


MEMORANDUM

TO: Town Council
FROM: David E. Cox, Town Manager 
DATE: September 23, 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's Office

- Sewer use bills will be mailed on September 30, 2022 and will be available to pay online on October 1. The 2022 sewer use rate remains \$520 per unit plus an additional \$300 for any residence with a Town-maintained grinder pump. Sewer use bills become due and payable on October 1, 2022 and are delinquent after November 1, 2022. Bills may be paid in one installment or two equal installments, with the second installment becoming due April 1, 2023, and delinquent after May 1, 2023. If the customer chooses to pay the bill in two installments, please be reminded there is not a second mailing for the April 1 installment. When making a payment online, payers must have the account number available as a sewer bill is considered a utility and cannot be looked up by name or address.

Library

- The Friends of the Library do a lot to support the efforts of the Library through event sponsorship and volunteering. That is made possible due to dedicated members of the Friends group. The Friends of the Library are inviting members of the East Hampton community to join and encourage those who may be interested to learn more about becoming a Friend in the About section of the Library website here: [Friends of the Library - East Hampton Public Library](#).
- The community is invited to "Save the Date" for the Friends of the Library Book Sale scheduled for November 4 and 5 at the Library. Book donation drop off begins Saturday, October 29.
- The Library is in the early stages of exploring the possibilities of 3D printing services. Due to a generous patron donation, the library now has some equipment and staff is working out the logistics, policy needs, and possibilities. As this project develops, more information will be provided.
- Library staff and the Library Advisory Board have discussed plans for the upcoming CIP. Some projects may include more flexible and "kid friendly" shelving arrangements in the Children's area and supplements to ongoing facilities updates.
- The Library Monthly Report for August 2022 is included in this Report.

Parks and Recreation

- Staff has switched the vendor for Turf Management to Connecticut Lawn Care and anticipates that the company will better help manage the Town's turfgrass playing fields at both the high school and middle school. Connecticut Lawn Care has a great reputation of managing grass fields in the area working with municipalities including Berlin, Newington and Bristol.
- Travel Basketball Tryouts will take place on October 11 and 12 in the middle school gym. All youth in grades 5 through 8 who want to participate in travel basketball must sign up for one of the try out dates to be eligible to play during the season. Links to registration are available on the Department's website: <https://easthamptonct.myrec.com/info/default.aspx>
- The Department recently promoted Sheri Yorker from the Office Assistant to full time Program Leader. Sheri's first order of business will be to build new program opportunities for adults within the community based on the results from the Needs Analysis final report.
- The contract for Priority Landscaping has been issued to complete the work for projects 1 – 6 of the Watershed Improvements Project as approved by the Town Council. The contractor is ready to start work at Sears Park the week of October 3.

Police

- After the repaving work was complete on Clark Hill Road, the Department began speed monitoring and education in the area with the speed monitor sign. As a result of observed speeds higher than an acceptable level, the Department has implemented targeted enforcement on the road. It is normal practice for the Department to target enforcement in areas of Town where unsafe speeds have been identified. As always, drivers are encouraged to operate at appropriate speeds as posted.

Public Works

- The restoration work on Clark Hill Road and Abbey Road has been completed. In the coming weeks, as weather permits, line striping will be installed within the limits of the project.
- As a reminder, crews will begin some pavement shimming work next week at locations on Wopowog Road, Daniel Street, and Collie Brook Road to prepare for chip sealing next year and will also address some areas of poor pavement and patches over previous work on other roads including Old Marlborough Road, Fern Lane, Barton Hill, Long Hill, Forest Street.
- Crews will also be replacing a collapsed metal drainage pipe on Terp Rd and replacing a collapsed catch basin on Spice Hill Drive and residents in those areas are reminded to watch for those workers.

Senior Center

- The Senior Center continues to celebrate National Senior Center month and celebrated chocolate through a well-attended event with Mary Lee Brody who is well known for her cooking demonstrations. The Center is fortunate that her name and skills bring new attendees to the Senior Center.

- The celebration continued in collaboration with Marlborough Healthcare for a brown bag lunch concert by the For Fun Band and next week, the month's events will finish off with an outdoor hike with Lynn Kochiss at Hurd Park.
- The Senior Center is excited to have new staff member, Joni O'Toole, who started in August as Activity Specialist. The participants at the Center are looking forward to the new programs that she will develop.

