

MEMORANDUM

TO: Town Council
FROM: David E. Cox, Town Manager
DATE: October 9, 2020
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.

Clerk

- Staff continues to process absentee ballot applications and have received and processed approximately 2,500 such applications to date. That figure represents 28% of the Town's nearly 8,800 registered voters.

Library

- The Library parking lot has been milled and reshaped and is expected to be paved next week. Public Works crews also implemented some drainage improvements on site to address water flow. Due to limited access to the lot and the book drop, Patrons are encouraged to hold their books at home if they cannot return them in person. The Library continues to automatically renew items and is not currently charging overdue fines.
- As noted in the attached Monthly Report, borrowing in September 2020 exceeded borrowing in September of 2019 by 7 circulations. During this unprecedented time, this is an enormous accomplishment.

Police

- On Saturday, October 24, the East Hampton Police Department will be participating in the annual National Prescription Drug Take Back Day sponsored by the US Drug Enforcement Agency. The event will take place on the front circle drive at the Town Hall and will run from 10:00 am to 2:00 pm. All are invited to dispose of expired or unnecessary drugs. Overall, the drug take back program has become very successful and with the help of the East Hampton Prevention Partnership, the Department has had a permanent collection box in the lobby of the police department since July of 2018. To date, the Department has collected over 678 pounds of prescription and other

medication that has been removed from homes preventing it from falling into the hands of individuals who may abuse them and from being disposed in the wastewater system.

- On September 6, two members of the department, Sgt. Timothy Dowty and Officer Matt Hanlon, responded to a medical call in town for a person having a heart attack. Sergeant Dowty and Officer Hanlon initiated CPR and delivered three shocks with the AED. Members of the East Hampton Volunteer Ambulance and Fire Department responded to assist in the resuscitation efforts and all are happy to report that several weeks later, the person walked out of the hospital. The combined efforts of our First Responders saved a life that day. Their dedication to duty is a true testament to their commitment to serve the residents of this community.

Public Works

- Public Works crews have completed all preparatory work, drainage upgrades and repairs necessary for paving and paving operations are under way on Holly Drive, Sunset Drive and Dogwood Drive. As noted above, it is anticipated that the Library and Fire Company #1 will be paved early next week. Upon completion of paving operations, DPW crews will remobilize to complete line striping, restoration, curbing, driveway apron paving, backfilling and seeding.



Contractor crews delivering asphalt to Sunset Drive today.

- Public Works crews have installed curbing on Clark Hill Road to address a washout issue that has occurred there over the long term. This should help with the wash out of debris that ends up in catch basins and the Clark Hill Road/Lake Drive intersection during larger storm events.
- As time allows, crews continue to remove large log debris left after Tropical Storm Isaias. Due to the large number of trees that came down and because the logs, which are too large for chipping, are not impacting roadways, they will be collected over the next several weeks.

Registrar

- In addition to working with the Clerk's office on new elector registrations, final preparations and training related to the upcoming election are well underway. Voting will take place at the High School at 15 North Maple Street on November 3.
- The Registrar has secured a \$5,000 grant to help offset some of the extraordinary costs associated with this election due to the COVID-19 pandemic. The funds will assist in covering costs associated with additional personnel and overtime related to absentee balloting and distancing requirements as well as supplies specifically needed for safety.

Senior Center

- Senior Center staff is finalizing plans for reopening the Center to on-site visits. The senior centers in the Chatham Health District (CHD) have been working together closely with CHD to develop coordinated plans that provide a safe environment. It is expected that the Center will begin limited on-site activities on November 2.
- Staff is working with Community Renewal Team (CRT) to update the Memorandum of Agreement that provides for congregate meals at the Center. CRT seems to be planning to return to providing meals five days per week, which may offset some of the expenses the Town budgeted to expand that service. As of now, meals are being provided in the grab-and-go format instead of on-site meals. It is not known when on-site meals will return based on safety measures.

