


MEMORANDUM

TO: Town Council

FROM: David E. Cox, Town Manager 

DATE: December 20, 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

- In follow up to the Council action to move forward with the sale of the existing Town Hall building, the matter was presented to the Board of Finance. After some discussion, the Board approved language for a resolution to authorize the sale.

Assessor

- The process will involve mailing of letters to the owners of our approximately 4800 properties requesting that they confirm the information we have about their property. The letters are expected to be finalized and mailed very soon.

Collector

- Recently, a notice was sent to a handful of property owners (less than 50) reminding them that we have been advised that their taxes are no longer being paid through an escrow account and that they are now responsible for making the payments. In these cases, we usually have received notice from the mortgage holder that the mortgage is released or completed and the escrow is ended. It is intended as a courtesy notice to avoid missed payments in the future. Unfortunately, there were some mistakes in the notice that created some confusion and did not show our best professional effort. The staff is contacting the recipients again to apologize for the confusion and to provide the corrected notice.

Land Use Department

- The Department continues to receive input from the public on changes to the Zoning Code regarding the Lake Pocotopaug watershed district including from about 15 people on December 16 at the Library. Additional input is expected from the Conservation Lake Commission and the Town's lake consultants and a third public session will be held in January.

Library

- After interviewing a number of candidates, the Library is pleased to promote Sam Bolton to full time Head of Circulation and Technical Services. Sam has worked for the East Hampton Public Library as a part time Public Service Associate for about two years. He has also worked at the Richmond Memorial Library in Marlborough and the Burritt Library at Eastern Connecticut State University. In Sam's new role, he will be responsible for all aspects of patron and materials management including borrowing, cataloging and processing.
- The Library will be undertaking a strategic planning process in the first part of next year. As the attached memo indicates, the Library is seeking a few members of the Town Council to assist in the process by providing initial input on the Library and its future to the consultant and Library project team.

Police

- The Department has started the recruitment process to fill the remaining vacant Patrol Officer position. The closing date for applications is February 9, 2020. The previous recruitment process, from which we hired Caleb Cavanaugh, only netted twenty applications and, ultimately, the Town was only able to hire one person from that list.
- The radio project is moving forward with new equipment scheduled to be installed on the towers in the upcoming weeks. The contractor is currently programming one new portable radio for us to inspect and approve. Once approved, they will start handing out the new portables to us. We are currently finalizing the Public Safety Data Network (PSDN) line, which will allow us to feed our radio traffic directly to Glastonbury Dispatch via a fiber line. This will make our system much more reliable as we transition over to the new equipment.

- Hope Church recently gave the Department twenty care packages to be handed out to individuals who are homeless that we may encounter during our daily activities. The care packages contain a gift card to McDonalds, snacks, hygiene items and socks.

Public Works

- The Department is monitoring the daily activities for the soil remediation project at 13 Watrous Street on behalf of the Brownfields Agency. Thus far, the first layer of excavation has been accomplished and shipped off site for disposal. The confirmation soil testing seems to indicate some additional contamination remains within the soil. The Agency will be meeting in the upcoming week to direct the amount of additional soil removal that will be undertaken. It is possible that the additional work will cause the Agency to remove the paving of a parking area from the contract work at this time in order to have sufficient funds for remediation. The paving of a parking area may need to be accomplished at a later date. This work is being coordinated with the State as the Town received a grant through the Small Town Economic Assistance Program (STEAP) to fund the project.

Town Manger/Other

- A notice from the State Department of Revenue is included that indicates Epoch Arts has received a grant through the Neighborhood Assistance Act Tax Credits program for energy conservation improvements in the about of about \$4,850. The NAA tax credit program allows companies to make community contributions in exchange for credits on the company's annual corporate taxes payable to the State.
- A letter from the State Department of Transportation is included which was written in response to the previous letter sent to the State from several communities, including East Hampton, regarding the connections necessary to create the Central Connecticut loop trail system. The State seems willing to begin a dialog that will lead to development of the connecting trail system.
- As a reminder, I will be out of State during the week of Christmas but will be reachable via e-mail and phone if needed. MERRY CHRISTMAS!

