


## MEMORANDUM

TO: Town Council  
FROM: David E. Cox, Town Manager   
DATE: August 3, 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. 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.

**Town Council Meeting Follow Up**

- The discussion related to whether the Town would accept maintenance and public-road-like responsibility for Edgewater Circle is being held for the September 12 meeting. Town Attorney is reviewing the matter and the original agreements and will be providing a written opinion and advice for the Council prior to that meeting.

**Finance**

- The Government Finance Officers Association (GFOA) has, for the 11<sup>th</sup> consecutive time, recognized the Town's annual financial reports with its Certificate of Achievement for Excellence in Financial Reporting. The recognition, which is for the fiscal year 2022 end-of-year financial reports, acknowledges the Town's effort to go beyond the minimum requirements of generally accepted accounting principles to prepare annual comprehensive financial reports that provide transparency and full disclosure of the Town's financial activity and condition.
- Attached to this report is a one-page sheet showing the current status of funds received by the Town through the American Rescue Plan Act (ARPA). As shown in the charts, the Town has committed about \$3.45 million of its \$3.79 million allocation. About \$1.34 million has been expended to date. The majority of the funds have been used to offset capital or significant one-time purchases including technology, building improvements, vehicle and equipment replacements and construction-related activities.

**Library**

- The Library is busy preparing for its Summer Reading Closing Party, which will take place on Friday, August 18 from 3-5pm. The event will have a circus theme and attendees will have the opportunity to learn skills like plate spinning and how to walk a tight rope with a company called Circus Moves. Raffle prize winners will be announced at 4:30pm.
- The Library partnered with Parks and Recreation this week to host Jason Tardy, an extreme juggler who performed for 150 Library patrons and Sears Park Summer Camp kids.

- The Friends of Lake Pocotopaug has generously funded a second stand-up paddleboard for the Library of Things collection along with a collection of educational books for children on lake ecosystems, cultural histories, and conservation. Additionally, the East Hampton Lions Club donated to the Library, which allowed replacement of some well-worn copies of adult fiction books. Thanks go out to both of these organizations for their support of the Library.
- The Monthly Library Report for July is included in this Report.

### **Planning and Zoning**

- The Planning and Zoning Commission gave preliminary consideration to an application for a 15 lot residential subdivision located on Flanders Road (Home Acres Estates). As part of discussion related to the developer's proposal for a private road, the Commission asked for input from the Town Council regarding whether the road should be public or private. The Council will be asked to consider this question at a meeting in September in order to provide a statement to the Commission prior to the planned public hearing on the proposed development, which is scheduled for October.

### **Police Department**

- The Department recently completed its Police Officer Standards and Training Council (POSTC) Tier I Accreditation audit which took place between July 17 - 28. Six assessors from different law enforcement agencies reviewed 122 standards and ultimately found all of them in compliance with Tier I POSTC Standards with a few small requests for modifications. The next step will be an on-site visit to the Department by POSTC staff on August 8, during which time they will tour the facility and present the official report from the audit to the Chief. The final step will be to attend a POSTC meeting at which time the POST Council members will determine via vote whether to award Tier 1 accreditation to the Department. It is expected that meeting will take place on September 14.
- During the month of July, 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.

### **Youth and Family Services**

- Youth Services has received notice of its funding allocation for the 2024 Enhancement Grant from the Department of Children and Families. Most of the funding in the upcoming years support paying a licensed clinician to assist the Department when it has more complex trauma and emotional cases. Funds will also go towards after-school programming, partner programs with the Recreation Department and Epoch Arts as well as continuing the popular mental health hikes and other youth-positive events.

- Youth Services is developing a community service program that will be funded using the Department's Restorative Justice Grant. The community service program will be for juvenile offender who are in the Juvenile Review Board process and will provide youth an opportunity to give back to the community while strengthening a sense of accountability. The Department will be working with other Town Departments and local organizations for the service opportunities.
  
- The new Prevention Coordinator, Brooke Clavet, will start with the Town on Monday, August 7.

**Town Manager/Other**

- The U.S. Army Corps of Engineers, Lower Connecticut River Valley Council of Governments and Connecticut Agricultural Experiment Station will conduct a research and demonstration project to understand and better control the invasive aquatic plant hydrilla. Beginning August 7, a bright red dye will be placed in the CT River at several locations to study water flow with studies continuing through September 15 on weekdays. The nearest location to East Hampton for dye will be the Portland Boat Works. More information is available on the US Army Corps of Engineers site and in the Public Notice attached to this Report.