Town Manager/Other

- Preparations are being finalized for the official Opening Ceremony for Town Hall, which is scheduled for Sunday, October 18 from 2pm to 4pm. The event will include remarks from public officials, music, official dedication of the building and the relocated time capsule and a ribbon cutting. The Town Hall will be open for attendees to walk through and staff will be available to show the various spaces and to answer questions.
- The Town has received notification that its designation as a HEARTSafe Community has been renewed, which demonstrates the community's commitment to cardiac response including early intervention, defibrillator availability and advanced care for patients. Thanks to the Ambulance Association for leading this effort and to all of the Town staff that make this happen. The letter and certificate from the Department of Public Health are attached.

- The Town has received notice that the State is planning to upgrade the traffic signals at the RT 66/North Maple Street and RT 151 (Middle Haddam Road)/Hog Hill/Hurd Park Road intersections during 2022. Planning is underway now and the Town is providing information and feedback it may have regarding the signalization updates. It is not expected that the State will hold a public information meeting for these projects due to their minor nature.

- On behalf of the Town, a letter was sent to the Connecticut Siting Council requesting that action on a proposed cell tower on a Lakeview Street property be either delayed or denied. Based on the current understanding, an agreement has been reached to allow the existing tower to remain in its current location thereby eliminating the need for the new tower. The Siting Council is being encouraged to delay so that the petitioner can withdraw the application or to deny the application because there is no "public need" for the second tower.

DC

Attachments

cc: Management Staff

September 2020 Monthly Report

At a glance:

This section contains the most important information to know in brief.

- The parking lot is currently being repaved. Access to the parking lot and the book drop will be limited. Patrons are encouraged to hold their books at home if they cannot return them in person.
- Children's Librarian April Hannon has been awarded the Friends of Education Award by the East Hampton School System.
- Town Council unanimously approved the Library's Strategic Plan at their September 22nd meeting.
- The position of Adult / Young Adult Librarian has been posted and we are currently accepting applications.
- Borrowing in September 2020 exceeded borrowing in September of 2019 by 7 circulations. During this unprecedented time, this is an enormous accomplishment.

Strategic Plan Actions Update

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

- Furniture for a new teen space has been ordered. Books are in the process of being shifted to make room. We expect the new space to be done by the end of October / beginning of November. *(Welcoming and Vibrant)*
- The Children's Department launched "Early Literacy At Home" a variety of services that are now available for all local daycare and preschool centers. Each month teachers can receive up to 30 library books that we swap out monthly on their own library card. Parents receive take home kits that include our early literacy calendar, a literacy based activity, and a letter from April. Additionally, centers receive an on demand story time video that they can use in their daily instruction, marketing, and send home to parents. The program is expanding with 182 families set to receive kits in October. Other feedback from teachers that we are going to support includes signing up classrooms for 1000 Books Before Kindergarten, and providing paper library card applications to parents. *(Accessible and Inclusive)*

- Five library hotspots are now available. Hotspots are devices that provide an Internet connection so that phones, laptops, and other devices can easily connect anywhere. East Hampton cardholders are able to check one out just like they would a book or a DVD, and is just as easy to use! *(Accessible and Inclusive)*
- The Children’s Department has launched a new collection: Early Literacy Backpacks. Families can choose from 31 different themed backpacks that are filled with educational books, toys, and games for children ages 1-8. Families can check out one backpack at a time for 14 days. The backpacks have been incredibly popular. The Library usually only has a handful in stock. *(Informative and Collaborative)*

Department Reports

Administration:

This section contains general updates and news about library administration.

- Town Council approved necessary changes to the NAGE Union contract and to the Adult / Young Adult Librarian job description at their September 22, 2020 meeting. The position was posted on Friday, September 25th and closes on October 9th.
- The Library hosted a diaper drive in September. We collected 3,987 diapers and 1,040 wipes. Supplies will be donated to the East Hampton Food Bank and East Hampton Youth and Family Services.

