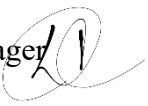


MEMORANDUM

TO: Town Council
FROM: David E. Cox, Town Manager 
DATE: April 5, 2024
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 related entities and those matters that are upcoming. Not all departments will be represented in each Report.

Library

- The Community Center siding replacement project will begin in mid-April and will last about six weeks. The Library and the Senior Center will remain open during the work and will maintain their normal program schedules. Parking should be minimally affected.
- The current photography featured in the Library's Community Room has warped over time due to the building's humid conditions during the summer months. New artwork has been requisitioned from another local photographer, R. J. Phil. It will feature black and white scenes of East Hampton past and present. The installation, which is funded by donations, is expected to be completed in April.
- The Library's March Monthly Report is included in this Report.

Police

- The Department recently completed the overhaul of one of its police vehicles, which was approved in this year's budget. The intent of the overhaul, which was in lieu of an outright vehicle replacement, is to determine whether enough additional service time from the vehicle is achieved to make this type of work a viable part of the Town's vehicle replacement plan. The intended overhaul consisted of replacing the engine, transmission, and driver's seat along with other work as necessary. Unfortunately, long delivery timelines for the parts delayed the project by nine months, which increased prices somewhat. Nevertheless, the parts were received, and the overhaul work was completed along with the replacement of the front axle, for an overall investment of about \$12,700. The Department will monitor the 2017 vehicle, which currently has 106,000 miles, to see if overhauling vehicles in the future will provide cost savings to the Town and become more routine.

- As reported in the media, April 1, members of the Department responded to a reported stabbing in the woods to the rear of 36 East High St. Two individuals got into an altercation that resulted in one individual stabbing the other several times with a knife. A quick response by the Department, with the assistance of the East Hampton Ambulance Association, facilitated a rapid assessment of the seriousness of the victim's injuries and immediate transport to an area hospital for treatment. Other members of the Department were called in to assist with the investigation of the incident and within a very short period of time an individual was taken into custody and charged with Assault 1st Degree and Reckless Endangerment 1st Degree. The responding Officers and the Department are commended for bringing a very serious incident to a successful resolution without any further injury to other individuals or harm to the public.
- On April 9 at 5:30pm, the Department will be holding a promotional ceremony for Sergeant Hardie Burgin, where he will be promoted to the rank of Lieutenant. The promotional ceremony will take place in the police training room. The public is invited to attend. Sergeant Burgin is a veteran member of the Department with nearly 15 years of service. His promotion was recommended by an interview panel of area Chiefs of Police and other command staff and by East Hampton Chief Woessner.
- During the month of March, the Department did not use Narcan, nor did it respond to any medical call in which a family member or other person had used it.

Public Works

- The Town's contractor for the Wopowog Culvert Replacement, Southern Industries, is in the process of providing all final documentation required for the contract signing along with details related to the construction plans. It is anticipated that the contract will be executed and the notice to proceed will be issued on Monday, April 8. Shortly thereafter, the contractor will begin mobilizing materials and equipment to the site and will have up to 60 calendar days to complete the project, which places substantial completion of the project by Friday June 7.
- The contractor for the High School Tennis courts plans to begin the warranty replacement of the surface of the courts on April 15. This work will include milling the top surface and repaving with 2" of asphalt. The contractor will also be cutting and reinstalling the other components (backer rods) and reapplying the acrylic playing surface after the asphalt has cured for 27 days. The project should be completed in mid-May. The Town has also secured pavement inspection services to be present during the paving to ensure proper workmanship and compaction standards are adhered to by the contractor for longevity of the installation.

- Public works crews have completed the drainage work at the Middle School athletic fields and will return to perform additional grass restoration after the area has drained and dried more.
- Looking forward, crews will return to the area of Forest Street, and Hayes Road to continue with additional drainage work and catch basin top replacement in preparation for paving after July. Concurrently, street sweeping, gravel road maintenance and pothole patching continue to be undertaken by the Department.

Recreation

- Registrations are coming in quickly for summer camp programs and several sessions of Sears Park Summer Camp are already full. Swim Lessons at Sears Park will be open for registration beginning the week of April 15. All other summer camp programs are now listed on the department website for registration.
- There are several upcoming events on the Air Line Trail. Saturday, May 4 is the annual Spring Cleanup Day. This event runs from 9am to 11am and gathers at the Cranberry Bog. Volunteers are encouraged to register on the Recreation Department website for this effort to clean up the East Hampton portions of the Trail. Also, June 1 is National Trails Day, and the Department will be hosting two hikes on the Trail exploring several of the offshoot trails from the main Air Line Trail. Other activities will also be hosted by the Library as well as other local Parks and Recreation Departments. To find a complete listing of all of the National Trails Day events interested parties may visit the Connecticut Forest and Parks Association website <https://ctwoodlands.org/>.
- Staff is in the process of opening the buildings at Sears Park for the season. April Vacation Camp will be hosted at the park next week and then the floor inside the Pavilion is scheduled to get a much needed re-finishing the week of April 15. Park bathrooms will be open to the public for the season starting next week. Park and boat passes are now available at the Recreation office and at the Library during regular hours.