DC

cc: Management Staff

# Fiscal Year 2023 ARPA Report East Hampton, CT

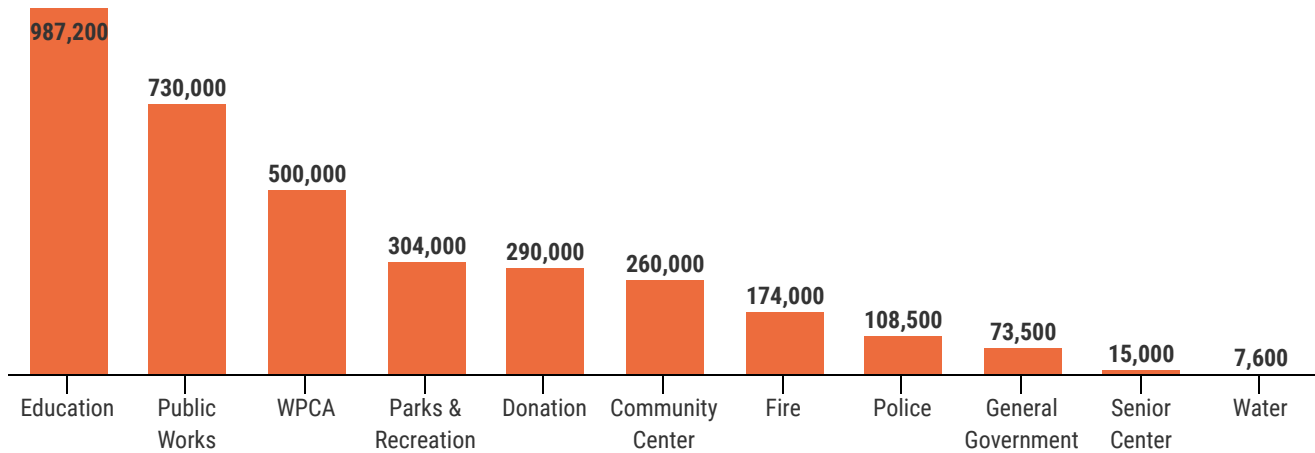


AWARD AMOUNT

**\$3,788,168**

FUNDS COMMITTED

**\$3,449,800**

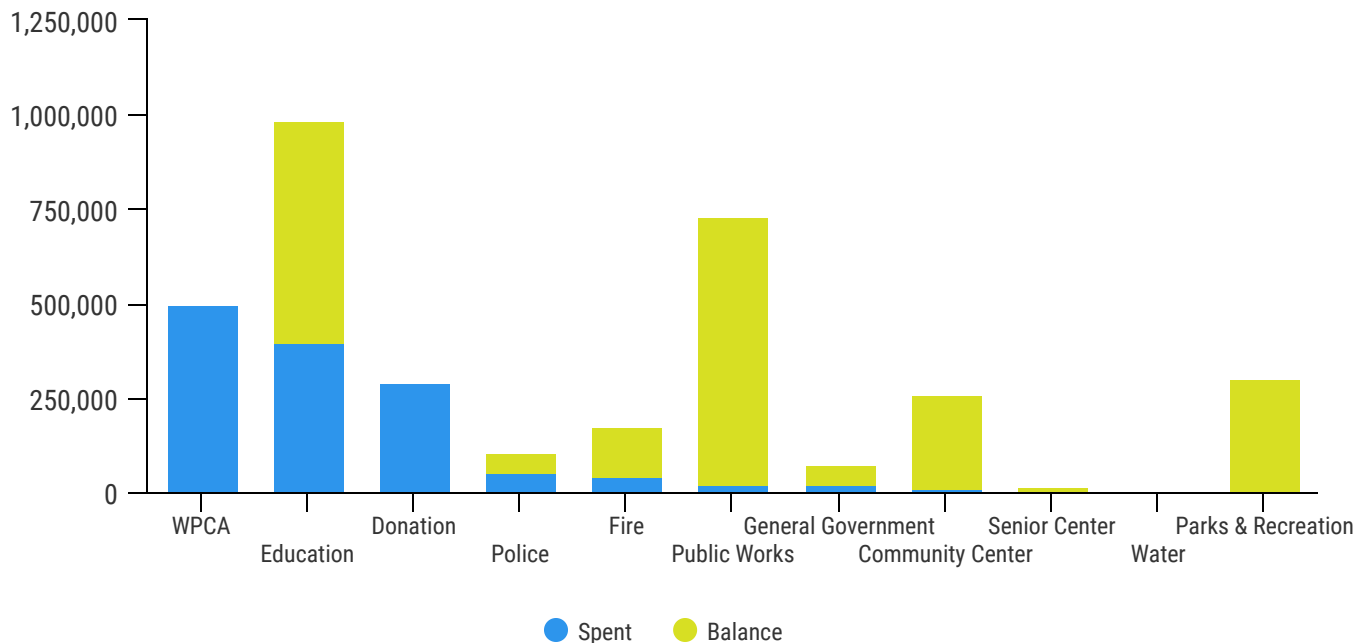


SPENT THROUGH JUNE 30, 2023

**\$1,337,403**

BALANCE OF COMMITTED FUNDS TO BE SPENT

**\$2,112,397**



# July 2023

## Monthly Report

### At a glance:

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

- On Tuesday, August 1 the Library hosted a performer named Jason Tardy in partnership with the local Parks and Recreation Summer Camp. The event took place at Sears Park and Mr. Tardy's high energy juggling and comedy show was enjoyed by 150 spectators of all ages.

### Strategic Plan Actions Update

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

- The Library of Things has acquired a second Stand-Up Paddleboard for circulation, which was generously funded by the Friends of Lake Pocotopaug. (*Accessible & Inclusive*), (*Responsible & Sustainable*)
- The Library has eight new chairs in the Local History Room. (*Welcoming & Vibrant*)
- Library Spirit Days have soared in popularity this summer, regularly having almost 100 participants, who each receive an extra Summer Reading raffle ticket for coming dressed up in that week's theme. (*Welcoming & Vibrant*)

### Department Reports

#### Administration:

*This section contains general updates and news about Library administration.*

- The Library's two new Public Service Associates began work this month, bringing the Library back to a more recent staffing level.
- The town's revised budget passed at the Budget Referendum held on July 12.
- The Friends of the Library held their monthly meeting on 7/10, during which they discussed the success of their June book sale and new fundraising opportunities.
- The Library Advisory Board held its monthly meeting. Christine Cachuela gave an update on library operations and on Connecticut Senate Bill 2, which was signed into law and will create new grant opportunities for the Library. Mr. Cox gave an update on the hiring process for the open Director position, which is in its final stages.

#### Children's Department:

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

