


MEMORANDUM

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

Council Meeting Follow Up

- In follow up to discussion at the last Town Council Meeting, Staff has discussed the sale or donation of land on Comstock Trail to the Town with the current owner. At this time, the owner has determined the steps he will need to follow to donate four properties in that subdivision to the Town. The Council will be asked to accept the donations.

Land Use

- After nearly a year of work, several public workshops, and many months of public hearings, the Planning and Zoning Commission approved the updated Section 3.1 – Lake Pocotopaug Protection Zone at its regular meeting on November 4, 2020. This update goes a long way to accomplishing stated goals of the Plan of Conservation and Development and the Nine Elements Watershed Plan to protect the watershed from development impacts. The new regulations require additional site planning, buffer strips along the lake and tributaries, and increased requirements regarding stormwater runoff from all properties within the watershed. Regulations now require large clearing activities to be completed in phases including stabilization before moving to another phase and prohibit the opening of vast amounts of land during the rainy season. The Commission and staff thank the residents and groups that joined together to help make the update a reality through this community driven process, which will benefit the lake watershed for years to come.
- A number of applications are still pending before the Planning and Zoning Commission, including a zone change to allow the Food Bag at Colchester Avenue and Main Street to expand, a zone change to allow a veterinary hospital to relocate into Cobalt from Portland, and application from the East Hampton Rotary Foundation to allow some public uses on its property on Daly Road. All of these applications have moved into the Public Hearing phase and the discussions were continued to the December meeting.

- The Planning and Zoning Commission has also been working on an update to the signage regulations to ensure consistency throughout the regulation, an update to the Zoning Map to ensure that it is consistent with changes that have been made over the last several years, and development of regulations permitting Home Occupations. These items are in the beginning stages and workshops and hearings will be required before any adoption.

Library

- The Town has made a conditional offer of employment for the Adult/Young Adult Librarian position. After final steps it is anticipated that the new Librarian will begin in early December.
- The Library Director's monthly report to the Library Advisory Board is included in this Report.

Parks and Recreation

- The Parks and Recreation Advisory Board and the Department staff are currently reviewing a process through which the Town would work with a third party firm to develop a 5-10 year Master Plan for the Parks and Recreation Department. Through the years, the Town has seen changes to its demographics and needs for parks and recreation. This plan will help to prioritize the department's activities. Currently, the Board and staff are receiving presentations from leading firms in the industry and researching master planning options to help the Department develop a plan and eventually a Request for Proposals document.
- Staff has developed COVID guidelines for release shortly that explain how the Department will operate the Youth Basketball Season if it is determined by the Connecticut Department of Public Health and the Connecticut Interscholastic Athletic Conference that fall sports will be allowed. The Parks and Recreation Advisory Board approved the protocols at its recent meeting and a decision whether to run the league in January will be made by the Board in December at next month's meeting. The guidelines for youth basketball are included in this Report.

Police

- Members of the East Hampton Police Department are once again participating in “No Shave November” in an effort to raise money for cancer awareness. Officers agree to donate to the Connecticut Cancer Foundation in exchange for permission to grow a beard for the month of November. Officers that donate additional funds are allowed to keep the beard until December 31. Officers are also encouraged to get friends and family to donate to the East Hampton Police Department Team. Last year the department raised approximately \$750 and, to date, this year's effort has raised over \$1,620. Anyone can donate to the Department's team by going to: <https://secure.e2rm.com/p2p/fundraising/312225/team/923540>

- On November 14, the East Hampton Police Department's Union will be teaming up with members of the East Hampton Volunteer Fire Department to “Stuff-a-Cruiser” with non-perishable food items for donation to the East Hampton Food Bank. The event will take place at Stop and Shop on East High Street between 9:00 am-3:00 pm. Everyone is encouraged to stop by and drop off some non-perishable items to help our local food bank.

