


## MEMORANDUM

TO: Town Council  
FROM: David E. Cox, Town Manager   
DATE: November 9, 2023  
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 or agencies. 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.

### **Finance**

- The most recent report on the status of American Rescue Plan Act funds is included in this report. As noted in the ARPA report, the Town has allocated most of the approximately \$3.8 million the Town received and has actually expended almost \$2 million of the funds. The Town has approximately \$338,000 left to allocate before the end of calendar year 2024.

### **Library**

- The Library is excited to begin the process of developing a new Strategic Plan to guide its services in the coming years. Director Christine Cachuela has joined a strategic planning cohort through the Connecticut Library Consortium and will be working with a facilitator and other local libraries along with the Library Advisory Board and others to help create the plan. In the coming months, the Library will be seeking input from community members and other Town departments to develop an updated vision for the future of the East Hampton Public Library.
- The Library is collaborating with the Recreation Department again this year to host the annual Jingle Bell Parade on Friday, December 8. Festivities will begin at the Library at 5pm and will include a make-your-own hot chocolate bar sponsored by the Friends of the East Hampton Public Library and a holiday-themed craft before participants parade downtown at 6pm for the tree lighting. As always Santa will be leading the Parade!
- The monthly Library Director Report for October is included in the Report.

### **Police Department**

- On October 28, the Department participated with the Town's Prevention Partnership in the annual Drug Enforcement Administration's National Prescription Drug Take Back Day in front of the Town Hall. In all, 46.2 pounds of unused prescription medications

were collected from residents, with the goal of removing unneeded medications from homes as a measure of preventing medication misuse and opioid addiction from even starting. The collected medications were turned over to the US Drug Enforcement Administration for destruction.

- Officer Evan Gustafson, our newest officer, recently completed his Field Training and Evaluation Program, which was the last training requirement he had to complete prior to being released to patrol on his own. Congratulations to Officer Gustafson. The Chief hopes to find an opportunity to introduce Officer Gustafson to the Council soon.
- During the month of October, the Department had to use Narcan twice. It was used once to revive a 54-year-old male suspected of overdosing on heroin and once to revive a 15-year-old male who was suspected of overdosing on an unknown substance. Fortunately, in both cases, the individuals survived due to the rapid response and intervention of first responders.

## Public Works

- Drainage work has begun and is well under way on Hayes Road and East Hayes Road. The project anticipates the replacement of roughly 200 feet of rusted out corrugated metal pipe that has outlived its service life. The project also includes repair of catch basins and replacement of inlet tops within the neighborhood drainage system. This work is being performed by Public Works staff and is being completed in anticipation of these roads being paved in the spring.
- The Public Works Department has also been largely focused on fall clean up at the Town's cemeteries and in the Village Center in preparation for Veterans Day. Soon, crews will begin conducting leaf pick up on Town-owned properties and along some Town maintained sidewalks.
- On October 25, the Department took delivery of the Town's new Street Sweeper. This equipment was largely purchased using ARPA funds and with some additional funding from the Expanded Bottle Bill "Nipper Money." This machine replaces a 1999 Freightliner Broom Bear sweeper, which will be sold at auction.



- With fall sports seasons winding down, the grounds maintenance staff has been focusing on fall clean up and winterizing infrastructure at Sears Park. The main and west soccer fields at the High School have been aerated and seeded.
- The watershed improvement project at Spellman Point is nearing completion. The contractor expects to be substantially complete late next week. This project provides for a water quality swale with some inline bio-retention basins, both of which will have a positive impact on the water discharged into Lake Pocotopaug.
- On Friday, November 3, the Director of Public Works and representatives from the East Hampton Hawks youth football program walked two Town owned properties to preliminarily investigate the feasibility of constructing a football field for use by the program. The two properties identified as having potential were a 3.2 acre parcel abutting the Middle School property and a 21.5 acre parcel abutting Memorial School. After walking the two properties, the parcel abutting Memorial School seems to be the better option with less grade change and more space to accommodate the needs of the Hawks program. The Hawks will be conducting some of their own research and will likely be approaching the Town with a proposal in the future.