DC

Attachments

cc: Management Staff



Office of THE PUBLIC LIBRARY
Ellen Paul, MLIS, Library Director
epaul@easthamptonct.gov

MEMORANDUM

TO: East Hampton Town Council
FROM: Ellen Paul, Library Director
DATE: December 10, 2019
SUBJECT: Library Strategic Planning

This memo is to inform the Council of the Library's intention to embark on a strategic planning process. Our objective is to develop a strategic action plan that sets the vision and goals for the Library over a three-year period (July 2020 to June 2023). We request your assistance to ensure our goals align with Town priorities.

The planning process will be executed by a subcommittee of the Library Advisory Board in conjunction with the Library Director and a strategic planning consultant, Chip Marsh. Key to developing a successful and meaningful strategic plan, however, is input from our community, library stakeholders and local government officials.

To that end, we hope that the Council will be directly involved in the Library's strategic planning process in two ways:

- 1) The Library intends to distribute an online and paper survey to the East Hampton community to gather input on library services. As with past practice, the Council will be asked to approve that survey at their first January 2020 meeting.
- 2) The Library would like two or three Council members, along with the Town Manager, to meet with our strategic planning consultant to discuss the role the Library plays in the community and the Town's role as it relates to the Library. Your insights will be key to the Library in its visioning and planning work. The Council will be asked to designate two or three members for this one-hour meeting to take place in early January or late February.

The Library's success directly depends on how well it meets the wants, needs and expectations of its community. We have enjoyed a tremendous amount of growth over the last three years. We know, however, that we can and should strive for more. A strategic plan will allow us to continue to grow and serve even more of the East Hampton community. We appreciate the Council's willingness to assist in and contribute to this planning process.



STATE OF CONNECTICUT
DEPARTMENT OF REVENUE SERVICES

December 11, 2019

Joseph Oldakowski
ConnectiCare, Inc.
175 Scott Swamp Road
Farmington, CT 06032

Dear Mr. Oldakowski:

You have been approved for \$139,509.60 in Neighborhood Assistance Act tax credits. A detailed list showing each organization's pledge and respective credit amount is attached. This approval is subject to the following conditions, which must be met in order to receive your tax credit:

The contribution must be in cash only; and

The contribution must be made during your company's income year that begins in 2019 and claimed on your company's 2019 tax return.

Please note that your original pledges have been reduced as the 2019 program was oversubscribed. If any of your contributions are further decreased, your respective credit will be reduced accordingly.

Please direct any questions you may have to Susan Sherman or her staff at (860) 297-5687.

Sincerely,

Scott D. Jackson
Commissioner of Revenue Services

Copy to Municipal Liaisons: Bloomfield, Bridgeport, Cheshire, East Haddam, East Hampton, Ellington, Fairfield, Hartford, New Haven