- The department is collaborating with Belltown Discovery Center this summer to offer a special Summer Reading program for the children in their daycare program. The program allows the children to participate through the childcare center without having to come in to the Library.

- Grades K-5 programming remains strong this summer, with popular events including new installments in the STEMtastic series, a DIY stuffed animal storytime, and our ongoing graphic novel book club.
- The StoryWalk® at Seamster Park was updated with a new book, *One-Dog Canoe* by Mary Casanova.

### Adult / Young Adult Department:

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

- The Podcasters in Person series continued with a visit by the duo behind the 1056 Podcast, a podcast about craft beer in CT. The series concluded with a visit by Matthew Dicks, his second appearance at the Library.
- The expansion of Home Delivery is underway, with registration forms and information sheets distributed to residents of Chatham Acres and Bellwood.
- There were 80 participants in the ‘Send a Postcard’ passive program.

### Circulation and Technical Services Department:

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

- The Circulation and Technical Services Department has been busy processing additional book orders this month, thanks to donations from the East Hampton Lion’s Club and the Friends of Lake Pocotopaug.
- Mr. Bolton continues to work with the furniture supplier and the town’s Facilities Department to schedule the delivery and installation of the new circulation desk.
- Items in our Library of Things collection boasted 32 check outs in their first full month of circulation.

## Strategic Plan Indicators of Success

### Circulation

**Borrowers** (*Accessible and Inclusive*)

	<b>+/- Last Month</b>	<b>July Borrowers</b>	<b>June Borrowers</b>	<b>May Borrowers</b>
<b>Adults</b> (borrowing physical items)	+15	1,268	1,253	1,107
<b>Children</b> (borrowing physical items)	+18	379	361	235
<b>Corporate</b> (borrowing physical items)	+2	13	11	14

Staff (borrowing physical items)	-1	17	18	17
<b>SUBTOTAL</b>		<b>1,677</b>	<b>1,643</b>	<b>1373</b>
Overdrive	0	225	225	215
Hoopla	+4	240	236	211
<b>SUBTOTAL</b>		<b>465</b>	<b>461</b>	<b>426</b>
<b>TOTAL</b>	<b>+38</b>	2,142	2,104	1799

