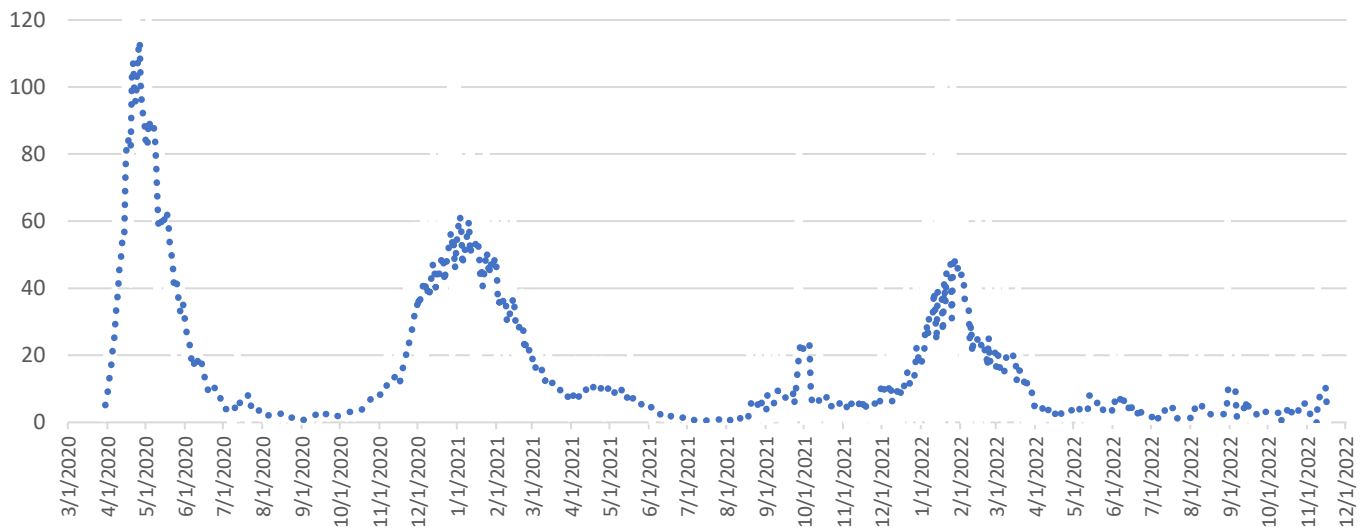
CHATHAM HEALTH DISTRICT COVID-19 STATUS REPORT

Updated 17Nov2022

Number of Patients Hospitalized with COVID-19 in Connecticut



Number of Confirmed and Probable COVID-19 Deaths in Connecticut (7 day rolling average)



Source: <https://data.ct.gov/Health-and-Human-Services/COVID-19-State-Level-Data/qmgw-5kp6>

CHATHAM HEALTH DISTRICT COVID-19 STATUS REPORT

Updated 17Nov2022

All Ages Vaccination Coverage as Reported by CT DPH on 16Nov2022.

Town	% Total Population Received First Dose	% Total Population Fully Vaccinated	% Total Population Additional Dose Received
Colchester	81.71	77.55	50.60
East Haddam	79.04	73.91	48.10
East Hampton	80.06	76.46	50.03
Hebron	80.85	76.97	52.50
Marlborough	83.55	79.40	53.37
Portland	85.01	81.49	55.10
Chatham Health District	82	77	51

Source: <https://data.ct.gov/Health-and-Human-Services/COVID-19-Vaccinations-by-Town/x7by-h8k4>

CHATHAM HEALTH DISTRICT COVID-19 STATUS REPORT

Updated 17Nov2022

Age-Specific Vaccination Rates as Reported by CT DPH on 03Nov2022

This table will be updated on 09Dec2022.

Initiated Vaccination (%)	Age Group						
	<5	5-11	12-17	18-24	25-44	45-64	65+
Town							
Colchester	14.8	45.7	66.3	83.6	83.6	84.2	100.0
East Haddam	11.3	48.4	61.4	95.0	76.6	75.3	100.0
East Hampton	14.9	47.2	82.9	87.7	77.6	78.5	100.0
Hebron	18.6	39.3	54.8	99.0	81.9	82.0	100.0
Marlborough	20.1	44.8	81.1	100.0	78.3	79.6	100.0
Portland	21.7	56.3	72.5	90.6	84.8	83.3	100.0
Chatham Health District	16.5	46.6	68.7	90.8	80.8	80.7	100.0

Fully Vaccinated (%)	Age Group						
	<5	5-11	12-17	18-24	25-44	45-64	65+
Town							
Colchester	9.4	42.8	64.6	76.0	78.2	81.8	100.0
East Haddam	5.6	41.8	58.7	84.9	70.9	72.0	100.0
East Hampton	7.1	44.8	80.7	80.5	72.9	76.1	100.0
Hebron	9.8	36.6	53.9	90.1	77.0	79.9	100.0
Marlborough	11.0	41.4	77.7	100.0	74.3	77.5	100.0
Portland	9.6	53.4	71.3	84.8	80.4	81.0	100.0
Chatham Health District	8.6	43.3	66.8	83.6	75.9	78.2	100.0

Additional Dose	Age Group						
	<5	5-11	12-17	18-24	25-44	45-64	65+
Town							
Colchester	NA	9.6	32.5	38.8	46.2	60.3	95.8
East Haddam	NA	7.2	25.3	41.4	39.8	50.5	95.0
East Hampton	NA	11.0	40.1	41.3	43.1	55.1	96.2
Hebron	NA	8.0	29.4	53.8	45.7	59.8	100.0
Marlborough	NA	11.2	38.5	63.4	45.0	57.6	98.2
Portland	NA	13.1	35.3	48.4	49.0	59.6	94.6
Chatham Health District	NA	10.0	33.3	45.5	44.9	57.2	96.4

Source <https://data.ct.gov/Health-and-Human-Services/COVID-19-Vaccinations-by-Town-and-Age-Group/gngw-ukpw>