


MEMORANDUM

TO: Town Council
FROM: David E. Cox, Town Manager 
DATE: January 8, 2021
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.

Building Department

- Effective on January 1, the Town is being served by Vince Garofalo as the Acting Building Official while the Town seeks a permanent replacement for the previous inspector. Other changes in the Department have led to some new faces in the office as well. Nevertheless, it is expected that the Community will be served well during this time of transition.

Collector's Office

- In accordance with Governor Lamont's Executive Order No. 9R, the Town's "Lower Interest Rate Program" for tax bills that become due and payable on January 1, 2021 will continue. The Order only applies to the taxes that are due on January 1, 2021 and does not cover any delinquent taxes or taxes that are or were due on any other date other than January 1, 2021. Under the program, payments made on or after February 2, 2021 and until March 31, 2021 will be assessed an interest rate of .25% per month, or 3% per year, instead of the usual 1.5% per month or 18 % per annum. On April 1, interest rates return to the normal rate. As always, payments made by February 1, 2021 will bear no interest. Residents may pay online by visiting the Town website by delivering payment to Town Hall. The Town is still waiving the 50-cent fee associated with online payments from checking and savings account.

Finance

- The Town's Comprehensive Annual Financial Report and Audit to the Fiscal Year 2019/2020 has been completed and is being distributed to the Town Council and Board of Finance. A very basic summary of the end of year financial information is attached to this Report.

Land Use

- At the December 30 meeting of the Inland Wetlands and Watercourses Agency (IWWA), an application for a five lot subdivision on Daniel Street was received. This is a conventional subdivision consisting of five single family homes on 2+ acre lots. A vein of wetlands runs through the property, which requires a crossing. Three houses will sit along Daniel Street, with the other two toward the rear of the property. A Public Hearing is Scheduled for January 27. In separate action, the Planning and Zoning Commission also reviewed this subdivision and set a Public Hearing for February 3.
- The IWWA also heard the application for the next phase of the Edgewater Hills development, which will consist of 40 apartment units among five buildings, mirroring the existing apartments that sit behind the Educational Playcare Building. These new units will be constructed on a site adjacent to and uphill of the Town Hall.
- At its January 6 meeting, the Planning and Zoning Commission undertook discussion regarding an update to the zoning regulations to would allow veterinary clinics to locate within the R-2, R-3, and R-4 zones with a Special Permit provided the parcel and operation meet certain criteria. After language amendments as suggested by the Town Attorney and as made by the Commission, the new regulation was adopted. This will pave the way for a local veterinary clinic to relocate to the Town of East Hampton from a neighboring town. The reaction from the community was generally favorable to this text change.
- The Planning and Zoning Commission held a Public Hearing regarding modifications to Cobalt Healthcare and Rehabilitation for an addition to accommodate a new kitchen and physical therapy space, but no additional beds. Comments were heard from several members of the public who raised concerns regarding the upkeep of the property. The Commission approved the site plan with conditions intended to address those concerns, and staff will work with the owner to address these issues.
- The Commission also set Public Hearings for a proposed new fueling station at Cheers Package Store and for a zone change of approximately 1.5 acres from R-2 to Commercial adjacent to Sports on 66 to eventually accommodate additional parking for the sports facility for its meeting on February 3.

Library

- The Library welcomed Stephanie Smith as its new Adult / Young Adult Librarian. Stephanie most recently worked as a librarian at the Meriden Public Library and has experience at the Otis Library in Norwich and the Hamden Library. She received her Master of Library and Information Science Degree from Drexel University.
- The Friends of the Library held an online auction in December and raised over \$1,600 to benefit the Library. The Library sincerely thanks volunteer Eliza LoPresti who spearheaded this effort.
- The Library received a \$1,000 donation from the Community Foundation of Middlesex County to do something "fun" for East Hampton. The Foundation asks that it be used as soon as possible. Staff have reached out to the community via social media to ask for input. As well, the Friends of the Library and the Library Advisory Board were solicited for ideas and feedback. Based on the feedback, the Library is planning to host a town-wide, life-sized "Candy Land" themed game in February.
- Despite these extraordinary times, borrowing continues to rise. Circulation rose 3% in December 2020 as compared to December 2019. More information is available in the Director's monthly report, which is attached.