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

	2023	2023	2023	2022	2021	2020
	July	June	May	July	July	July
Adult Collection	3241	3280	3058	3,573	3,889	2,241
Children's Collection	4070	4068	2833	4,161	5,083	1,968
Young Adult	592	613	432	522	417	148
<b>SUBTOTAL</b>	7903	7,967	6323	8,256	9,389	4,537
eBooks – Overdrive	983	1,070	1073	1,206	1,073	752
eBooks - Hoopla	617	661	652	643	575	469
eBooks – RB Digital*	0*	0*	0*	0*	0*	0*
<b>SUBTOTAL</b>	1,600	1,731	1725	1,849	1,648	1,428
<b>TOTAL</b>	<b>9,503</b>	<b>9,698</b>	<b>7842</b>	<b>10,105</b>	<b>11,037</b>	<b>5,965</b>

\*RB Digital was discontinued.

### Visits

#### Door Counter *(Welcoming and Vibrant)*

July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
5,019											

### Programs and Partners

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

	Onsite Programs			Participants		
	July	June	May	July	June	May
Adult	5	6	5	35	74	32
Children's	17	10	19	327	242	354
Young Adult	4	2	6	24	5	26
Intergenerational	0	2	0	0	592	0
<b>SUBTOTAL</b>	<b>26</b>	<b>20</b>	<b>30</b>	<b>386</b>	<b>913</b>	<b>412</b>

<i>Self-Directed Activities</i>				<i>Participants</i>		
Adult	2	1	1	57	20	16
Children's	4	5	7	283	313	342
Young Adult	3	1	1	23	7	2
Intergenerational	3	1	1	257	50	186
<b>SUBTOTAL</b>	<b>12</b>	<b>8</b>	<b>10</b>	<b>620</b>	<b>390</b>	<b>546</b>
<i>Offsite Programs</i>				<i>Attendance</i>		
Adult	0	0	0	0	0	0
Children's	5	4	6	95	340	573
Young Adult	0	2	3	0	530	276
Intergenerational	0	1	0	0	47	0
<b>SUBTOTAL</b>	<b>5</b>	<b>6</b>	<b>9</b>	<b>95</b>	<b>917</b>	<b>849</b>
<b>TOTAL</b>	<b>43</b>	<b>34</b>	<b>49</b>	<b>1101</b>	<b>2220</b>	<b>1807</b>

## Promotion

### Website (*Welcoming and Vibrant*)

	<b>+/- last month</b>	<b>July</b>	<b>June</b>	<b>May</b>
<b>Users</b>	<b>-240</b>	1875	2115	1458
<b>Sessions</b>	<b>-568</b>	3142	3710	2609
<b>Page Views</b>	<b>-963</b>	4734	5697	3899
<b>Events Calendar</b>	<b>-1182</b>	1137	2319	886

**5 Most Popular Pages:** Library Homepage, Hours & Contact Info, Library Staff, Museum Passes, Children's Programs & Events.

### Social Media (*Welcoming and Vibrant*)

	<b>+/- last month</b>	<b>July</b>	<b>June</b>	<b>May</b>
<b>Facebook</b>				
<b>Reactions/Comments/Shares</b>	<b>-203</b>	3311	3514	182
<b>Page Reach</b>	<b>+1119</b>	4662	3543	2693
<b>New Followers</b>	<b>+6</b>	23	17	17
<b>Instagram</b>				
<b>Reactions/Comments/Shares/Views</b>	<b>+1018</b>	5369	4351	1010
<b>Page Reach</b>	<b>+620</b>	1154	534	464
<b>New Followers</b>	<b>+5</b>	22	17	15

## Donations and Fundraising

### Donations (*Ready for the Future*)

Friends of Lake Pocotopaug	\$120 in children's books about lake conservation and a Stand-Up Paddleboard for the Library of Things
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# PUBLIC NOTICE

**In Reply Refer to:** Keith Hannon  
**Email:** CTRiver-Hydrilla@usace.army.mil  
**Office:** USACE New England District  
 Navigation, Coastal & Environmental Planning Section  
**Date:** 31-July-2023