Public Works

- On October 30, the Town experienced its first snow event of the winter season. While forecasts had called for minimal snow accumulations Public Works crews were prepared and were called upon to respond as the majority of roads started to become snow covered by mid-morning. Most of the snow removal was addressed with a light application of de-icing material. The bulk of the operations were completed by late afternoon.

- Public Works crews are continuing to close up the paving projects at the Community Center/Library and Fire House with curbing, topsoil placement and line striping.

- In the upcoming weeks, Department staff will be focusing in on some additional smaller paving projects, Edgerton Street drainage rehab and roadside wood/debris pick up.

Youth and Family Services

- Youth and Family Services continues to help with energy assistance applications and staff is monitoring seven open energy cases. In addition, the Department is working with four client families to get their SNAP benefits set up.

- In recent weeks, staff has seen an increase in the number of issues affecting seniors including food insecurity, transportation, mental acuity and financial concerns. Staff is working to address these issues in coordination with the Senior Center. For the first time, Y/F Services counseling

has been advertised through the Senior Center and have already seen new cases coming in as a result.

- The department visited a house classified as a hoarding situation and has a second case pending. Y/F Services is working with other Town departments and is reestablishing the Hoarding Coalition to coordinate these efforts.
- Department staff is working on other community outreach efforts including an activity with the Lion's Club to distribute approximately 50 new winter coats to families and a separate distribution of diaper packages during the holiday season.
- In follow up to recent staff delivery of food boxes to homebound and food-insecure residents, the Department is working to develop a system to identify high risk households. The Department remains in close contact with the Senior Center, Food Bank and Housing Authority.
- Y/F Services has issued its first newsletter and will continue doing so every quarter.

Town Manager/Other

- Installation of the Audio/Visual system at the Town Hall is scheduled for the week of November 9 and marks the last major component to be completed on the project. Staff continues to work with the contractors on certain system repairs and modification as well as any warranty-type repairs. It is expected that close out of the main project contract will occur in the upcoming weeks.
- As East Hampton has moved to Red Alert status due to increased COVID-19 infections, free testing has been arranged in Town. The Community Health Center has established mobile testing on Monday, November 9 at Hope Church from 10:00am to 2:00pm and on Friday, November 13 at St. Patrick's Church from 9:00am to 1:00pm.

DC

Attachments

cc: Management Staff

October 2020 Monthly Report

At a glance:

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

- The parking lot has been repaved. Public Works will stripe and curb the parking lot in November.
- Library Director Ellen Paul, Board Member Jesse Alford and Cragin Library Director Kate Byroade interviewed several candidates for the recently reinstated position of Adult / Young Adult Librarian. Some candidates will be invited back for a second interview.
- Staff are working on an extensive project to move the circulation desk to allow for seating of two circulation staff members and the Adult/Teen Librarian. DVDs and audiobooks will be moved to accommodate the relocated front desk.
- ✱ • Circulation is up 2.7% from October 2019 and 3.9% from September 2020.

Strategic Plan Actions Update

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

- Staff have finished weeding and shifting the non-fiction, large print and young adult collection. Shelving that previously held young adult material has been removed. Furniture to create a new teen space should arrive in November. [\(Welcoming and Vibrant\)](#)
- ✱ • The library began delivery service to East Hampton Housing Authority residents at Chatham Acres and Bellwood Court. Residents received a collection of large print books, magazines and DVDs. Staff included ebook and electronic resource brochures as well as general information about library services and programs. Staff are distributing library card applications and reader surveys to better match materials to the interests of residents. Many residents have expressed a positive response to this program. [\(Accessible and Inclusive\)](#)
- Early literacy program Animal Adventures launched this month on Wednesdays at 4:00pm. This is the first time the that the Library has hosted an afternoon story time. Staff is pleased to report that all four sessions were "sold out" each week of this event. Many spots went to children and families that we had never met. This program resulted in 3 new library cards and the circulation of 15-20 nonfiction books per week. [\(Accessible and Inclusive\)](#)