Parks and Recreation

- At its meeting January 5, the Parks and Recreation Advisory Board approved the Basketball COVID-19 Protocols for the upcoming season. Those protocols are attached to this Report. Pending final approval on January 17 from the CIAC for school athletics, the Town's basketball season will run this year as a shortened season of seven weeks instead of ten.
- Existing programs continue to be provided in a scaled back format and new programs have been created. Staff and the community are doing a wonderful job adhering to COVID guidelines and protocols during program participation. Some of the Department's programs are taking advantage of the large space available in the Community Room of the new Town Hall.
- The small committee used for the High School Athletic Fields project to recommend the professional services firm met with SLR Consulting (formally Milone & MacBroom) on Friday, January 8 to review the final scope of services and to start the process of field

evaluations. The Council will be considering a final committee to oversee the project at its upcoming meeting.

Police

- With the retirement of Sgt. Paul Battista on December 31, 2020, the Department has begun the process to fill the vacant Sergeants position. An outside vendor has been hired to conduct the written and oral portion of the process, which will occur in the last two weeks of February. The Chief's recommendation for promotion is expected to be presented to the Town Manager by the first week of March.
- Additionally, due to Sgt. Battista's retirement, the Department is also preparing for a new hire recruitment process. The next available Police Academy slot is June 4, 2021 and the Department has requested one seat for this academy class. The recruitment process will begin shortly.
- The Town's two new recruits, Officer Sorie Kamara and Officer Steven Wawruck, are currently completing a two week field training officer assignment at the Department as part of their police academy experience. During this time, they will be riding with seasoned officers and will begin to learn "hands on" what is required to be a successful police officer in the Town of East Hampton. After this two week period, they will return to the police academy to finish their academic training, with an anticipated graduation date during the first week of March.

Public Works

- The Public Works Department has largely shifted to winter maintenance projects due to the cold weather and partially frozen ground. Crews have taken on a variety of projects including facility work at the Community Center, building projects at the Public Works Garage and other general building maintenance activities. Out in the field, the Department has begun clearing drainage ditches on Peach Farm road utilizing the excavator, which has proven very efficient and productive for this task. Crews will also be clearing and performing maintenance activities (weather permitting) at some Town-owned detention basins beginning with one located at Anderson Way. Some additional smaller projects include guard rail repairs, gravel road maintenance, and pothole patching.

Senior Center

- The senior center is maintaining its open status by appointment only. All group programming continues to be done virtually. CHOICES counselling and energy assistance continue to be offered via Zoom, or telephone or in-person.
- Volunteer shopping and CRT Grab and Go meals continue to be offered with minimal contact.
- The holidays were very successful thanks to the community support and virtual parties went well. Participants appreciated the extra attention like special treat bags. The Center was able to provide multiple daily drawings for a two-week period in December including gifts ranging from oil changes to free expresso coffee. The winners were happy to receive the unexpected gift and the most frequent response was disbelief - "Really? I never win anything."
- The Center continue to take energy applications for those in need of fuel assistance and will be offering a very limited AARP Tax Assistance program by mid-February. Staff will work with the AARP Tax Assistance Volunteers to implement appropriate safety measures.
- Social service demands are increasing. People are now contacting the Center worried about getting the vaccine and expressing concerns about being isolated; they are tired of not being with others. Staff calls to people have increased from five minute calls to an average of 20-30 minutes per call, indicating the need for contact. Individuals are also requesting small group activities to start at the Senior Center. Staff will re-evaluate expanding services in collaboration with Chatham Health District Director as changes occur in the status of COVID -19 Cases.
- Virtual Winter programming has started including Yoga, Tai Chi, Bingo, Book Club, and Writer's groups. A newly added program is the Snowflake Series, run by Cookie Mankowski. It includes three sessions to fight the winter blues with ice breakers, brain teasers, laughter and story sharing! Other new programming is just around the corner as staff and participants look forward to warmer weather and outside programming.