Record 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 33

| Organization | Program Title | Approved Donation | Credit Amount |
|--|--|-------------------|---------------|
| Fairfield Theatre Company | FTC Lighting Upgrades to Stage One | \$7,285.71 | \$7,285.71 |
| Bridgeport Rescue Mission | Green Roof Solution | \$9,714.28 | \$9,714.28 |
| Habitat for Humanity of Coastal Fairfield County | Habitat CFC Program | \$11,281.10 | \$11,281.10 |
| Mercy Learning Center | Literacy and Life Skills Program | \$4,857.14 | \$2,914.28 |
| Cheshire Academy | Installation of New and Retrofit LED Lighting Fixtures | \$4,857.14 | \$4,857.14 |
| Town of East Haddam | Open Space Trust Fund | \$9,714.28 | \$5,828.57 |
| The Goodspeed Opera House Foundation, Inc. | Goodspeed Musicals Energy Efficiency Upgrades | \$9,714.28 | \$9,714.28 |
| Fidelco Guide Dog Foundation, Inc. | Outdoor Lighting Replacement | \$4,857.14 | \$4,857.14 |
| Town of Ellington | Roof Replacement - Hall Memorial Library | \$9,714.28 | \$9,714.28 |
| Habitat for Humanity | New Haven Habitat Homes | \$10,200.00 | \$10,200.00 |
| Operation Hope of Fairfield | Energy Efficient HVAC & Roofs for Affordable Housing | \$9,714.28 | \$9,714.28 |
| Connecticut Public Broadcasting, Inc. | Energy Efficient Lighting Improvements | \$7,285.71 | \$7,285.71 |
| Connecticut Science Center, Inc. | Photo Voltaic Solar Power System | \$12,142.85 | \$12,142.85 |
| Hartford Area Habitat for Humanity | 2019 Hartford Habitat Energy Conservation Program | \$9,714.28 | \$9,714.28 |
| Horace Bushnell Memorial Hall Corporation | Bushnell Energy Conservation Projects | \$9,714.28 | \$9,714.28 |
| iQuilt Partnership | Bushnell Park Pump House | \$9,714.28 | \$9,714.28 |
| Epoch Arts Inc. | Energy Conservation | \$4,857.14 | \$4,857.14 |
| Total 2019 NAA Credit | | | \$139,509.60 |



STATE OF CONNECTICUT

DEPARTMENT OF TRANSPORTATION

2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546
Phone: (860) 594-2099



December 5, 2019



Mr. Timothy Coon
City Manager
City of Meriden
142 East Main Street, City Hall
Meriden, CT 06450-5605

Dear Mr. Coon:

Subject: Air Line Trail to Farmington Canal Trail Connector Study

Thank you for your November 15, 2019 letter expressing your support for connecting the state's two longest multi-use trails, the Farmington Canal Heritage Trail and the Air Line State Park Trail, and non-motorized transportation generally. As you know, the Department of Transportation (Department) shares your vision for this transportation linkage including providing additional transportation options to access the Meriden CTrail station.

As you identified, there is an approximate 5.5 mile section in Meriden and Middletown that will require an in-depth route planning study to identify a preferred connection for the two trails referenced above. Department staff were in contact with the Lower CT River Valley Council of Governments/Metropolitan Planning Organization on this issue earlier this fall. We look forward to continuing those discussions to coordinate roles, action and funding.

We would be happy to participate in a meeting that you set up with legislators regarding this trail connection. Please contact Mr. Robert Bell, Director, Bureau of Policy and Planning, at 860-594-2099, or Robert.E.Bell@ct.gov, to coordinate on this matter.

Very truly yours,

A handwritten signature in blue ink that reads "Thomas J. Maziarz".

Thomas J. Maziarz
Bureau Chief
Policy and Planning

cc: The Honorable Ben Florsheim, Mayor
The Honorable Susan Bransfield, First Selectwoman
Mr. David Cox, Town Manager
Mr. Sean Kimball, Town Manager



Timothy P. Coon
City Manager

City of Meriden, Connecticut

OFFICE OF THE CITY MANAGER

142 East Main Street, City Hall

Meriden, CT 06450-5605

Telephone (203) 630-4123 • Fax (203) 630-4274

tcoon@meridenct.gov

15 November 2019

Mr. Joseph Giulietti, Commissioner
Connecticut Department of Transportation
2800 Berlin Turnpike
P.O. Box 317546
Newington, CT 06131-7546

Re: Air Line Trail to Farmington Canal Trail Connector Study

Dear Commissioner Giulietti:

The cities and towns of Cheshire, East Hampton, Meriden, Middletown, and Portland have been quietly and steadily working together to connect the state's two most significant and longest multi-use trails: the Farmington Canal Heritage Trail and the Air Line State Park Trail. Of the approximately 22.7-mile-long corridor that currently separates these trails, 8.6 miles have already been built or are currently in design and 8.6 miles of route are planned. This leaves approximately 5.5 miles of trail on the east side of Meriden and the west side of Middletown that require an in-depth route designation study. Public Act No. 19-161 section 4 was passed in the 2019 legislative session to address this need, but we need your help.