## **Recreation**

- The Recreation Department just wrapped up a couple of its biggest annual events. The Trunk or Treat and Airline Trail Ghost Run. Both events were very successful, and the Department thanks all of the individuals and organizations that contributed to their success. There were an estimated 1,500 trick or treaters at the Trunk or Treat event and staff has received a lot of positive feedback. The Airline Trail Ghost run, which is a coordinated event among Hebron, Colchester and East Hamton, had a total of 218 runners, about 40 more runners than last year.
- Travel basketball practices have started, and the teams are looking forward to games beginning in early December. Registration is now open for recreational youth basketball as well. Turnout has been great so far.
- The Conservation Lake Commission is working with Bevin Brothers and other parties to coordinate a significant lowering of the lake level this winter. The Commission is hoping to get the level down about three feet in an effort to help control some invasive weed species that have taken hold in the lake including Hydrilla, which is the same variety as is being addressed in the Connecticut River. The Commission will be working with the Town's lake scientists and other groups to find the best ways to manage these invasive weeds.

### **Youth and Family Services**

- The Department, along with the Senior Center, is heavily involved in working with eligible residents to coordinate applications for energy assistance and SNAP benefits. It is also assisting residents in emergency situations with the assistance of other local organizations.
- Department staff has begun their annual effort to connect donors and those who need support through its holiday gift drive. Interested parties should contact the Department.
- The Department staff have produced an updated pamphlet that outlines various support resources available within the community. It is a helpful tool for anyone seeking quick access to a myriad of social services available in East Hampton and the surrounding area. Currently, the pamphlet is available in the Department offices.
- The Prevention Division hosts a monthly meeting with its coalition members. If anyone in the community is interested in participating in a meeting, either virtually or in person, or would like more information on how to join the coalition, please contact Prevention Coordinator Brook Clavet at [bclavet@easthamptonct.gov](mailto:bclavet@easthamptonct.gov) or 860-267-4468, Ext. 3227.
- Youth and Family Services is working with the school to institute a program at the high school one day a week to lend additional support or facilitate a group based on student needs using one of the interns that work in the Department.

### **Town Manager/Other**

- Staff and the Town's water engineering firm are setting a meeting date in late November with staff from the State DPH and DEEP to update these departments on the Town's progress on water source and system expansion. DPH and DEEP are administering the grants being used by the Town to undertake this work and staff is working to keep them updated and engaged. The Town's engineer is completing its preparation of the scope of work and anticipated costs for the next phase of design and that will be presented to the Council for its consideration soon.