## PUBLIC NOTICE USACE CONNECTICUT RIVER HYDRILLA RESEARCH AND DEMONSTRATION PROJECT WATER EXCHANGE DYNAMICS STUDY

Interested parties, stakeholders, and abutters are hereby notified that the U.S. Army Corps of Engineers (USACE), New England District, in partnership with the Lower Connecticut (CT) River Valley Council of Governments (RiverCOG) & the CT Agricultural Experiment Station (CAES), is conducting a research and demonstration project to better understand and control the invasive aquatic plant hydrilla (*hydrilla verticillata*) that is currently spreading throughout the lower CT River and its tributaries. To control and eradicate hydrilla, the U.S. Army Corps of Engineers (USACE) New England District and the Engineer Research and Development Center (ERDC) plan to treat a subset of the seven identified sites during summer 2024 (Figure 1). Ahead of this work, USACE and ERDC will be applying Rhodamine WT (RWT) tracer dye to four sites to better understand their water exchange dynamics thus informing the development of individual herbicide treatment plans for control of the hydrilla at each site.

RWT dye is a fluorescent, xanthene dye that has been used for water tracing since at least the mid-20th century to quantify time of travel in dynamic waters. This dye has no significant effects on aquatic organisms and has been proven to be safe to use for these studies with ERDC previously using this dye method to understand the water dynamics for other projects. Dye will be applied to the sites during various environmental conditions using different application techniques at 10 parts per billion concentrations. The concentrations of the dye in the water will be collected using fluorometry equipment at certain intervals following initial dye treatment at sampling points within and just outside of the sites. There will be impacts to the color of the water at the sites and surrounding areas as the dye is bright red in color, but these are expected to be minimal and short term as the dye will dilute and dissipate with the flow and tides of the river.

The proposed RWT dye study sites are provided in the table below:

**Table 1. RWT Dye Study Locations**

Primary Site Locations	Town	Alternate Site Locations	Town
Keeney Cove	Glastonbury, CT	Deep River	Deep River, CT
Chapman Pond	East Haddam, CT	Mattabesset River	Middletown, CT
Chester Boat Basin	Chester, CT	Portland Boat Works	Portland, CT
Selden Cove	Lyme, CT	-	-

The dye will be applied to the waters of these sites starting Aug 7, 2023, through September 15, 2023, with an alternate end date of September 22, 2023. Work will be occurring Monday-Friday. The schedule is subject to change and will be updated and posted to the USACE project website:

<https://www.nae.usace.army.mil/Missions/Projects-Topics/Connecticut-River-Hydrilla/>.

Check the website to view any changes to the schedule.

**Table 2. Dye study schedule**

<b>Site Location</b>	<b>Schedule</b>				
<b>Keeney Cove</b>	<b>Mon Aug 7</b>	<b>Tues Aug 8</b>	<b>Wed Aug 9</b>	<b>Thur Aug 10</b>	<b>Fri Aug 11</b>
	Prep day	Treatment day	Sample day	Sample day	Sample day
<b>Chapman Pond &amp; Chester Boat Basin</b>	<b>Mon Aug 14</b>	<b>Tues Aug 15</b>	<b>Wed Aug 16</b>	<b>Thur Aug 17</b>	<b>Fri Aug 18</b>
	Prep day	Treatment day	Sample day	Sample day	Sample day
<b>Alternate Site if Needed</b>	<b>Mon Aug 21</b>	<b>Tues Aug 22</b>	<b>Wed Aug 23</b>	<b>Thur Aug 24</b>	<b>Fri Aug 25</b>
	TBD	TBD	TBD	TBD	TBD
<b>Selden Cove</b>	<b>Mon Aug 28</b>	<b>Tues Aug 29</b>	<b>Wed Aug 30</b>	<b>Thur Aug 31</b>	<b>Fri Sep 1</b>
	Prep day	Treatment day	Sample day	Sample day	Sample day
<b>Keeney Cove</b>	<b>Mon Sept 4</b>	<b>Tues Sept 5</b>	<b>Wed Sept 6</b>	<b>Thur Sept 7</b>	<b>Fri Sept 8</b>
	Prep day	Treatment day	Sample day	Sample day	Sample day
<b>Chapman Pond &amp; Chester Boat Basin</b>	<b>Mon Sept 11</b>	<b>Tues Sept 12</b>	<b>Wed Sept 13</b>	<b>Thur Sept 14</b>	<b>Fri Sept 15</b>
	Prep day	Treatment day	Sample day	Sample day	Sample day
<b>Alternate Site if Needed</b>	<b>Mon Sept 18</b>	<b>Tues Sept 19</b>	<b>Wed Sept 20</b>	<b>Thur Sept 21</b>	<b>Fri Sept 22</b>
	TBD	TBD	TBD	TBD	TBD