PA 19-161 directs the Department of Transportation, in consultation with the Department of Energy and Environmental Protection and RiverCOG, to conduct the above-mentioned study and, by doing so, to advance the completion of a 111-mile long multi-use loop trail in the center of Connecticut. This loop will be an important transportation and recreational amenity with the potential of supporting tourism. The connection will also provide East Coast Greenway users a scenic and relatively flat alternate route for the long-distance travelers. Perhaps most important, the connector trail will provide bicycle access to the Meriden CTRail station for residents of Cheshire, Meriden, and Middletown.

As you well know, infrastructure that allows people to access their city or town without a car creates the vital places that Connecticut needs in order to bring new investment and to keep and attract young people. Livability and walkability / bikeability are one in the same. This connector trail will become a new main street for our communities. For a relatively small investment, the State of Connecticut can build on the progress made by our municipalities to achieve major progress for bicycle transportation and recreation. Please help us make this a reality.

Attached to this letter are a description of the routing study that is needed to keep progress moving on this mid-state connection, and a spreadsheet showing the status of different sections of the corridor. A Google Map of the completed central Connecticut loop including color coding for sections of the proposed connector route mentioned in the spreadsheet is pasted in below.

<https://tinyurl.com/y3ykm7uz>

We are working to schedule a meeting with our legislators to give them, by the end of the year, an update on this project and any developments resulting from the public act since its passage. We would like you and relevant CTDOT staff to attend that meeting and hope to find a date that works for you and the legislators. Working together we will complete this important connection for our cities and towns, and our state.

Sincerely,



Timothy Coon
Meriden City Manager



Sean Kimball
Cheshire Town Manager



Ben Florsheim
Middletown Mayor



Susan Bransfield
Portland First Selectwoman



David Cox
East Hampton Town Manager

Air Line Trail to Farmington Canal Trail Connector Study

Study Purpose

Identify a feasible connection between the Air Line Trail and Farmington Canal Trail, the state's two longest and most significant multiuse trails, via the Arrigoni Bridge, Middletown, Meriden, and Cheshire. Once the connection is completed, along with the East Coast Greenway route, an approximately 111-mile loop of multi-use trail will be created in central Connecticut. Fulfill the mandate in Public Act No. 19-161 section 4 on the CTDOT.

Draft Study Scope

1. Identify existing and planned sections of trail and unplanned gaps
2. Identify feasible routes for gap connections
3. Assess feasibility of already planned routings
4. Conduct a robust public involvement process to solicit public input and built interest in the trail
5. Select a preferred routing alternative that includes a connection to the Meriden Train Station
6. Create phasing recommendations and cost estimates for phases of the preferred routing
7. Identify next steps for each municipality and COG, also for CTDOT and CTDEEP

