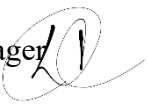


MEMORANDUM

TO: Town Council
FROM: David E. Cox, Town Manager 
DATE: November 22, 2023
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 or agencies. 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.

Fire Marshal

- The Fire Marshal's Office has continued to focus on completing inspections in multiple family residences and commercial properties. Staff is working diligently to get all properties on the proper inspection schedules to ensure they are meeting State Code Requirements and any items requiring correction are handled in a timely manner. Along with existing businesses, staff has been working with new businesses to address questions and concerns, and to review plans.
- Thus far this year, the Office has issued 99 burn permits and eight (8) blasting permits, investigated three (3) fires, and completed 362 inspections of various property types. Of the 362 inspections, 75 matters needing correction or requiring repair were identified, which continues to improve as these locations work to remain compliant.
- The Office continues to work closely with the Chatham Health District to ensure the safety of food trucks that work in the community and are compliant with new State regulations. Twelve food truck owners have responded to the recent notification about the changes and eleven have submitted formal applications. Five have been inspected.
- Staff has also been improving the Fire Marshal's Office website to provide a more user-friendly experience. Staff has updated and improved the process for obtaining a burn permit and blasting permit so that the entire process is performed online at the user's convenience. Staff has also added extensive resources for food truck vendors, provided links to access to new State Codes, and much more.
- The Office has also initiated a program working closely with local restaurants to provide families with children educational coloring place mats while they eat at local establishments. The objective is to spark family conversations about fire safety and aid in the preparedness of families in case of a fire.

Library

- The Library is hosting an Open House on Monday, November 27 from 4:30pm to 5:30pm for community members to meet newly appointed Library Director, Christine Cachuela.
- The Library, in partnership with the Recreation Department, is finalizing the preparations and invites all community members to join on Friday, December 8 at 5:00pm for the annual Jingle Bell Parade. The Friends of the Library will once again provide a make-your-own hot chocolate bar, the East Hampton High School Jazz Band will perform in the Community Room, and there will be a holiday-themed craft. The parade leaves from the Library at 6:00pm and heads downtown to light the tree at 6:15pm.
- Staff is busy preparing for many seasonal programs, including Music in the Library: Entywned Early Music on December 19, which is generously funded by the Friends of the Library. On historic instruments, this trio will perform pieces from the 13th-18th centuries that express the magic and mystery of the season. Other upcoming programs include a Holiday Movie Night on December 27, which is sponsored by the East Hampton Prevention Partnership, and the annual New Year's at Noon on December 29, which will once again feature Comedian and Magician Ed Popielarczyk and a balloon drop at noon.

Police Department

- The Department will once again participate in the annual Stuff-A-Cruiser Toy Drive on Saturday, December 9, at the Bethlehem Lutheran Church on East High Street. New and unwrapped toys can be dropped off between the hours of 9:00am and 3:00pm. The toys will benefit East Hampton children and families in need this holiday season.

Public Works

- Crews in the Department are preparing trucks and other equipment and facilities for winter weather. This includes inspection and installation of equipment for snow plowing and deicing activities. The annual calibration of salt applicators is being performed to ensure that the amount of salt used on Town roads is appropriate.
- In preparation for road clearing operations, property owners and residents are reminded that snow is discharged to the side of the road. Please ensure that mailboxes are securely affixed to a sturdy post and properly placed behind the curb or edge of road. The Town policy for assisting in the cost of mailbox replacement only applies if Town equipment actually contacts the box. The Town is not responsible for damage done by plowed snow.

Recreation

- The travel basketball program is well underway, and schedules were just released for games beginning December 2. Registration is also open for youth recreational basketball and closes at the end of November. Staff has already seen great interest and sign up for the program. On a related note, staff is currently recruiting student referees and other volunteers for the season. Any interested person should contact the Recreation Department office.
- The Department is finalizing after school programming for December through May and will begin posting registration for these activities as soon as the dates and times are finalized.

Senior Center

- November is a month for celebrating Thanksgiving. The community offered many turkey dinners for the older adults and the Food Bank distributed many gift cards to community members in need.
- Senior Center staff is working with the Library, Recreation Department and the Village Center businesses throughout the holiday season. On December 9, the Senior Center will host its craft sale, which is open to the public, in conjunction with the Village Center Businesses Holiday Stroll. The businesses also are sponsoring a Stuff-a-Truck event on that day to collect items for older adults in the community.
- In follow up to the Stuff-a-Truck collection, the Senior Center will host a special shopping spree for the Holiday where participants will “shop” for items that were donated in the collection event. The donations will also be shared with the East Hampton Housing Authority.
- The Senior Center will be hosting its Holiday event on December 13 from 2:00pm to 5:00pm. The event will include visits from the North Pole and visits to the North Pole. Older Adults are invited to bring their imagination and join in the fun. Admission price is a non-perishable food item donation.
- Energy Assistance applications are being completed and processed at CRT in a more timely fashion and the CRT response to people in crisis and needing fuel has been quick and efficient this year. While concerns still exist that there will not be enough fuel assistance to get through the winter, older adults are able to connect with the program with the assistance of the Senior Center.

- The Estuary continues to provide the meal service with the support of the Senior Center staff, who are covering serving for the hours three days each week while Estuary finds its own employees. The Meals on Wheels program for home delivery is also expanding as additional households have been added to the deliveries. In general, the participants in the programs are pleased with the variety of food.