WPCA

- As part of the Water Pollution Control Authority's new annual inspection and maintenance programming, a contractor for the WPCA is moving through some of the sewer areas of the Town inspecting manholes. It is likely that community members

will see or have seen individuals performing this work. A next step will involve internal inspection of the sewer collection lines using remote cameras.

Youth and Family Services

- Thanks to the generosity of the community and the Stuff-a-Cruiser event, Youth and Family Services was able to help brighten the holidays for 33 families who received toys and gifts for their children/grandchildren. The families struggling this year were truly grateful.
- In addition to toys, the Department received both monetary and food donations. Most of these donations are routed to the Food Bank, while some are kept and directly distributed by the Department to specific cases.
- Counseling services continue with regularity including 15 active cases and three new potential cases still in the intake phase. Families may opt to use a telehealth platform with clinicians or may seek services in person.
- The Town received a Federal Drug Free Communities (DFC) grant which will provide \$125,000 per year for 5 years to continue prevention programming aimed at reducing substance abuse among the Town's young people. The grant also provides an opportunity for a five year extension after the initial 5-year term at the same rate to allow the community to identify and develop other funding to continue the programming beyond the life of the grant.

Town Manager/Other

- East Hampton remains at the "Red Alert" under the State's COVID Response Framework. According to the most recent information from the Connecticut Department of Public Health (DPH), East Hampton had 76 new confirmed cases of COVID-19 in the last two weeks, which leads to a two-week average daily positivity rate of 42.2 per 100,000 population. That equates to an average of more than five new cases each day. The most recent reporting from the DPH indicates the total number of diagnosed COVID-19 cases in East Hampton is now 434 since tracking began in March. Sadly, due to an outbreak at a residential care facility and reconciliation of data, the Town has seen ten additional deaths related to the virus bringing the total number of losses to 13.
- The Town and Chatham Health District are working with the State to coordinate vaccination of front line employees that have strong likelihood of exposure. The Town's

Police, Fire, Ambulance and other medical response employees and volunteers are in the process of getting vaccinated and it is anticipated that those vaccinations will be complete by about mid-February. As the state moves toward adding other employees or other people to the list of those eligible for the vaccine, the Town will support Chatham Health District and the State in getting that information out.

DC

cc: Management Staff

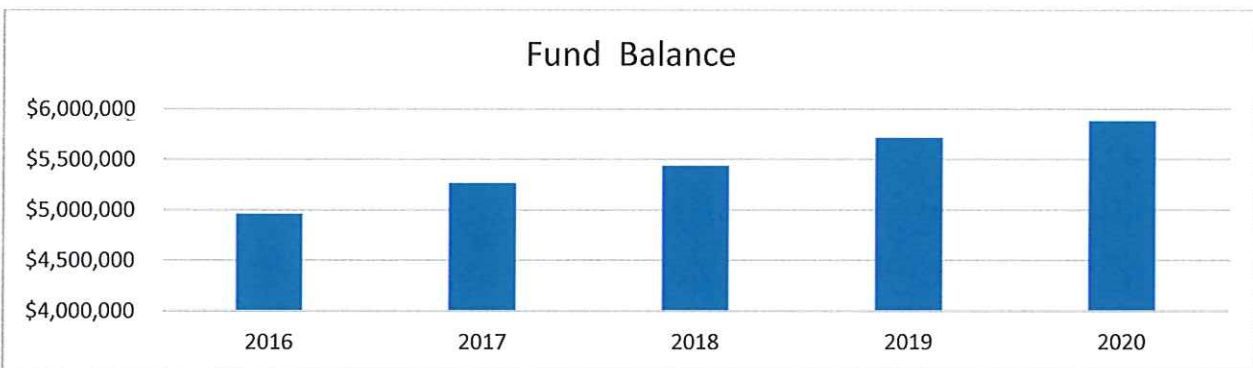
Town of East Hampton - Fiscal Year 2020 Financial Summary

Net Income **\$166,713**

Revenue exceeded expenditures resulting in net income of **\$166,713**. Positive operating results were primarily driven by unexpended funds totaling **\$126,637** (Town - \$87,251 | BOE - \$39,386). Additionally, revenues exceeded estimates by **\$40,076**.