Social Services

- East Hampton Prevention Partnership is finalizing plans for the Wellness Day, which will be held for high school students on April 18 in partnership with East Hampton High School. Students will start the morning off with a speaker, then have group activities throughout the day along with a wellness fair with organizations from the community.

- Also, as a reminder, in partnership with East Hampton Police Department, the East Hampton Prevention Partnership is holding a Drug Take Back Day on Saturday, April 27 from 10am to 2pm at the Town Hall. People may drop off unused or expired prescription patches and medications, unneeded or expired over the counter medications, vitamins, and samples, as well as pet medications for safe disposal.

WPCA

- Effective March 25, 2024, Paul Cerreta has been promoted to Wastewater Superintendent for the WPCA and the Joint Facilities. Paul has been with the Town for about 7 years and recently received his Class 4 Operator license and will become the licensed operator for the wastewater treatment plant jointly owned and operated by the Town's of East Hampton and Colchester.

Town Manager/Other

- Brownfields work at the four properties in the Village Center is ongoing and the first phase of work is nearly complete. As a reminder, the first phase involved updating information related to Phase 1 Environmental Assessments for the properties at 13 Summit, 1 and 13 Watrous and 3 Walnut as well as assembling all of the existing information available on the properties. The next phases of work will involve complete environmental assessments, remediation planning and reuse planning. The Brownfields Redevelopment Agency is currently developing its community awareness and involvement campaign.
- Staff has completed design work on the Village Center sidewalk project based on final review by the CT Department of Transportation. Bidding documents will be prepared shortly for advertisement in the spring and award of a contract by June. Work is anticipated to begin after Old Home Days in mid-July. Staff will be communicating with area businesses and property owners to prepare for the project which will last approximately three months.

DC

cc: Management Staff

March 2024

Monthly Report

At a glance:

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

- The FY 24/25 Library operating budget is under review following the Budget Workshop on March 19, during which Ms. Cachuela presented on the Library Operating Budget to the Board of Finance.
- The Community Center siding replacement project will begin in early April and will last about six weeks. The Library will remain open during the work and will maintain its normal program schedule. Parking should be minimally affected.

Strategic Plan Actions Update

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

- The Library has been invited to participate in a town-wide initiative called Choosing Kindness with the East Hampton Lions Club and local public schools. Kindness-themed programs will take place April 15-19, with activities for all age groups to participate in. *(Informative & Collaborative)*
- In an effort to provide improved accessibility to our resources, the Library has added several new items to its Library of Things, including a DVD player and a tablet pre-loaded with the Libby and Hoopla applications. *(Accessible & Inclusive) (Responsible & Sustainable)*

Department Reports

Administration:

This section contains general updates and news about Library administration.

- The Friends of the Library held their monthly meeting on March 4, during which they participated in a Strategic Planning work session and finalized plans for upcoming fundraisers. They also approved funding for several upcoming programs, including this year's Summer Reading Program, for which the theme is "Adventure Begins at Your Library".
- The Library Advisory Board held its monthly meeting on March 4, which was followed by a Strategic Planning workshop for Board members. Key findings from the workshop will be released as a part of the larger report combining all of our Community Conversation and survey data.

- The Strategic Planning team attended meetings on March 6, March 20, and March 27. Community feedback for the new plan was collected throughout the month via the Community Survey and at three open Community Conversation roundtables, one storytime program, the Teen Advisory Board meeting, and visits to the high school and middle school. The data collected will be compiled and presented to the Board at the May meeting with the draft Strategic Plan.
- Ms. Cachuela attended the Arts and Culture Commission meeting on March 21, during which the Commission reviewed applications for its Capstone and community grants and made plans for their 2024 Garden Tour.
- Staff continue to work on plans for this year's Summer Reading program, as well as several other upcoming town events. The Library will once again participate in the local Trails Day activities and in this year's Old Home Days parade.
- The current photography featured in the Library's Community Room has warped over time due to the building's humid conditions during the summer months. New artwork has been requisitioned from another local photographer, R. J. Phil. It will feature black and white scenes of East Hampton past and present. The installation is expected to be completed in April.
- A television monitor was installed behind the front circulation desk in an effort to increase patron awareness about Library events. The display will feature flyers for upcoming programs on a rotation.