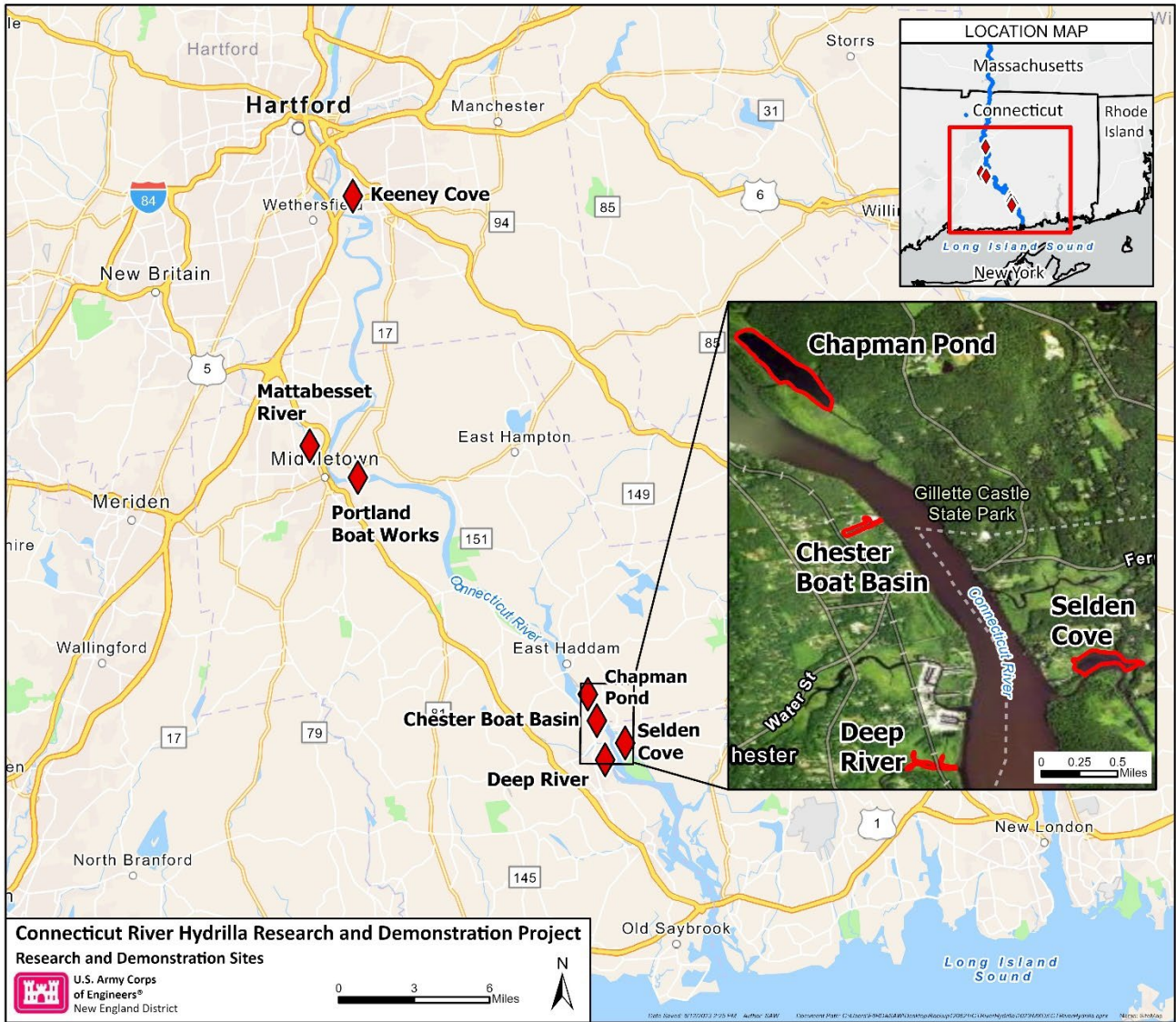


Figure 1. Demonstration sites for research and demonstration project.

To request more information about the dye study, contact: Keith Hannon, Project Manager, New England District, U.S. Army Corps of Engineers, 696 Virginia Road, Concord, MA 01742, (978) 318-8833, CTRiver-Hydrilla@usace.army.mil.