DC

cc: Management Staff

**ARPA Project Report as of 11-9-2023**

Project Name	Department	Resolution #	Project Number	ARPA Allocation	Expended Thru 11-9-23	Balance	Fund	Recipient Project ID
Force Main Project	WPCA	2	SWR75	\$ 500,000	500,000	\$ -	81	ARP99
Water System Improvements	Water	4	WTR04	7,600	-	\$ 7,600	53	WTR04
Turnout gear	Fire	3	23010	3,000	3,000	\$ -	50	CIP23
Building Automation Controller	Education	3	C2101	3,400	3,400	\$ -	50	CIP23
Concrete Stair Repair	Education	3	C2305	7,500	7,500	\$ -	50	CIP23
Cross Country Track Repair/Widen (Middle School)	Education	3	C2306	8,000	3,700	\$ 4,300	50	CIP23
Interior Finishes	Community Center	3	C2310	10,000	9,894	\$ 106	50	CIP23
Long Hill Drainage	Public Works	3	C2314	10,000	-	\$ 10,000	50	CIP23
Gymnasium Floor Refinish (Center School)	Education	3	C2302	14,500	14,500	\$ -	50	CIP23
Interior Paint - Senior Center	Senior Center	3	C2001	15,000	-	\$ 15,000	50	CIP23
Sidewalk repair and replacement	Public Works	3	53002	15,000	15,000	\$ -	50	CIP23
Replace Town Hall Server	General Government	3	13003	20,000	20,000	\$ -	50	CIP23
Hales Brook Crossing Lake Drive	Public Works	3	C2211	20,000	8,500	\$ 11,500	50	CIP23
LED Lighting Conversions - Interior/Exterior (All Education Buildings)	Education	3	C2304	25,000	22,960	\$ 2,040	50	CIP23
Siding Repair - Community Center	Community Center	3	C2309	30,000	-	\$ 30,000	50	CIP23
Elevator Update - Center School	Education	3	C2307	34,000	33,980	\$ 20	50	CIP23
CCTV Upgrade	Education	3	C2315	35,000	35,000	\$ -	50	CIP23
Roof Replacement - Co 1	Fire	3	C2312	38,000	38,000	\$ -	50	CIP23
Exterior Paint - Community Center	Community Center	3	C1808	50,000	-	\$ 50,000	50	CIP23
Cruisers and Conversion - Vehicle Sinking Fund	Police	3	23052	57,000	55,587	\$ 1,413	50	CIP23
Technology	Education	3	93009	314,700	314,700	\$ -	50	CIP23
Donation to the VFW	Donation	9/27/2022	ARP01	10,000	10,000	\$ -	50	ARP00
Ambulance Association Donation	Donation	6	ARP01	280,000	280,000	\$ -	50	ARP01
Asbestos abatement and floor replacement Middle School	Education	5	93226	82,000	78,640	\$ 3,360	50	CIP24
Floor Tile and Carpet (Memorial)	Education	5	C2201	28,500	23,465	\$ 5,035	50	CIP24
Playground Fall Protection	Education	5	C2203	15,000	11,054	\$ 3,946	50	CIP24
Technology	Education	5	93009	403,600	156,147	\$ 247,453	50	CIP24
Truck Overhall	Education	5	C2401	16,000	3,750	\$ 12,250	50	CIP24
Scag Turf Tiger	Parks & Recreation	5	C2402	19,000	18,147	\$ 853	50	CIP24
Pickle Ball Court at Sears Park	Parks & Recreation	5	C2403	55,000	-	\$ 55,000	50	CIP24
Basketball Court Reconstruction at Sears Park	Parks & Recreation	5	C2308	50,000	-	\$ 50,000	50	CIP24
Tennis Court Reconstruction at Sears Park	Parks & Recreation	5	C2404	180,000	-	\$ 180,000	50	CIP24
Siding Repair - Community Center	Community Center	5	C2309	170,000	-	\$ 170,000	50	CIP24
Security Camera Upgrades	General Government	5	C2405	53,500	-	\$ 53,500	50	CIP24
Furnace Replacement Fire Co. 3	Fire	5	C2406	15,000	-	\$ 15,000	50	CIP24
Roof Replacement - Co 1	Fire	5	C2312	38,000	38,000	\$ -	50	CIP24
Para Tech Jacks	Fire	5	C2407	30,000	-	\$ 30,000	50	CIP24
Lucas CPR Device	Fire	5	C2408	15,000	14,647	\$ 353	50	CIP24
Thermal Imaging Camera Replacement	Fire	5	C2409	10,000	9,270	\$ 730	50	CIP24
Fire Department Server Rebuild/Replace	Fire	5	C2410	25,000	-	\$ 25,000	50	CIP24
Cruisers and Conversion - Vehicle Sinking Fund	Police	5	23052	40,000	-	\$ 40,000	50	CIP24
Idemia LiveScan Fingerprint Machine	Police	5	C2411	11,500	11,289	\$ 211	50	CIP24
Sweeper Replacement	Public Works	5	C2412	300,000	-	\$ 300,000	50	CIP24
Long Hill Drainage	Public Works	5	C2314	60,000	-	\$ 60,000	50	CIP24
Hales Brook Crossing Lake Drive	Public Works	5	C2211	75,000	-	\$ 75,000	50	CIP24
Wopowog Culvert Repair/Replacement	Public Works	5	C2413	20,000	-	\$ 20,000	50	CIP24
International Dump Truck	Public Works	5	C2414	230,000	230,000	\$ -	50	CIP24

**Total \$ 3,449,800 \$ 1,970,130 \$ 1,479,670**

**Total ARPA Award \$ 3,788,167.50**

**Available \$ 338,367.50**

# October 2023

## Monthly Report

### At a glance:

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

- On Monday, October 9, Christine Cachuela was named Library Director. The town is currently accepting applications to fill the now-vacant Children's Librarian position. First round interviews are expected to take place at the end of November.
- The replacement pieces for the Library's new circulation desk arrived on October 31. Of the 5 pieces delivered, 2 were damaged. Ms. Cachuela is in talks with Brodart about when the second round of replacement pieces will arrive. Installation of the undamaged pieces began November 1. Library services were not interrupted.