Children's Department:

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

- This spring, the Library has insects on display for patrons of all ages to stop by and observe their transformations over the next few weeks. There are praying mantis eggs, caterpillars that will become painted lady butterflies, and a Harvester ant habitat.
- Ms. Waddington attended a reception at the Community Foundation of Middlesex County in Middletown. At the event, Ms. Waddington met local children's book author Leslie Bulion and received a donation of bird nesting balls and a signed copy of Bulion's book, *Superlative Birds*, on behalf of the Library. 10 nesting balls were handed out to participants in the adult seed starting program on Saturday, March 23, and the remaining 10 will be distributed at a bird-themed preschool storytime in April.
- Ms. Waddington visited several local preschool classrooms to read stories and talk about spring time.
- The Library hosted several very successful school-aged programs this month, including a spring-themed paint night with Amy Ordonez of Studio 13 and a magic-themed STEM program facilitated by Cool-ology.

Adult / Young Adult Department:

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

- Members of the Chatham Historical Society visited the Local History Room, where Ms. Blanda offered an overview of the collection. Members were invited to browse a display of notable items, including the oldest item in the collection—an account book dated from 1817.
- Middle and High School outreach included visits with 7th and 8th graders who successfully completed a reading challenge and could choose a special activity. Ms. Blanda and Ms. Fielding facilitated a sewing activity. At the High School, Ms. Blanda participated in a life skills/adulting activity, presenting students the opportunity to learn about “Getting the Most Out of Your Public Library Card,” and facilitated a Community Conversation with teens for the Strategic Plan. These visits were in addition to the ongoing 6th grade book club being hosted by Ms. Blanda.
- The department planned and facilitated several well-received adult programs throughout the month, include a seed starting program and “Paranormal Hotspots” with Discovery+ channel star Ronny LeBlanc.

Circulation and Technical Services Department:

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

- The department recently relocated nonfiction audiobooks and DVDs in an effort to call more attention to the resources. Previously, they were mixed into the nonfiction section based on topic and saw little circulation. Separating them into their own section at the end of nonfiction has created an immediate increase in overall circulation of the items.
- Tech Help Thursdays have continued to be a great success, with several patrons making use of the service during each session.

Strategic Plan Indicators of Success

Circulation

Borrowers *(Accessible and Inclusive)*

	+/- Last Month	March	February	January
Adults (borrowing physical items)	-1	1262	1261	1284
Children & Teen (borrowing physical items)	+26	258	232	266
SUBTOTAL		1520	1493	1550
Overdrive	+45	291	336	279

Hoopla	-2	276	278	293
SUBTOTAL		567	614	572
TOTAL	-20	2087	2107	2122

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

	2024	2024	2024	2023	2022	2021
	March	February	January	March	March	March
Adult Collection	3,171	3,016	3,302	3,582	3,468	4,229
Children's Collection	3,172	2,989	3,086	3,243	3,925	1,642
Young Adult	396	371	434	362	342	139
SUBTOTAL	6,739	6,376	6,822	7,187	7,735	4,272
eBooks – Overdrive	1,580	1,550	1,487	1,125	786	190
eBooks - Hoopla	801	783	842	598	553	585
SUBTOTAL	2,381	2,333	1,828	1,723	1,339	1,357
TOTAL	9,120	8,699	8,650	8,910	9,074	5,629

Visits

Door Counter (*Welcoming and Vibrant*)

July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
5,019	6,497	3,964*	4,639	4,122	4,829	4,654	4,583	4,865			

*New Door Counter for September

Programs and Partners

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

Onsite Programs				Participants		
	March 2024	March 2023	March 2022**	March 2024	March 2023	March 2022**
Adult	14	6		180	41	
Children's	19	25		567	436	
Young Adult	5	5		24	27	
Intergenerational	0	0		0	0	
SUBTOTAL	38	36		771	474	
Self-Directed Activities				Participants		
Adult	2	1		24	18	
Children's	5	7		225	340	
Young Adult	1	1		1	7	

Intergenerational	1	0		63	0	
SUBTOTAL	9	9		313	362	
Offsite Programs				Attendance		
Adult	0	1		0	0	
Children's	8	9		158	201	
Young Adult	7	2		56	33	
Intergenerational	0	0		0	0	
SUBTOTAL	15	12		214	234	
TOTAL	61	57		1,298	1,070	

**Program statistics for 2022 shown here include combined totals for in-person, self-directed and offsite. Specific stats for self-directed and offsite will be reported beginning in July, the first month those numbers are archived and available.

Promotion

Website (*Welcoming and Vibrant*)

	+/- last month	March	February	January
Users	-1,654	1,510	3,164	1,755
Sessions	-348	2,813	3,161	3,089
Page Views	-1,265	3,840	5,105	4,383
Events Calendar	-322	2,000	2,322	2,505

5 Most Popular Pages: Library Homepage, Museum Passes, Hours & Contact Info, Library Staff, Events

Social Media (*Welcoming and Vibrant*)

	+/- last month	March	February	January
Facebook				
Reactions/Comments/Shares	+193	672	479	312
Page Reach	-2,338	13,750	16,088	4,806
New Followers		14	19	35
Instagram				
Reactions/Comments/Shares	-1	310	309	188
Page Reach	+2,621	3,145	524	431
New Followers		13	14	12