Total Fund Balance **\$5,880,057**

Fund balance increased by **\$166,713**. Total fund balance is equal to 12.6% of budgeted expenditures and transfer out. As part of the 2021 budget process Town Council designated **\$738,000** of total fund balance to be used to offset taxes.



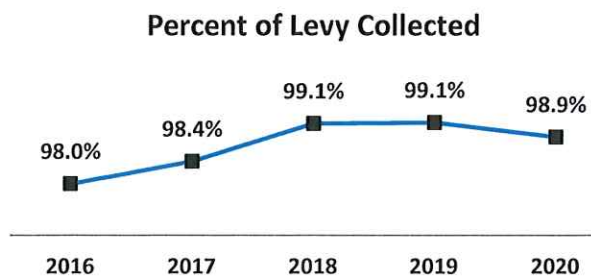
Revenues and Transfers In **\$46,802,075**

Revenues exceeded budgeted estimated by **\$40,076**. Charges for services and grants were the primary drivers. Below is a summary of budgeted and final revenue estimates.

	Final Budget	Actual	Variance
Property Taxes	\$ 38,429,678	\$ 38,345,305	\$ (84,373)
Grants	\$ 7,573,476	\$ 7,608,198	\$ 34,722
Charges for Services	\$ 522,765	\$ 592,311	\$ 69,546
Investment Income	\$ 92,501	\$ 96,090	\$ 3,589
Sale of Equipment	\$ 27,107	\$ 29,642	\$ 2,535
Other	\$ 2,650	\$ 16,707	\$ 14,057
Transfers in	\$ 113,822	\$ 113,822	\$ -
TOTAL	\$ 46,761,999	\$ 46,802,075	\$ 40,076

Tax Collection Rate **98.9%**

Budgeted Collection Rate **98.5%**



Town of East Hampton - Fiscal Year 2020 Financial Summary

Expenditures & Transfers Out **\$46,635,362**

Various departments returned unexpended budgeted funds totaling **\$126,637**. Below is a summary of expenditures and transfer out by functional area.

	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
General Government	4,227,556	4,213,302	14,254
Public Safety	2,590,949	2,548,536	42,413
Public Works and Utilities	2,140,783	2,130,373	10,410
Culture and Recreation	1,018,992	1,017,562	1,430
Regulatory	414,031	408,543	5,488
Health and Human Services	425,428	417,175	8,253
Education	31,176,193	31,136,807	39,386
Debt Service	3,228,386	3,223,383	5,003
Transfers Out	1,539,681	1,539,681	-
	46,761,999	46,635,362	126,637

Additional Appropriations and Transfers

Additional appropriations totaled **\$362,592**. The appropriations were funded from unanticipated revenue in the following categories:

- Grants \$181,662
- Investment Income \$40,001
- Sale of equipment \$27,107
- Transfers in \$113,822

During the fiscal year **\$304,589** was transferred from various department budgets to the Capital Reserve Fund to pre-fund FY 2021 expenses.

The additional appropriation along with the use of unexpended department budgets were used to fund the following items:

- CNG Community Contribution \$150,000
 - 2006 Debt Principal & Interest Payments \$155,700
 - Lake Aeration expenses \$135,000
 - FY 2021 Capital Reserve Fund Purchases \$202,226
 - Library Ceiling tile Project \$24,255
-

December 2020 Monthly Report

At a glance:

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

- The Library welcomed Stephanie Smith as our new Adult / Young Adult Librarian. Stephanie most recently worked as a librarian at the Meriden Public Library and has experience at the Otis Library in Norwich and the Hamden Library.
- The Friends of the Library raised over \$1,600 with their online auction. The Library sincerely thanks volunteer Eliza LoPresti who spearheaded this effort.
- The Library received a \$1,000 donation from the Community Foundation of Middlesex County to do something “fun” for East Hampton. There are no other restrictions on the grant other than it should be used as soon as possible. Staff are brainstorming ideas and plan to ask the community for input.
- Borrowing rose 3% in December 2020 as compared to December 2019.