### Strategic Plan Actions Update

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

- The Library hosted its first ever Cardboard Arcade this month. During the first week of October, sixteen teens and tweens utilized STEM skills to build games out of recycled materials, with help from local business owner Brian Joy of The Pinshack. On Saturday, October 7, almost 100 members of the public visited the Library to play the games. Feedback from the community about the event was excellent. *(Informative & Collaborative) (Accessible & Inclusive)*
- The Library participated in the Parks & Recreation department's Trunk or Treat event on October 25 with Barbie-themed costumes and decorations. Parks & Rec estimates that over 3,000 people attended the event and the Library handed out almost 500 Halloween-themed children's books in addition to candy. *(Informative & Collaborative) (Welcoming & Vibrant)*
- The Library welcomed Ringrose & Freeman for Music in the Library with about 50 attendees. Refreshments for the program were sponsored by the Friends of the Library. *(Welcoming & Vibrant) (Responsible & Sustainable)*

### Department Reports

#### Administration:

*This section contains general updates and news about Library administration.*

- Ms. Cachuela attended the LION Board Meeting on October 24. The Board reviewed next year's consortial fees, which include a 3% increase on most services and a 5% increase on LION-managed Overdrive digital media and the Riverbend inter-library loan delivery service. Ms. Cachuela also attended the LION Resource Committee meeting on October 25, which continues to work to evaluate the importance of the different services offered by LION.

- Ms. Cachuela attended two training workshops this month: Transitioning to Supervisor on October 27 and the Connecticut State Library's Management and Leadership Workshop on October 31.
- The Friends of the Library held their monthly meeting on October 2, during which they set tentative dates of May 31, 2024 and June 1, 2024 for their next book sale. They are continuing to plan for their winter t-shirt sale and spring Mahjong tournament.
- The Library Advisory Board held its monthly meeting on October 2, during which Mr. Alford discussed plans to renew efforts to update the Library's Strategic Plan in 2024. Previously used Strategic Planning strategies were reviewed and the formation of a Strategic Planning subcommittee was considered.
- Ms. Cachuela has joined a Strategic Planning Cohort through the Connecticut Library Consortium (CLC) to help facilitate the development of a new Strategic Plan. The cohort includes a professional consultant, the Executive Director of CLC, and the directors of several other libraries currently starting the planning process. Initial meetings for the cohort begin in November and continue through May 2024.
- The Library is currently working with the town to establish a long-term solution for after-hours Community Room usage. One potential solution is the installation of a key fob system on the exterior library door. Fobs would be circulated as needed to groups who reserve the room.

### **Children's Department:**

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

- Ms. Cachuela resumed preschool outreach this month, visiting twelve classes for storytimes.
- The department updated the StoryWalk® at Seamster Park with a new book, *Dozens of Doughnuts* by Carrie Finison.
- This season's popular STEMtastic series culminated in a Halloween Science program on October 23. This was one of many programs for children and families with a Halloween theme. Family Pumpkin Decorating, generously sponsored by Paul and Sandy's Too, took place on October 28 and had 41 participants, and the annual Halloween Happening storytime program took place on October 30 and had 79 participants.

### **Adult / Young Adult Department:**

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

- This was a busy month of Teen programming, beginning with the Cardboard Arcade. Seven Scouts from East Hampton and as far away as Rocky Hill and Windsor began work on their Reading Merit Badge, with Ms. Blanda, who is also a registered Merit Badge Counselor.
- Teen Advisory Board met and completed planning for the HallowTween event and worked on an upcoming new Teen Cooking Class to begin in December.
- The HallowTween party took place on October 28 for kids in grades 4-8. TAB members planned and ran the party which included, games, snacks and a movie showing. The party was very well attended.
- Belltown Book Brunch welcomed author Chris Thomas for a discussion of his thriller, *The Hollow*.

## Circulation and Technical Services Department:

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

- Following the success of our yoga programs, a Yoga Kit with everything to get started has been added to the Library of Things.
- An additional Toniebox and new figures have been added to the ever-expanding collection to meet the high demand.
- The department continues to evaluate new technologies to eliminate barriers to Library access and streamline the patron experience. These include MuseumKey and LendingKey software, as well as a new, personalized mobile app for libraries, and a more modern program calendar and registration system. Administrative and Technical Services staff are currently researching the products to determine their applicability in East Hampton.