Youth and Family Services

- The Department, in partnership with East Hampton Prevention, has developed a new group called Bring Change to Mind that met for the first time at East Hampton High School on September 15. During this initial gathering, staff heard from youth on an array of concerns surrounding mental health and wellness. The group will focus on implementing positive strategies that address both mental health and the prevention of substance use and addiction in a fun, youth-driven forum that will incorporate conversation, community projects, activities, and field trips. Any student in grades 9-12 interested in joining should contact the Department at 860-267-9982 or stop by a group gathering.
- The Department held its She Mattered Presentation on September 19 at the East Hampton Library. The youth who attended did a terrific job talking with one another and sharing ideas on how they would respond to seeing a peer being bullied. It was a contemplative evening talking about loss and hope, with emphasis placed on the power young people have intervening when a peer is being bullied or is in crisis. The Department would like to bring the program back to a wider youth audience at some point in the future.

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. The Town continues to range between five and fifteen reported cases each week and remains at about half of the reported case count from one year ago.
- Exploration of the potential water supply site at Pine Brook took place this week. Unfortunately, despite preliminary information, the site did not provide a good water source. The driller attempted several test well sites and encountered bedrock before reaching acceptable aquifer material in each location. Confirmational water testing at the Oakum Dock site will occur shortly and a meeting date for the Water Sub Committee will be set to review next steps.
- The Town received official notice that the STEAP grant sought for the sidewalk improvement project in the Village Center was awarded. Staff will continue to work with the Connecticut Department of Transportation regarding the final, detailed design and anticipates bidding the project over winter for construction in the spring.

DC

cc: Management Staff

August 2022

Monthly Report

At a glance:

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

- The Library held its annual End of Summer Reading closing event on August 19, 2022. Over 205 people were in attendance. Special thanks to our Summer Reading sponsors, prize contributors, volunteers, and library staff who made it all possible.
- The search for a new Adult/Young Adult Librarian completed its final stages. The Library had 28 applicants for the position. There were multiple rounds of interviews. Finalists designed and led teen programs as part of the final stages of the interview process. The chosen candidate will be announced after Labor Day.
- The Children's Department had great participation for programming with over 800 attendees in August alone and saw an increase in Summer Reading board game participants.
- Adult and Teen programming remained steady due to the tremendous collaborative efforts of Library Staff to facilitate Teen programs and Ms. Blanda's seamless continuity for providing Adult programs.
- The Library is working to fill a part-time Public Service Associate position in September. Ms. Olivia Mendlinger will have her last Day on September 1, 2022.
- Throughout the entirety of Summer Reading, between June 24 and August 19, 2022, the Library hosted over 2,600 program attendees across 95 different programs.

Strategic Plan Actions Update

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

- Children's Summer Reading board game participation increased from 291 participants in 2021 to 307 participants in 2022. *(Accessible & Inclusive), (Welcoming & Vibrant)*
- Out of 142 surveys collected, 100% of the people who completed the Summer Reading program survey indicated that they felt welcome at the library. *(Accessible & Inclusive), (Welcoming & Vibrant), (Informative & Collaborative)*

- The number of Library visitors increased by 41% from July to August. *(Accessible & Inclusive), (Welcoming & Vibrant)*
- The Library has been selected to be the recipient of the Stop&Shop Community Bag program for September. As a result, The Library will receive \$1 for every reusable bag sold at the East Hampton Stop&Shop over the course of the month. *(Informative & Collaborative), (Responsible & Sustainable)*

Summer Reading Registration 2022				
	Summer Reading Kickoff Event (June 24, 2022)	Beginning of July (As of July 6, 2022)	End of July (As of July 27, 2022)	End of Summer Reading (As of August 19, 2022)
Children	265	353	393	409
Teen	76	112	123	123
Adults	97	164	179	183
Total	438	629	695	715

Department Reports

Administration:

This section contains general updates and news about library administration.