Strategic Plan Actions Update

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

- Together with East Hampton Parks and Recreation, the Library reimagined our annual Jingle Bell Parade event into a holiday lighting competition. 26 houses and businesses signed up to be on the Let it Glow map. The Library gave out over 330 Jingle Bell Parade Kits. The google map was viewed over 1,900 times and many people voted for their favorite address. This was our largest collaboration with Parks and Recreation to date and we anticipate that we will revive the event in both its new and old form next year. *(Informative & Collaborative)*
- When reviewing responses for the strategic plan, people had requested more evening programs for children. With this in mind, we launched Bedtime Stories, a six-week long evening story time for families with children ages 3-8. Miss Nicole starts off her event with energy burning activities and songs, reads a couple stories, and finishes off with cool-down yoga and time to sing to and tuck in stuffed animal friends. Families can attend live on zoom, and registrants receive weekly recordings so that they can view story time “on demand.” At its’ halfway point, Bedtime Stories is averaging at 8 participants per program and 7 views per week. We plan to have Bedtime Stories again in the spring. *(Accessible and Inclusive)*

- For the third year in a row, the Library partnered with Village Center businesses to offer a 'Shop Local' Holiday Raffle. When customers made a purchase at one of ten participating Village Center businesses, they received a raffle ticket. They returned the ticket to the Library to be entered to win a gift basket of merchandise and gift certificate donated by participating businesses. The Library received 744 returned raffle tickets (up 100 raffle tickets from last year) and Chris Briggs was the raffle winner. *(Informative & Collaborative)*
- On December 31st, the Library launched a new Instagram account to showcase library programs, services and collections. The public can follow the account at: @easthamptonpubliclibrary. *(Welcoming & Vibrant)*

Department Reports

Administration:

This section contains general updates and news about library administration.

- Staff attended a demonstration of a library marketing product LibraryAware and will trial the product in January. LibraryAware is an email, social media and print marketing platform specifically designed for libraries with the capacity to easily link to the library's catalog and ILS. Given the Strategic Plan's emphasis on marketing and promotion, this product might be a good fit to assist the Library in meeting our goals.
- Staff continues to retro-fit the Library building to meet current needs. New lockers have been installed in the staff lounge. Previously, the Library had 8 lockers for 13 staff members. We now have 16 lockers. Staff also has new mailboxes. Previously, the Library had 12 lockers for 14 staff members (accounting for building maintainer Mike Angeli). Staff now have 15 mailboxes.
- Higgins Electric provided the Town a quote for unwiring and rewiring the electric at the circulation desk. We anticipate moving the desk in early 2021.

Children's Department:

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

- New Year's at Noon looked a little different this year. Similar to our Halloween Park and Treat, New Year's at Noon consisted of passing out balloons and noisemakers to children. We decorated the inside of the children's room with balloons and played music. Additionally, 60 children and teens pre-registered to receive New Year's Take and Make Kits, which contained everything you need to have a New Year's party at home: popcorn, a craft, age appropriate paper activity, noisemaker, and balloon.
- We saw a boost in corporate accounts this month! When KOCO inquired about digital e-books and music streaming, we were able to outfit all 7 classroom teachers with their own accounts and a tutorial to get them started.
- Staff continues to refresh juvenile fiction. Top shelving is now being utilized as a display space for older readers. In addition to the display space, a parent and staff guide for the fiction

collection has been added. The guide aligns with our LTR and JQF section guides, which were designed to connect our materials to the public school’s reading assessment, Fountas and Pinnell. Families and staff alike can use the reference to locate books that fit children’s needs, and provide tips on how to engage this level of reader.

Adult / Young Adult Department:

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

- The Teen Advisory Board organized a Teen Book Drive for the Holidays. 18 Nutmeg Award nominees were donated to local teens in need. The books were given to East Hampton Youth and Family Services for distribution.
- Staff intend to start weeding in the Local History Room. Materials that are not relevant to East Hampton or general Middlesex County history will be given to more geographically appropriate libraries. (e.g. a book about the history of Southington will be given to the Southington Library.)