Children’s Department:

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

- Our after-school programs returned virtually on Friday September 25, Monday September 28, and Friday October 2. In our first sessions, children in grades 2-8 had the opportunity to cook dinner for their family with help from a licensed dietician. Fall’s Footprints, Fribrary, and Funday programming are designed to align with the community’s desire for more interactive and collaborative programming with local organizations. For example, in October, children will attend paint nights with support from Epoch Arts. In November we will be creating floral centerpieces with the Garden Club.
- April has been expanding the Parenting and Homeschooling Collection with feedback from families who are experiencing distance learning and trying out homeschooling for the first time. Families reported that they are making good use of idea/activity books that we purchased that are organized by grade level. Families also requested supplemental learning kits on various subjects, which we are exploring as “Curious Kids” Exploration Kits.

Adult / Young Adult Department:

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

- An overhaul of our adult paperback collection is now underway. Following an extensive weed, the paperback collection will be updated and reorganized into three sections: Paperback Science Fiction/ Fantasy, Paperback Mystery/Thriller, Paperback Romance. In exploring this area of our collection, we're invested in creating a better browsing experience for our patrons.
- With November's National Novel Writing Month on the horizon, we're excited to launch a two month (8 week) series program. From the novel planning process to the actual writing experience, the weekly program will begin October 7th and run through November 25th. New writers and experienced writers are invited to join us as we explore the challenge to finish a 50k word novel by the end of November!
- The Library worked with the East Hampton Human Services department to present three community conversations about coping with stress during COVID 19.

Circulation and Technical Services Department:

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

- Sierra services may be down for October 13th, as LION servers are migrating information. Circulation will still be open, though patrons and staff may not be able to place holds.
- We are actively working to rearrange the back room to make room for the new Adult / Young Adult Librarian and to improve workflow.

Strategic Plan Indicators of Success

Circulation

Cardholders *(Accessible and Inclusive)*

	Cardholders	+/- Last Month
Adults	6048	n/a
Children	1971	n/a
Corporate	222	n/a
Staff	35	n/a
TOTAL	8,267	n/a

Borrowers *(Accessible and Inclusive)*

	Borrowers	+/- Last Month
Adults (borrowing physical items)	909	n/a
Children (borrowing physical items)	137	n/a
Corporate (borrowing physical items)	13	n/a
Staff (borrowing physical items)	15	n/a

TOTAL	1,074	n/a
Digital Borrowers	390	n/a

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

	2020			2019	2018	2017
	September	August	July	Sept	Sept	Sept
Adult Collection	4,386	3,807	2,421	4,474	3152	2712
Children's Collection	2,713	2,549	1,968	2,928	1592	1735
Young Adult	222	189	148	161	132	121
SUBTOTAL	7,321	6,545	4,537	7,642	4876	4568
eBooks – RB Digital	94	150	207	188	201	273
eBooks – Overdrive	687	781	752	550	386	0
eBooks - Hoopla	486	487	469	219	0	0
SUBTOTAL	1,267	1,418	1,428	957	587	273
TOTAL	8,588	7,963	5,965	8,581	5,463	4,568

Visits
COVID Re-Opening Statistics *(Welcoming and Vibrant)*

	Average Number of People entering Library per day	Number of People entering without masks	Number of conflicts over mask policy	Number of Curbside Pickups	Number of In Person Holds Pickups
Week of 8/31	60	10	0	18	28
Week of 9/7	44	7	5	14	29
Week of 9/14	64	8	0	19	42
Week of 9/21	52	11	0	22	37

Door Counter *(Welcoming and Vibrant)*

July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
1,579	2,535	2,768									

Programs and Partners

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

	September	
	<i>Number of Programs</i>	<i>Total Attendance</i>
Adult Events	3	8
Children's Events	16	291
Young Adult Events	3	28
Intergenerational	0	0
TOTAL	22	314

Partners *(Informative and Collaborative)*

	<i>Number of Community Partners</i>
Adult Programs/Outreach	1
Children Programs/Outreach	5
Young Adult Programs/Outreach	0
Other	2
TOTAL	8

Partner Organizations: East Hampton Youth and Family Services, Kids of Chatham Organization, My School, East Hampton Nursery School, East Hampton Public School Preschool, Belltown Discovery Center, East Hampton Rotary, East Hampton Food Bank.