Town Clerk

- Town Clerk Kelly Bilodeau was recently elected to the Hartford City Council and will take office in January. Congratulations to Kelly. Unfortunately, she has also tendered her resignation from the Town of East Hampton to accept a similar position closer to home and will depart the Town in early December.

Youth and Family Services

- The Department is preparing to receive donations from the Police Department's Stuff-A-Cruiser event, for which the community has shown tremendous generosity over the years. Staff is in the process of pairing sponsors with families for direct donations and is coordinating other recipient families to distribute the donations received during the Stuff-A-Cruiser event.
- The Department is working with one active Juvenile Review Board (JRB) case and will be successfully closing another case very soon. The youth in that case has successfully completed the community service requirement they were given, as a tool used in their restorative justice plan. Minors utilizing the JRB process have completed community service by participating in several beautification activities, including clean up at the high school and Town-owned cemeteries. In the spring, any minors in the program will likely be working at the Senior Center and Library as other locations.
- The Prevention Coordinator and the Prevention Partnership are continuing to explore effective ways to deploy the opioid settlement funds that are received directly by the Town. Those funds are being used to address not only the effects of the opioid addiction crisis but also to prevent future use and addiction.

Town Manager/Other

- A representative of the Town's Economic Development Commission participated in the Middlesex Chamber of Commerce's new regional Economic Development Council. The strategic initiative of the Chamber is intended to be a way to connect and coordinate towns in the region regarding economic development. The Council will meet monthly

with a goal to advance interests and activities of regional importance, including business retention and expansion, and workforce development along with exploration of shared resources and coordinated efforts.

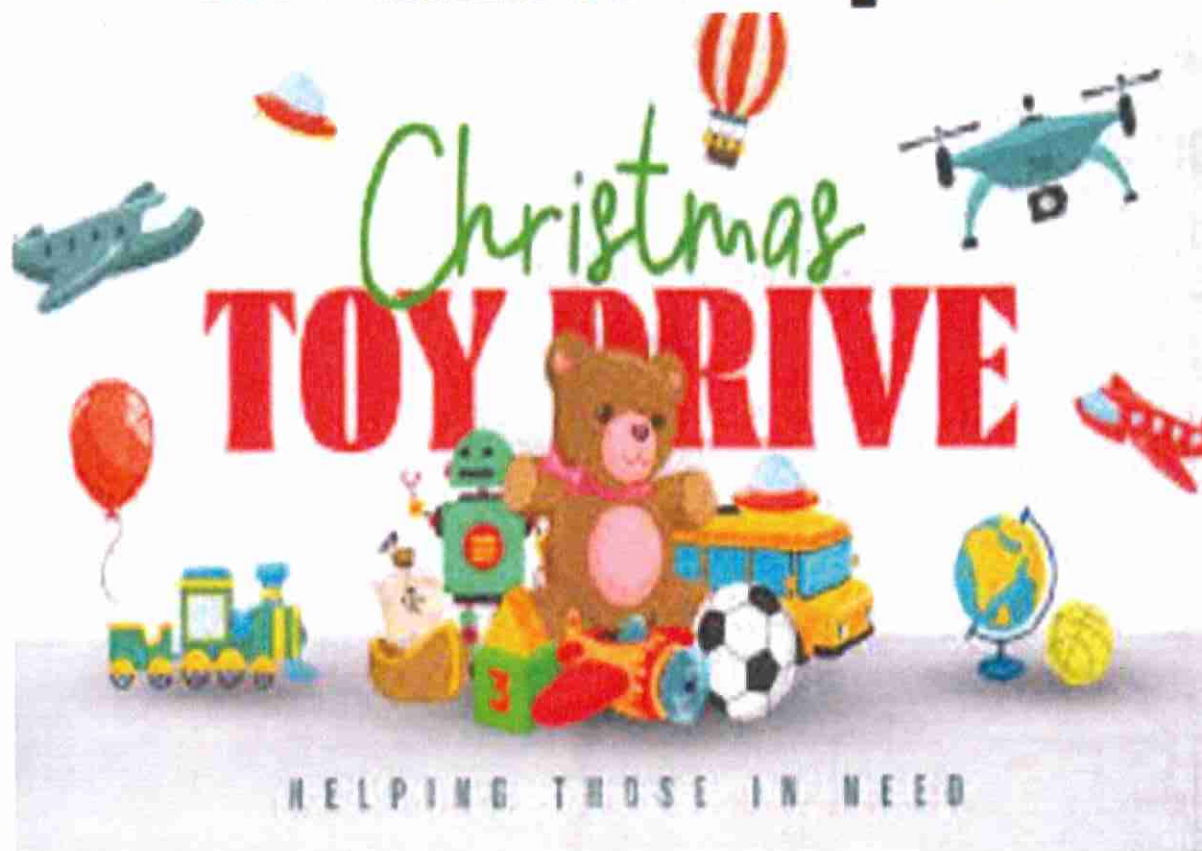
DC

cc: Management Staff

Stuff - a -Cruiser

Saturday, December 9, 2023

9:00 a.m. to 3:00 p.m.



Please bring a new, unwrapped toy to help us 'Stuff-a-Cruiser", for children in need this holiday season!

**@ Bethlehem Lutheran Church with
the East Hampton Police Department**

Thank you, Diana Marsh, for coordinating
Stuff-a-Cruiser for the 4th year!