## Strategic Plan Indicators of Success

### Circulation

*Borrowers (Accessible and Inclusive)*

	+/- Last Month	October	September	August Borrowers
<b>Adults</b> (borrowing physical items)	+19	1239	1220	1283
<b>Children</b> (borrowing physical items)	-54	273	327	405
<b>Corporate</b> (borrowing physical items)	+1	11	12	12
<b>Staff</b> (borrowing physical items)	-1	16	17	17
<b>SUBTOTAL</b>		<b>1539</b>	<b>1576</b>	<b>1717</b>
Overdrive	+24	262	238	259
Hoopla	-6	244	250	262
<b>SUBTOTAL</b>		<b>406</b>	<b>488</b>	<b>521</b>
<b>TOTAL</b>		<b>1,945</b>	<b>2,064</b>	<b>2,238</b>

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

	2023	2023	2023	2022	2021	2020
	October	September	August	October	October	October
Adult Collection	3101	2885	3739	3,108	3,170	4,436



Children's Collection	2973	2876	4015	2,800	3,238	3,415
Young Adult	385	373	623	373	275	192
<b>SUBTOTAL</b>	<b>6459</b>	<b>6134</b>	<b>8377</b>	<b>6,281</b>	<b>6,683</b>	<b>7,773</b>
eBooks – Overdrive	1460	990	1008	1,021	989	620
eBooks - Hoopla	705	715	797	583	470	470
eBooks – RB Digital*	0*	0*	0*	0*	62*	180*
<b>SUBTOTAL</b>	<b>2165</b>	<b>1705</b>	<b>1805</b>	<b>1,604</b>	<b>1,152</b>	<b>1,024</b>
<b>TOTAL</b>	<b>8,624</b>	<b>7,839</b>	<b>10,186</b>	<b>7,885</b>	<b>8,925</b>	<b>8,690</b>

\*RB Digital was discontinued.

## Visits

### Door Counter (*Welcoming and Vibrant*)

July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
5,019	6,497	3,964**	4,639								

\*\*New Door Counter for September

## Programs and Partners

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

<b>Onsite Programs</b>				<b>Participants</b>		
	<i>October</i>	<i>September</i>	<i>August</i>	<i>October</i>	<i>September</i>	<i>August</i>
Adult	9	9	5	88	61	52
Children's	21	18	13	450	369	224
Young Adult	7	2	3	66	7	15
Intergenerational	3	0	1	139	0	235
<b>SUBTOTAL</b>	<b>40</b>	<b>29</b>	<b>22</b>	<b>743</b>	<b>437</b>	<b>526</b>
<b>Self-Directed Activities</b>				<b>Participants</b>		
Adult	1	1	3	18	23	142
Children's	6	5	6	369	200	749
Young Adult	1	1	3	5	10	140
Intergenerational	0	0	5	0	0	162
<b>SUBTOTAL</b>	<b>8</b>	<b>7</b>	<b>17</b>	<b>392</b>	<b>233</b>	<b>1193</b>
<b>Offsite Programs</b>				<b>Attendance</b>		
Adult	0	0	0	0	0	0
Children's	7	0	5	145	0	111
Young Adult	0	1	0	0	13	0
Intergenerational	1	0	1	3400	0	150
<b>SUBTOTAL</b>	<b>8</b>	<b>1</b>	<b>6</b>	<b>3545</b>	<b>13</b>	<b>261</b>
<b>TOTAL**</b>	<b>56</b>	<b>37</b>	<b>45</b>	<b>4680</b>	<b>683</b>	<b>1980</b>

## Promotion

### Website (*Welcoming and Vibrant*)

	+/- last month	October	September	August
<b>Users</b>	+35	1739	1704	1904
<b>Sessions</b>	-6	2849	2855	3413
<b>Page Views</b>	+182	4220	4038	4839
<b>Events Calendar</b>	+25	1688	1663	1759

**5 Most Popular Pages:** Library Homepage, Hours & Contact Info, Library Staff, Meeting Room, CandyLand

### Social Media (*Welcoming and Vibrant*)

	+/- last month	October	September	August
<b>Facebook</b>				
<b>Reactions/Comments/Shares</b>	+10	2333	2323	4774
<b>Page Reach</b>	-1212	2514	3726	5321
<b>New Followers</b>	-19	10	29	23
<b>Instagram</b>				
<b>Reactions/Comments/Shares/Views</b>	+2186	8456	6270	4386
<b>Page Reach</b>	+64	695	631	581
<b>New Followers</b>	+7	20	13	14

## Donations and Fundraising

### Donations (*Ready for the Future*)

Anonymous Patron	\$1000 towards building the Library's Tonies collection and growing other Library services
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