Promotion

Website *(Welcoming and Vibrant)*

	September	+/- last month
Users	1,419	n/a
Sessions	2,597	n/a
Page Views	5,850	n/a

Popular Pages: Events Calendar, About, Library Staff, Exploration Kits, Strategic Planning

Facebook *(Welcoming and Vibrant)*

	September	+/- last month
Likes	1,830	+ 18
Post Reach	5,807	+ 59%
Post Engagement	1,982	+ 25%

STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH



Deidre S. Gifford, MD, MPH
Acting Commissioner

Ned Lamont
Governor
Susan Bysiewicz
Lt. Governor

September 21, 2020

David Cox, Manager
Town of East Hampton
East Hampton Town Hall
1 Community Drive
East Hampton, CT 06424

Dear Mr. Cox:

On behalf of the Connecticut Department of Public Health and the American Heart Association, congratulations to your community for having met the renewal requirements of a designated HEARTSafe community.

This three-year re-designation, effective September 14, 2020, recognizes your community's continued commitment to provide improved cardiac response and care to the residents of your community utilizing the "Chain of Survival" of early 9-1-1 access, cardiopulmonary resuscitation, defibrillation and advanced care.

We commend you on your efforts to continue to save lives and improve the health of your community.

Sincerely,

A handwritten signature in blue ink that reads "Deidre S. Gifford".

Deidre S. Gifford, MD, MPH
Acting Commissioner



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State of Connecticut
Department of Public Health

The Office of Emergency Medical Services

In recognition of community efforts to improve survival from sudden cardiac arrest,
the town of

East Hampton

has met the criteria for re-designation as a

HEARTSafe Community

Presented this 14th day of September, 2020



Deidre S. Gifford, MD, MPH

Acting Commissioner



Office of the TOWN MANAGER

DAVID E. COX

dcox@easthamptonct.gov

VIA E-MAIL ONLY

October 8, 2020

TOWN COUNCIL

James Brown
Chairperson

Dean Markham
Vice Chairman

Tim Feegel

Derek Johnson

Barbara Moore

Mark Philhower

Kevin Reich

Connecticut Siting Council
Melanie A. Bachman, Executive Director
Ten Franklin Square
New Britain CT 06051
siting.council@ct.gov

Re: Docket No. 493 – Global Signal Acquisitions IV LLC and Crown Castle Towers 06-02 LLC application for Certificate of Environmental Compatibility and Public Need for the construction, maintenance, and operation of a telecommunications facility located off Lakeview Street, East Hampton, Connecticut.

Dear Executive Director Bachman,

The Town of East Hampton is in receipt of several documents and submissions related to the proposed tower facility to be located on a property off of Lakeview Street. From the beginning of discussions with representatives of the petitioner regarding the proposal, it was the Town's understanding that the new location was only needed due to the potential that the petitioner would not be able to reach a deal with the owner of the property on which the current tower facility is located to extend the lease agreement, which is expiring. While the Town recognizes the need for these facilities to provide telecommunication services to residents, visitors and businesses, the new location does not seem desirable due to its need for significant additional height, exposure to a number of residential properties that previously did not fall within the viewshed of a tower, and because this tower facility is not needed if the original site is maintained. Based on this last factor, the new location was not given significant consideration by the Town due to the strong likelihood that agreement would be reached to continue the facility on the existing location.

It is the Town's current understanding from the property owner on which the existing tower facility currently sits that an agreement has been reached with the petitioner to continue allowing the tower facility to be on the property. Further, it has been represented to the Town by the petitioner's representative that because an agreement has been reached to allow the current site to continue, the petitioner would be withdrawing the application for a new location. Based on the petitioner's representative's comments, he would be confirming the Town's understanding and would be withdrawing the request.



As such, on behalf of the Town and the impacted residents, I ask the Council to withhold action on this matter in order to allow the petitioner to withdraw the application or, in the alternative, for the Council to confirm whether an extension agreement has been reached. If such an agreement has been reached, there would be no identified public need for a second tower so close to the existing tower and, as such, no reason to approve the application. If not withdrawn, it should be denied.

Thank you for your consideration. Please contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'David E. Cox'.

David E. Cox
Town Manager

cc: Town Council
Jeremy DeCarli, Planning and Zoning Official
Kenneth Baldwin, Robinson & Cole