- Staff worked extensively with East Hampton Parks and Recreation to plan and execute this year's Trunk or Treat event. Unfortunately, the event was canceled due to weather. Still, the Library quickly pivoted to offer the community a 'Park and Treat' event to distribute Halloween books and candy. The Library distributed about 500 free Halloween children's books. (Informative and Collaborative)
- Staff is working with East Hampton Parks and Recreation to plan and execute a re-imagined Jingle Bell Parade. This year we will host a holiday lighting competition. Houses or businesses will register to be part of Jingle Bell Parade map. Residents will download the map and a ballot and get to parade around town and vote on winners. (Informative and Collaborative)
- The Friends of the Library are planning a holiday silent auction to be held online and in person at the Library. They are currently collecting donations for gift baskets. (Responsible and Sustainable)



Department Reports

Administration:

This section contains general updates and news about library administration.

- Staff is discussing what protective measures to take given the recent rise of COVID 19 cases in the area.
- Staff drafted a new Internet Safety Policy to be discussed at the November 2nd Library Advisory Board meeting. The Library needs to pass an internet safety policy before July 2021 to be in compliance with the Child Internet Protection Act and be eligible to receive federal e-rate funding.
- Staff drafted edits to the Library's current circulation policy. In short, edits bring policy in line with practice for issuing new library cards, officially designate the library as fine-free and clarify that inter-library loan services are for East Hampton resident card holders only.
- Staff presented the Town Manager David Cox with a proposal for a program called: East Hampton Academy. The goal of East Hampton Academy is to educate citizens of East Hampton on how their local government works, encourage them to be active in their local community, and inspire them to help make East Hampton a better place for all who live here. The Town Manager was enthusiastic about the idea and is directing Town staff to work with the Library to implement the program for Spring.

Children's Department:

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

- Families are more involved in their children's education than ever, which is also apparent in the types of reference questions we are receiving! Here is a sampling of some of the questions we've been answering this month:
 - My child was diagnosed with _____ and our first IEP is coming up. Help me prepare.
 - My first grade granddaughter is obsessed with Hamilton – I'd like to research the Revolutionary War with books that she can read by herself.

- My mom won't let me read Stephen King even though all of my friends are reading it. Do you have anything scary I can read?
- I am looking for children's books that have to do with the 1918 Spanish Flu. I saw a post on Facebook yesterday that talked about if your house is 100 years old or older, chances are a family was quarantined in your house. I thought it would be fun for the kids to learn about.

Adult / Young Adult Department:

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

- The adult paperback collection is being refreshed. Old titles that have not circulated in three years have been weeded and new titles are being added.
- The Teen Advisory Board met in October to virtually 'see' the new teen space. They discussed manga, board game and video game collection development. They also discussed community service projects.
- The library purchased a Nintendo Switch. The Teen Advisory Board presented a funding request to the Friends of the Library in February of 2020. They then fundraised \$277 to go towards the purchase. The teens are thinking of making a virtual Library on Animal Crossing.

Circulation and Technical Services Department:

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

- Staff is communicating with two non-print media vendors to evaluate their services. East Hampton previously purchased audiobooks from Recorded Books. Recorded Books was purchased by Overdrive earlier in 2020 and is no longer in business.
- Over the course of our weeding and extensive shifting, our nonfiction collection has seen some major re-cataloging updates. We are finding many items that are incorrectly cataloged or have numbers transposed. Our goal is, as always, to make our collection as easy to navigate as possible.

Strategic Plan Indicators of Success

Circulation

Cardholders *(Accessible and Inclusive)*

	+/- Last Month	Current* Cardholders as of 11/1/20	Current Cardholders as of 10/1/20	+/- Last Month	Total Cardholders As of 11/1/20	Total Cardholders As of 10/1/20
Adults		3,622	Unavailable	-2	6,046	6,048
Children		1,261	Unavailable	+13	1,984	1,971
Organizations		13	Unavailable	0	222	222
Staff		32	Unavailable	-2	33	35
TOTAL		4,918		+9	8,285	8,276

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

Borrowers *(Accessible and Inclusive)*

	+/- Last Month	October Borrowers	September Borrowers
Adults (borrowing physical items)	+17	926	909
Children (borrowing physical items)	+2	139	137
Corporate (borrowing physical items)	-10	3	13
Staff (borrowing physical items)	+1	16	15
TOTAL	+10	1,084	1,074
Digital Borrowers	+1	391	390

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

Borrowing is up 2.7% from October 2019. Borrowing is up 3.9% from September 2020.