- Mr. Kellogg and Library Advisory Board members participated in a parliamentary procedure workshop.
- Over the course of six weeks, a search was conducted for a new Adult/Young Adult Librarian. There were 28 applicants. 7 candidates received a phone interview. 5 candidates received an in-person panel interview. 2 finalists received a second in-person panel interview and conducted a program for teens. The chosen candidate will be announced after Labor Day.
- The Library was down an average of 52 staff hours due to position vacancies.
- Mr. Kellogg had routine one-on-one meetings with library staff, weekly meetings with Town Manager Cox, met with Steve Fontanella (Director of Facilities) to discuss Capital Improvements, and met with Jo Ann Ewing (Senior Services Coordinator) to discuss the working and facilities relationship between the Senior Center and the Library.
- Library Building maintenance updates: Fire Alarm maintenance and testing was completed, lighting repairs were completed, security system maintenance was completed, and air conditioning repairs were completed.
- Library E-Rate administrative procedures are done until March.
- Mr. Kellogg will continue reviewing possible capital improvement projects, specifically related to space planning and procedural technology.
- Mr. Kellogg attended the monthly Arts and Culture Commission meeting, there was discussion of Commission events and ways to collaborate with the Library.
- Mr. Kellogg attended a LION Board of Directors meeting, where a key point of discussion was Connecticut State Library's materials lending requirements. As a result, East Hampton Public Library will be proposing updated language for its Circulation Policy.
- Mr. Kellogg and other Town Department Heads attended an Active Shooter webinar to learn more about processes and procedures that may need to be implemented for safety measures. This will be a collaborative effort across Town departments.

- Mr. Kellogg is preparing the CT State Library Annual Report for fiscal year 2021-2022, which covers comprehensive statistics for the Library, and produces funds from the State Library for EHPL services.
- Library volunteer, Aimee, completed her volunteer service for the summer. Staff are very appreciative of her support and hope to see her return to the Library in the future.
- Redevelopment of the Community Room calendar continued.
- Test proctoring was conducted, and this prompted the development of a Proctoring Policy proposal.
- Phone interviews took place for a Public Service Associate opening.
- The Library's primary book vendor had a site outage and was down for an extended period due to a ransomware attack. This caused ordering delays. Alternative vendors are being explored.
- Ms. Cachuela completed the Connecticut State Library's Summer Reading statistical report (infographic attached).

Children's Department:

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

- Children's Summer Reading wrapped up with 409 participants. Since the beginning of summer, the library provided 67 children's programs to a total of 1320 participants.
- The Children's Department will continue to offer four weekly storytimes through the fall. In response to patron feedback, Mindful Movements will remain outside as long as weather allows, but will relocate to Sears Park for the new season. Baby Rhyme Time will move indoors to hopefully better accommodate families and caregivers with very young children.
- Registration for many fall programs like STEMtastic is already full. The department is investigating ways to expand how many children can attend each session, such as finding volunteers to assist during the program, and is considering adding more events to the calendar to accommodate the growing interest in library programs.
- In-person outreach visits are being planned once again this school year with local early childhood education centers to help the library reach more community members and provide early literacy support for educators. These will take place approximately once a month at each participating preschool. This will replace the take home early literacy booklets that began during COVID, which will no longer be handed out. Monthly book drop-offs to the preschools will also continue.

Adult / Young Adult Department:

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

- Library staff continued to divide up the previously planned Teen programs and the forthcoming ones to ensure a seamless transition to the next Adult/Young Adult Librarian.
- Adult programs included, Cookbook Club's Cooking with Spices program, a Focus on Fitness special presentation of Walking the Airline Trail, The East Hampton Public Library Book Club read and discussed *The Library Book* by Susan Orlean, and there was an Exploring Spices take and make kit.
- Teen programs included four Teen Trivia events, two sessions of Anime Club, two sessions of Creative Writing, two Nintendo Switch Tournaments, a Dungeons and Dragons event, Teen Friday, and an Under the Sea Mosaic Frames take and make kit.
- The Library also offered two Teen programs as a part of the Adult/Young Adult Librarian search process: "Tiny Fiesta" miniature food creations and Teen Music Trivia. Thanks to all who attended!

- Summer Reading continued throughout August, with lots of daily and weekly check-ins. There were passive programs such as Spirit Days, scavenger hunts, magnetic poetry, a post-It note recommendations wall, and a collaborative storyboard.
- Summer Reading ended with a festive Patio Party, Mystic Aquarium Touch Tank, and Summer Reading prize awards. Over 200 people were in attendance for the closing event.

Circulation and Technical Services Department:

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

- Mr. Bolton has updated the website to reflect new LION lending requirements.
- Back in July a patron had donated a small 3D printer, and the library is currently exploring policies in order to be able to offer this new technology to the public.