Circulation and Technical Services Department:

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

- Five more new Nintendo Switch titles have been added to the collection for circulation, bringing the total to 11 video game titles.
- The Adult Nonfiction section has acquired a number of new volumes to fill in gaps and to update our reference collection.

Strategic Plan Indicators of Success

Circulation

Cardholders (*Accessible and Inclusive*)

	+/- Last Month	Current* Cardholders as of 1/1/21	Current* Cardholders as of 12/1/20	+/- Last Month	Total Cardholders As of 1/1/21	Total Cardholders As of 12/1/20
Adults	+41	3,664	3,623	+22	6,074	6052
Children	+7	1,265	1,258		1985	1985
Organizations	+13	29	16	+7	237	230
Staff	+10	30	20		32	32
TOTAL		4,988	4,917		8,328	8,299

*Current cardholders are defined as cardholders whose account is not expired or has expired in the last three months.

This is the last time that the Library will report out on cardholders until July. The Library will report out on cardholders twice yearly at the beginning of the calendar year and the beginning of the fiscal year.

Borrowers *(Accessible and Inclusive)*

	+/- Last Month	December Borrowers	November Borrowers	October Borrowers
Adults (borrowing physical items)	+275	939	664	926
Children (borrowing physical items)	+29	132	113	139
Corporate (borrowing physical items)	+8	18	10	3
Staff (borrowing physical items)	+7	18	11	16
TOTAL		1,107	798	1,084
Digital Borrowers	+13	388	375	391

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

	2020			2019	2018	2017
	December	November	October	December	December	December
Adult Collection	4,368	4,024	4,436	4,084	3,386	2,924
Children's Collection	2,814	3,084	3,415	3,114	2,061	2,131
Young Adult	199	133	192	172	118	123
SUBTOTAL	7,381	7,241	7,773	7,370	5,566	5,196
eBooks – RB Digital	19	58	62	200	239	257
eBooks – Overdrive	658	697	620	473	350	n/a
eBooks - Hoopla	546	592	470	313	n/a	n/a
SUBTOTAL	1,223	1,347	1,152	986	589	257
TOTAL	8,604	8,588	8,925	8,356	6,155	5,435

Visits

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

	Average Number of People	Number of People entering	Number of conflicts over mask policy	Number of Curbside Pickups

	entering Library per day	without masks		
Week of 11/30	52	1	0	20
Week of 12/6	81	1	0	24
Week of 12/13	51	3	0	36
Week of 12/20	47	1	0	16
Week of 12/27	52	2	1	16

Door Counter *(Welcoming and Vibrant)*

July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
1,579	2,535	2,768	2,984	2,568	3,013						

Programs and Partners

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

	<i>Programs</i>			<i>Attendance</i>		
	<i>December</i>	<i>November</i>	<i>October</i>		<i>November</i>	<i>October</i>
Adult Events	4	5	7	761	15	30
Children's Events	22	15	19	524	366	403
Young Adult Events	4	3	3	41	23	20
Intergenerational	1	0	2	333	0	234
TOTAL	31	23	31	1,659	404	687

Program totals do not include 1,900 map views from the Let It Glow: Jingle Bell Parade.

Promotion

Website *(Welcoming and Vibrant)*

	+/- last month	December	November	October
Users	906	2,160	1,254	1,261
Sessions	1,567	3,935	2,368	2,561
Page Views	5,024	12,666	7,642	8,599

Popular Pages: Let it Glow, Hours and Contact, Events Calendar, Ebook and EAudio, Library Staff

Facebook *(Welcoming and Vibrant)*

	+/- last month	December	November	October
Likes	+7	1,869	1,862	1,849
Post Reach	-2,166	6,202	8,368	5,849
Post Engagement	+481	2,713	2,232	2,437

Donations and Fundraising

Donations

Organization	Donation	Restrictions
Paul and Sandy's	Evergreen Garland	None
Community Foundation of Middlesex County	\$1,000	Something 'fun' ASAP!

