

MEMORANDUM

TO: Town Council
FROM: David E. Cox, Town Manager
DATE: October 18, 2019
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.

Council Meeting Follow Up

- During discussion of Town Manager appointments to Boards and Commissions, a concern regarding attendance habits of the members being reappointed was raised. As indicated, I reviewed that information. Of the members that were reappointed, none had troubling attendance records as they attended their meetings regularly. It was observed that some other members did have troubling attendance records, which will be addressed in future reappointments.
- A question was raised regarding whether the Trunk or Treat event was going to be rescheduled in response to the EEE/mosquito concerns. The Recreation Department staff and the Chatham Health Department have consulted and have determined that the event will continue as planned. At this point, due to the cooling temperatures and location of the event away from woods or wetlands combined with the treatment that took place, the risk of exposure is very low. Potential attendees are being reminded to take appropriate precautions through social media and other postings. The event will run on Friday, October 25 from 5:30pm to 7:30pm at the Center School parking lot.
- It was noted that a Council member had spoken to me regarding the potential dredging of Christopher Pond as a means to improve water quality in the lake. As a reminder, Christopher Pond/Brook contributes about 20 to 25 percent of the water to the lake according to information contained in previous studies. Staff is in communication with the owner of the property and is considering some action in the pond as part of

watershed improvement projects being planned for upcoming construction using grant or other funds.

Chatham Health District

- Chatham Health District sanitarian Don Mitchell will be retiring on October 31 after 30 years in local public health. He will be honored at a retirement party scheduled for November 7. Anyone who has known or worked with Don over the years interested in attending is invited to contact the Health District's main office to purchase tickets.
- As a result, the District is currently recruiting for a Sanitarian II to fill the position that will be vacated by Don's retirement.

Library

- The Library recently launched software that helps manage the public computers and printing including being able to offer a new service: mobile printing. This software, which utilizes library card numbers for access, allows the Library to manage computer activity and accumulate accurate statistics on computer usage. Security for the users is enhanced under the new system, which deletes all passwords, downloads and browsing history from the computer after the user completes their session. The software also manages print jobs and requires pre-payment for any printing that is performed. This prevents unnecessary printing while allowing the library to collect money for all pages printed. Additionally, patrons will now be able to print at the Library from their own mobile devices like tablets, laptops and phones from any location with access to the Internet. Patrons pick them up at the Library at their convenience. This has been a highly requested service over the years. Staff reports that the transition has gone smoothly and that patrons are able to navigate the new system with minimal instruction.

Parks & Recreation

- Earlier this month, the Department finally received executed documents related to a grant that will fund design and construction of stormwater management systems at various locations around the lake including a portion of the work planned for Sears Park. Additionally, the \$99,000 grant provides funds for design of additional projects that would be included in phase two of the grant which could bring the total grant amount to more than \$200,000.

- In response to early distributions of the letter soliciting easements around the lake for water treatment, a number of volunteers have already come forward. Staff will begin the process of evaluating those sites to determine their viability for some treatment of stormwater from public rights of way or other upslope locations. If they are determined to be viable locations, staff will work toward establishing a basic scope of work and a letter of understanding with the owner. Once final design is complete and the work is approved and expected to begin, a final easement document would be recorded.

Police Department

- The Department's recruitment process is moving ahead. As a reminder, the Department is working to select two candidates to fill the additional position created in the 2020 budget and to fill a vacancy that will be created by the retirement of Officer Wilcox. Thus far, the Department has two strong candidates that have successfully completed a range of interviews and tests, including polygraph testing. After outside psychological examination and final evaluation, we anticipate making the hires. Positions in the upcoming two Police Officer training academies have been reserved by the Department and it is anticipated that the new Officers will be able to begin their training as anticipated.
- The radio upgrade project is progressing. Our contractor/vendor has met with the owner of the tower on which our equipment is located and it is anticipated that equipment installation will start within the next two weeks.

Public Works

- The Department has been in contact with residents on or adjacent to Old Marlborough Road regarding the upcoming paving project in that area. A segment of the road is being milled and overlaid with new asphalt. The milling, or removal of old asphalt, is not as significant as the North Main Street project and will not expose the gravel and dirt base.

WPCA/Joint Facilities

- The generator and control panels related to the North Main Street Sewer Pumping Station project have been installed and wiring of the system is ongoing. As noted previously, the project is a few weeks from completion. It is anticipated that the underground work will be completed in late October and the area will be prepared, seeded and mulched. It is not known whether there will be any growth so staff will look

to ensure the site, which is adjacent to Christopher Brook and the Lake, is protected with appropriate sediment and erosion control measures during winter and spring.

- A contractor damaged a water line in the Village Center system on Sunday, October 20, which led to a temporary shut down of that system to prevent excessive water loss during the repair.
- Flushing is ongoing in the Royal Oaks water system.

Town Manger/Other

- The first documents have been executed related to the Virtual Net Metering (solar power) program. These particular agreements, which are with Eversource, allow us into the program and establish our understanding as it relates to the rate at which they will rebate us. That rate, which is set through the Connecticut Public Utilities Regulatory Authority, is applied to the estimated power received from the solar power facility. Staff and I are working on the agreements with the solar power provider to establish the agreement regarding the financial relationship we will have with them.
- The Town Hall project is progressing and currently remains on schedule for substantial completion in March 2020. Recently, staff and outside contractors met regarding the necessary wiring of the building for Police Department and other operations and have set mid-March as a target for those activities to be complete. Related to the Town's occupancy of the building, the Owners' Representative, the designers and staff are working with the Building Committee to finalize the contract for interior furniture and other equipment.

DC

cc: Management Staff