Strategic Plan Indicators of Success

Circulation

Borrowers (*Accessible and Inclusive*)

	+/- Last Month	August Borrowers	July Borrowers	June Borrowers
Adults (borrowing physical items)	-11	1,244	1,255	1,204
Children (borrowing physical items)	-20	336	356	302
Corporate (borrowing physical items)	+1	16	15	16
Staff (borrowing physical items)	0	16	16	18
SUBTOTAL		1,612	1,642	1,540
Overdrive	0	235	235	183
Hoopla	+21	231	210	215
SUBTOTAL		466	445	398
TOTAL		2,078	2,087	1,948

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

	2022	2022	2022	2021	2020	2019
	August	July	June	August	August	August
Adult Collection	3,802	3,573	3,232	3,877	3,807	4,483
Children's Collection	3,869	4,161	3,541	3,880	2,549	3,857
Young Adult	492	522	446	376	189	271
SUBTOTAL	8,163	8,256	7,219	8,133	6,545	8,971

eBooks – Overdrive	981	1,206	981	990	781	574
eBooks - Hoopla	686	643	579	656	487	320
SUBTOTAL	1,667	1,849	1,560	1,646	1,268	894
TOTAL	9,830	10,105	8,779	9,779	7,813	9,865

Visits

Door Counter (*Welcoming and Vibrant*)

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

Programs and Partners

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

	<i>Programs</i>			<i>Attendance</i>		
	<i>August</i>	<i>July</i>	<i>June</i>	<i>August</i>	<i>July</i>	<i>June</i>
Adult Events	4	5	7	41	66	81
Children’s Events	25	31	56	835	987	1,475
Young Adult Events	13	17	35	81	177	931
Intergenerational	5	4	5	391	166	812
TOTAL	47	57	103	1,348	1,396	3,299

Promotion

Website (*Welcoming and Vibrant*)

	+/- last month	August	July	June
Users	+ 392	1,602	1,210*	2,718
New Users	+ 376	1,586	1,210*	2,455
Sessions	+ 642	2,980	2,338*	4,633
Page Views	+ 820	4,223	3,403*	16,676

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

Facebook *(Welcoming and Vibrant)*

	+/- last month	August	July	June
Likes	+ 32	2,101	2,069	2,055
Post Reach	+ 562	3,783	3,221	7,549
Post Engagement*	+ 371	2,489	2,118	2,467

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

Donations and Fundraising
Donations *(Ready for the Future)*

Organization	Donation	Restrictions
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CHATHAM HEALTH DISTRICT COVID-19 STATUS REPORT

Updated 22Sep2022

Dashboard

DPH data published on 9/22/22

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	14.5	16	10
East Haddam	Middlesex	Medium	14.3	9	1
East Hampton	Middlesex	Medium	11.2	10	-6
Hebron	Tolland	Medium	24.1	16	7
Marlborough	Hartford	Medium	15.8	7	1
Portland	Middlesex	Medium	17.0	11	4
Chatham Health District	NA	NA	15.7	69	17
					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>