	2020			2019	2018	2017
	October	September	August	October	October	October
Adult Collection	4,436	4,386	3,807	4,530	3,615	2,926
Children's Collection	3,415	2,713	2,549	2,969	2,073	1,633
Young Adult	192	222	189	167	114	133
SUBTOTAL	7,773	7,321	6,545	7,666	5,802	4,698
eBooks – RB Digital	62	94	150	180	199	233

eBooks – Overdrive	620	687	781	485	379	n/a
eBooks - Hoopla	470	486	487	359	n/a	n/a
SUBTOTAL	1,152	1,267	1,418	1,024	578	233
TOTAL	8,925	8,588	7,963	8,690	6,380	4,931

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
Week of 10/5	47	4	0	28
Week of 10/12	41	5	0	15
Week of 10/19	47	1	0	20
Week of 10/26	49	1	0	9

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								

Programs and Partners

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

	Programs		Attendance	
	October	September	October	September
Adult Events	7	3	30	8
Children’s Events	19	16	403	291
Young Adult Events	3	3	20	28
Intergenerational	2	0	234	0
TOTAL	31	22	687	327

Promotion

Website *(Welcoming and Vibrant)*

	+/- last month	October	September
Users	-158	1,261	1,419
Sessions	-36	2,561	2,597
Page Views	+2,749	8,599	5,850


Popular Pages: Hours and Contact, Library Staff, Events Calendar, eBooks & eAudio, Re-Opening

Facebook *(Welcoming and Vibrant)*

	+/- last month	October	September
Likes	+19	1,849	1,830
Post Reach	+42	5,849	5,807
Post Engagement	+455	2,437	1,982

Donations and Fundraising

Donations



Organization	Donation	Restrictions
Knights of Columbus	\$150.00	Collection Development
Friends of the Library	\$106.00	Teen Nintendo Switch
Paul and Sandy's Too	40 Sugar Pumpkins	Afterschool Programs
Belltown Garden Club	Flowers and greens for 30 kits	Afterschool Programs

Fundraising

Organization	Amount Raised	Restrictions
Teen Advisory Group	\$277.00	Teen Nintendo Switch*

**This money was raised in early 2020 but was spent in October 2020.*

SAVE THE DATE!

Let it Glow!

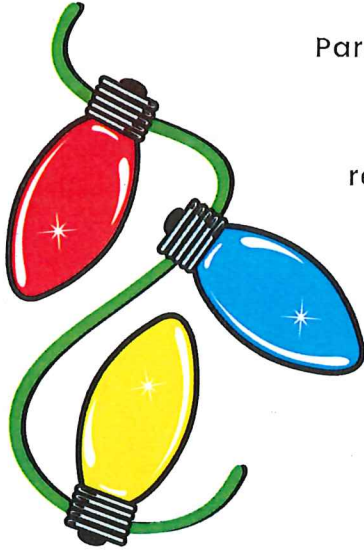
2020 JINGLE BELL PARADE

We're getting into the holiday spirit early and reimagining our annual Jingle Bell Parade into a holiday lighting competition!

Experience the magic of the season by decorating your house or business and registering to be part of the competition.

Then, download a map, load up your car, and tour the community to check out the best holiday lighting and vote on your favorite. Prizes to winners!

Plus! We'll still have our annual tree lighting in the Village Center.



TREE LIGHTING: DECEMBER 11

LET IT GLOW COMPETITION: DECEMBER 11 - 23

LEARN MORE AND REGISTER AT:
www.EastHamptonPublicLibrary.org/Glow





October 19, 2020

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.
- 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.
 - 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.
 - 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