Fundraising

Organization	Amount Raised	Restrictions



January 4, 2021

Protocols for Staff and Program Participants during Covid 19 Pandemic Youth Basketball Guidelines

Staff:

In addition to normal workday procedures and program participation the following guidelines should be followed to ensure safety of all employees, residents and program participants due to the Covid-19 Pandemic. These protocols should be initiated immediately and followed until further notice by the Parks and Recreation Director.

- Staff will be provided facemasks, gloves, hand sanitizer and sanitizing wipes.
 - Facemasks will be worn at ALL TIMES while on shift.
 - Gloves will be worn when cleaning. All staff will be trained on how to remove gloves properly to avoid the spread of germs.
 - Hand Sanitizer will be utilized after touching all surface areas or transferring of equipment from the public, this should be used if hand washing is not available.
 - Sanitizing wipes and/or disinfectant spray will be used to wipe down all surface areas and equipment that the employee and residents have come in contact with. This includes bathroom surfaces, toilets, counter tops, bathroom doorknobs, garbage cans, picnic tables, and all other areas that could be touched by the public or areas that the employee has contacted throughout your shift.
 - Staff will maintain compliance with mask wearing of coaches, players and spectators at all times. Staff will approach anyone not complying and enforce protocols.
- Face Masks
 - Face masks will be worn by all program participants, staff, and spectators in accordance with guidelines whenever inside or not able to maintain social distance of at least 6 feet. This includes all players not playing in the game.
 - Face masks do not need to be worn by participants while actively playing in a game or practicing. (**Dependent on new CIAC guidelines**)
 - Face masks should be worn by participants whenever not involved in game play or on the bench.
- Spectators
 - Spectators will be allowed to attend games in accordance with CIAC and local Board of Education Guidelines. No spectators or outside attendance of any kind is allowed at practices. Program participants should be picked up and dropped off through the gym doors at each location. Each location will have one way in and one way out. Signage will be placed at each location.

- Memorial Elementary School: 1 parent or guardian per athlete will be allowed to be inside the gym during games. Spectators must maintain social distancing while on the sidelines and be wearing a mask at all times.
- High School: 2 parents or guardians per athlete will be allowed inside the gym during games. Proper social distancing must be maintained while on the bleachers. Bleachers will be marked with available seating. Masks must be worn at all times.
- Middle School: 2 parents or guardians per athlete will be allowed inside the gym during games. Proper social distancing must be maintained while on the bleachers. Bleachers will be marked with available seating. Masks must be worn at all times.
- Pickup and Drop Off Procedures
 - Program drop off and pick up will be at a designated area for each location (gym doors). No one other than the program participant should enter the buildings to pick up or drop off for practices.
- Game Play: Game times will be staggered at least 15 minutes between them and game overall time may need to be reduced depending on the number of teams involved in each league. Teams awaiting arrival for their game time will not be allowed into the gyms until each of the previous teams have left the building.
 - Substitutions: No on the fly substitutions will be allowed unless a player is injured. Substitutions will be done mandatorily at the 5 minute mark or each quarter.
 - All timing will be running time other than the 6,7,8 grade leagues where stop time will be done in the last two minutes of the game.
 - Game balls will be sanitized at each substitution. There will be several game balls at each site able to be rotated in and out of game play.
 - Coaches should keep their players on their side of the court and on their benches only maintaining as minimal contact as possible with the opposing team. Masks must be worn by all players and coaches while on the bench.
- Staff Duties after arrival.
 - All staff should arrive at least 15 minutes prior to the start of their shift and check in with the program director. PPE equipment and any equipment needed for the daily activities will be given to you.
 - Proceed to your designated area, setup for activities and sanitize any equipment and surfaces being used.
 - Each location will be provided a lead staff that will monitor all covid guidelines as outlined in these protocols.
- Restrooms and Bathroom Breaks
 - Each location will be assigned a restroom to use through-out the day and should use only the designated restrooms. Restrooms will be cleaned on an hourly basis by staff and after each game finishes.

These protocols are put in place to allow for safe environment for all, please abide by these rules and regulate them with consistency, if you are at all confused or concerned about the safety of those within the program or the safety of yourself please call me and we will work to solve these issues.

Thank you,
Parks and Recreation Director
Jeremy Hall
860-614-7419