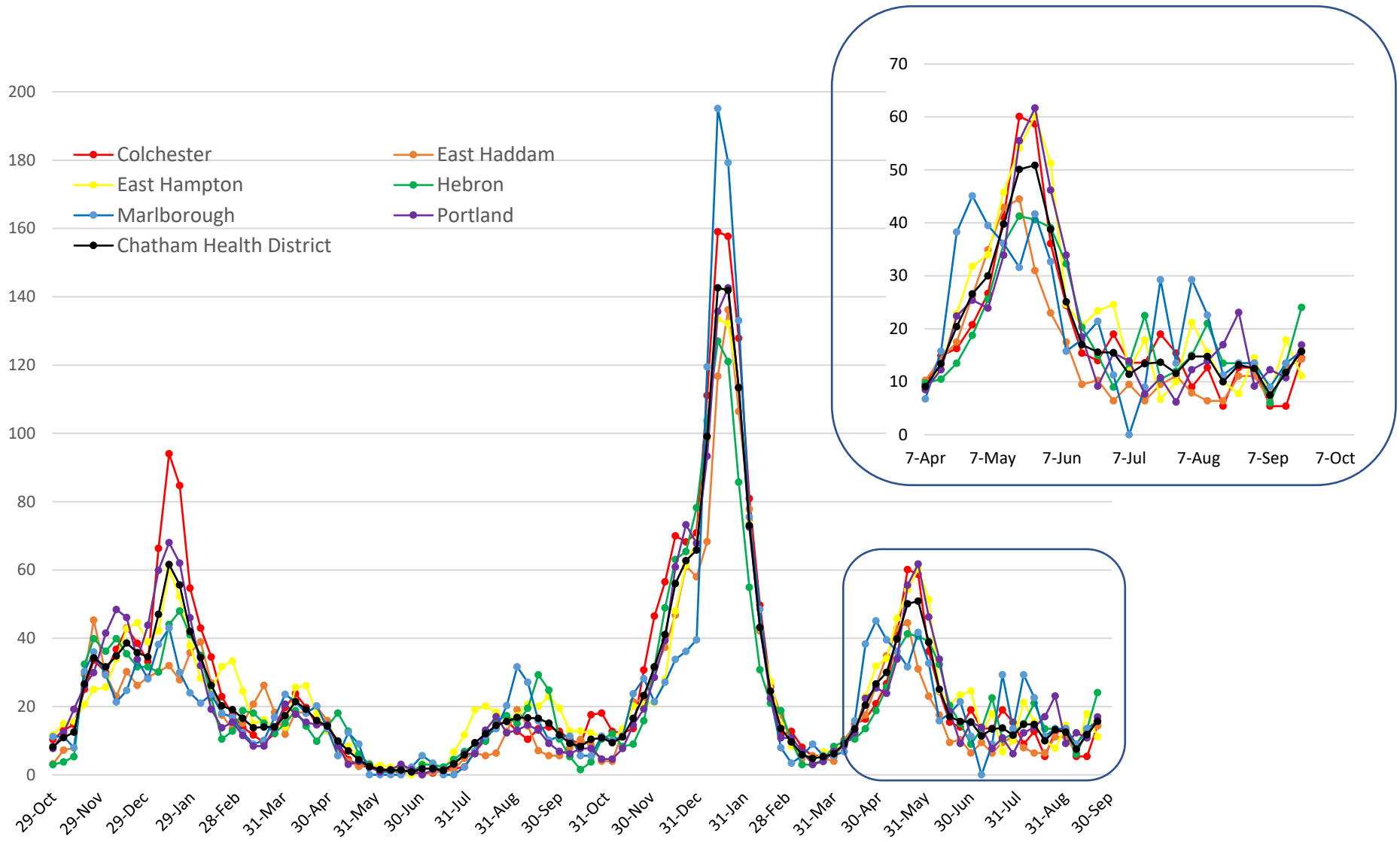
*Community Level Data Source: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>

**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 22Sep2022

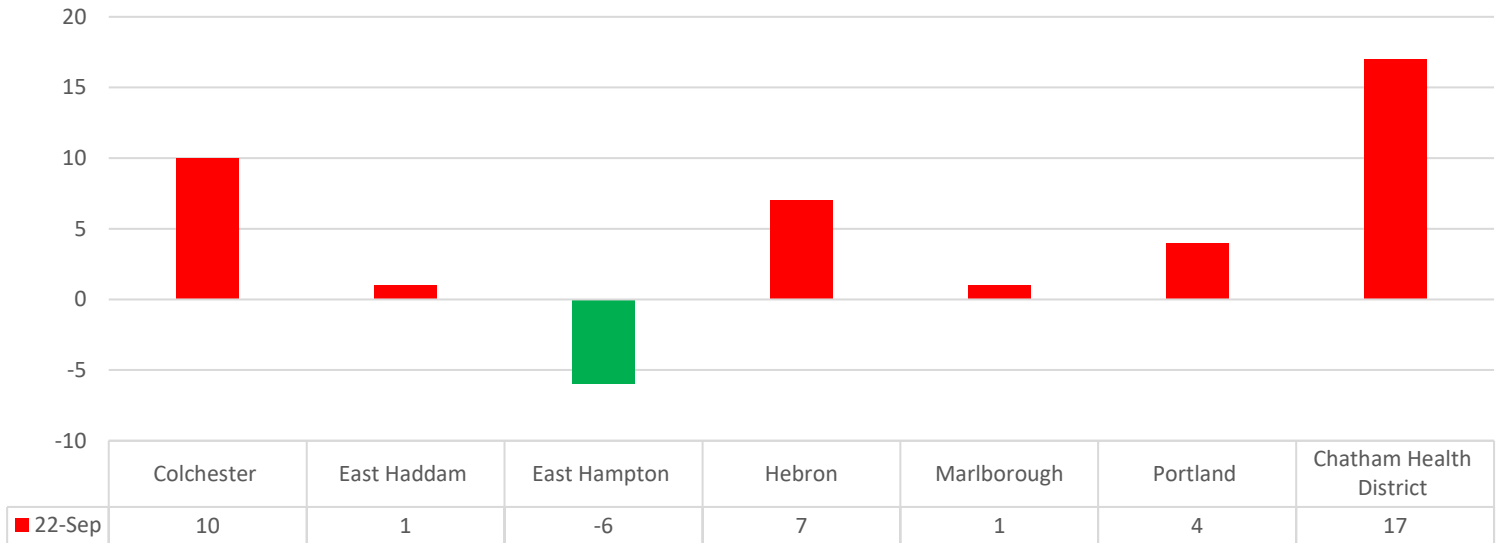
Average Daily Case Rate by Town (# of cases /100,000)



CHATHAM HEALTH DISTRICT COVID-19 STATUS REPORT

Updated 22Sep2022

Change in Number of Cases Reported by Town

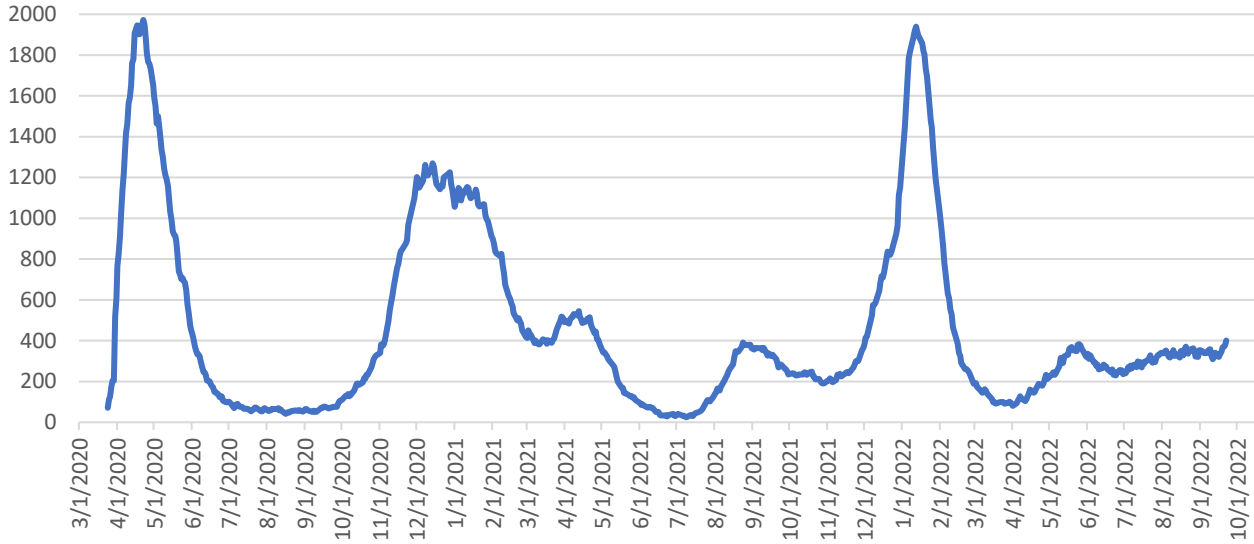


Source: <https://data.ct.gov/Health-and-Human-Services/COVID-19-Town-Level-Data/icxw-cada>

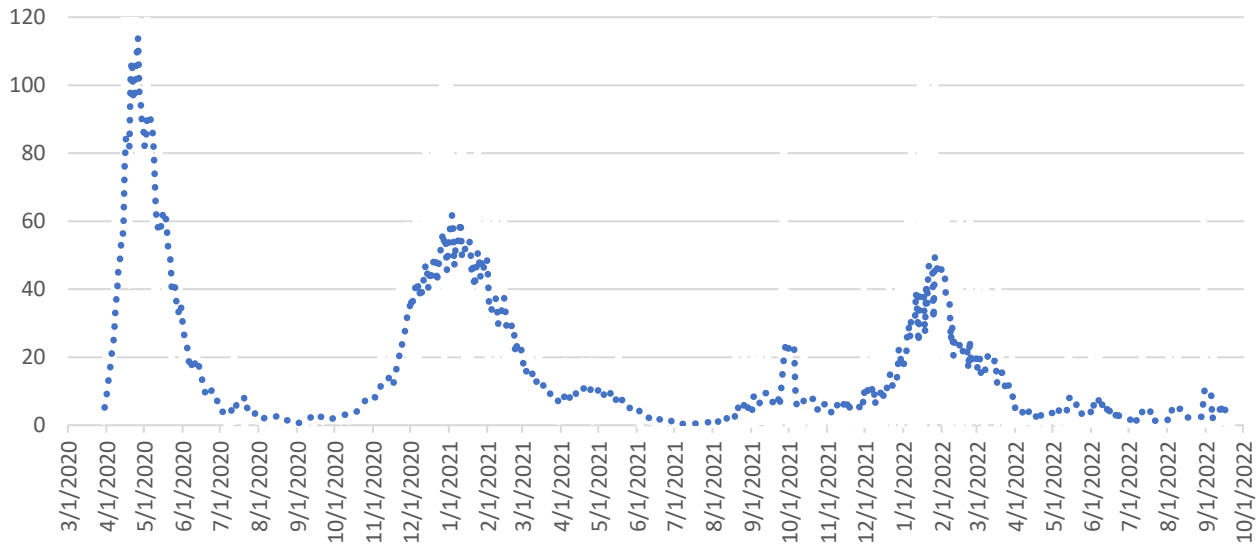
CHATHAM HEALTH DISTRICT COVID-19 STATUS REPORT

Updated 22Sep2022

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 22Sep2022

All Ages Vaccination Coverage as Reported by CT DPH on 20Sep2022

Town	% Total Population Received First Dose	% Total Population Fully Vaccinated	% Total Population Additional Dose Received
Colchester	81.75	77.30	50.46
East Haddam	79.18	73.96	47.88
East Hampton	79.66	75.84	49.52
Hebron	81.22	77.08	52.64
Marlborough	83.01	78.71	52.80
Portland	84.01	80.19	54.11
Chatham Health District	81	77	51
Connecticut	81	74	44

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

CHATHAM HEALTH DISTRICT COVID-19 STATUS REPORT

Updated 22Sep2022

Age-Specific Vaccination Rates as Reported by CT DPH on 07Sep2022

This table will be updated again on 06Oct2022

Initiated Vaccination (%)	Age Group						
	<5	5-11	12-17	18-24	25-44	45-64	65+
Town							
Colchester	12.5	45.4	65.7	83.5	83.2	84.5	100.0
East Haddam	8.9	48.0	61.7	94.3	76.1	75.6	100.0
East Hampton	10.7	47.3	83.1	87.1	77.2	78.4	100.0
Hebron	12.9	39.0	55.1	99.5	82.0	81.9	100.0
Marlborough	16.1	44.6	82.0	100.0	77.6	79.8	100.0
Portland	15.5	56.4	72.3	89.3	84.2	83.5	100.0
Chatham Health District	12.4	46.4	68.7	90.4	80.4	80.8	100.0

Fully Vaccinated (%)	Age Group						
	<5	5-11	12-17	18-24	25-44	45-64	65+
Town							
Colchester	3.4	42.5	64.0	75.9	77.8	81.9	100.0
East Haddam	1.6	41.5	59.1	84.3	70.1	72.2	100.0
East Hampton	0.9	44.7	80.8	79.9	72.4	75.9	100.0
Hebron	2.6	36.4	54.1	90.8	76.7	79.7	100.0
Marlborough	2.7	40.8	78.4	100.0	73.6	77.5	100.0
Portland	3.4	53.0	71.3	83.6	79.6	80.8	100.0
Chatham Health District	2.3	43.0	66.8	83.3	75.3	78.2	100.0

Additional Dose	Age Group						
	<5	5-11	12-17	18-24	25-44	45-64	65+
Town							
Colchester	NA	1.8	31.8	39.0	45.7	60.2	94.5
East Haddam	NA	5.6	25.1	41.4	38.8	50.3	94.1
East Hampton	NA	9.7	40.4	41.0	42.5	54.7	94.8
Hebron	NA	6.6	29.6	54.3	45.4	59.4	100.0
Marlborough	NA	8.8	38.8	63.7	44.0	57.1	95.2
Portland	NA	11.1	35.3	47.5	48.2	59.1	92.6
Chatham Health District	NA	6.7	33.2	45.5	44.2	56.9	95.0

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