Study Cost

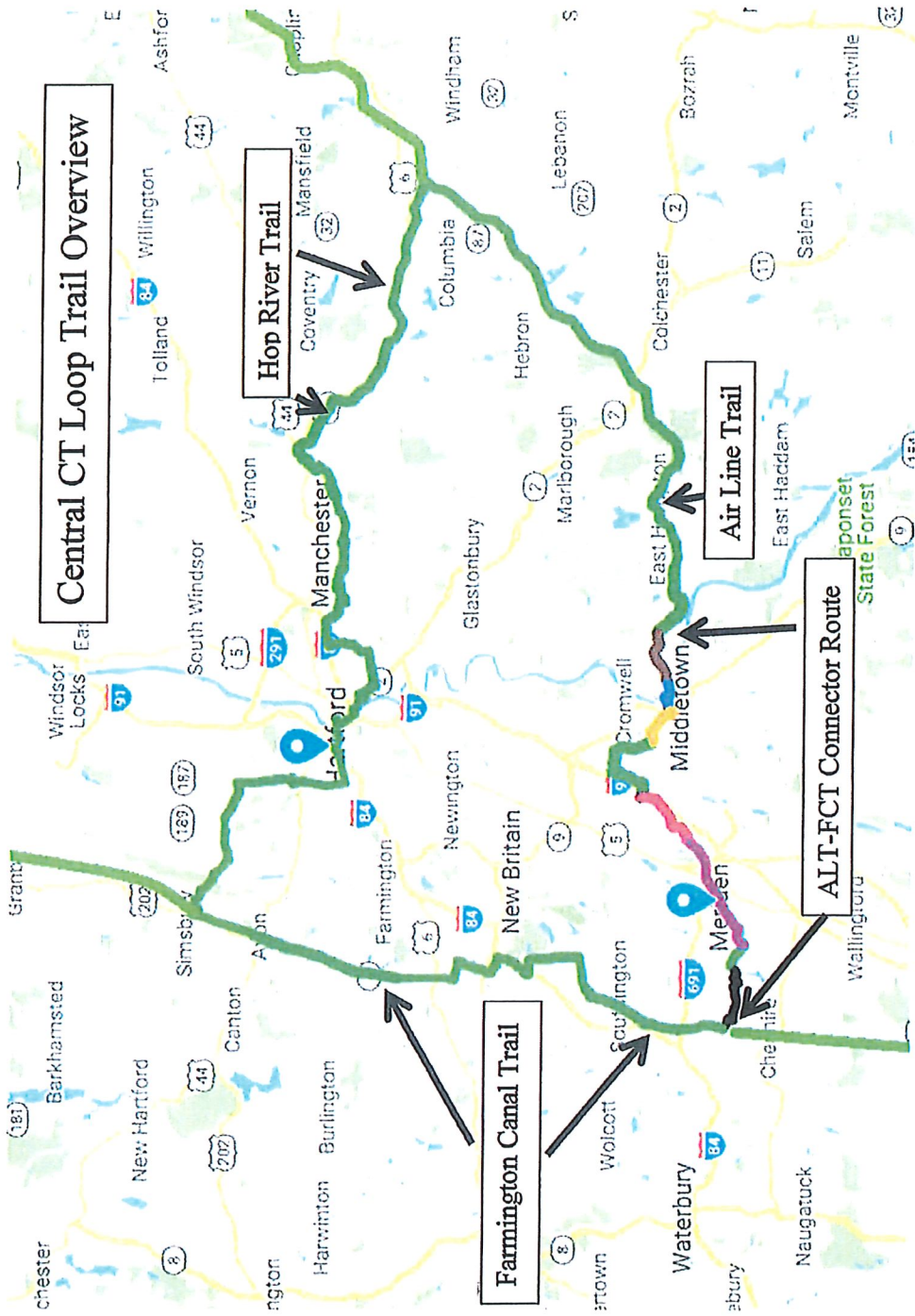
Based on a similar study for the Naugatuck River Greenway, this study will cost between \$250,000 and \$300,000. No money was appropriated by the General Assembly for this study. Could potentially be funded by a STP-U funded corridor study. Study could be administered by RiverCOG.

Statutory Language

<https://www.cga.ct.gov/2019/ACT/pa/pdf/2019PA-00161-R00HB-07140-PA.pdf>
(page 9)

Sec. 4. (Effective from passage) The Commissioner of Transportation, in consultation with the Commissioner of Energy and Environmental Protection and the Lower Connecticut River Valley Council of Governments, shall submit a report, in accordance with the provisions of section 11-4a of the general statutes, to the joint standing committee of the General Assembly having cognizance of matters relating to transportation. Such report shall (1) identify a possible route for a multiuse trail to connect the Arrigoni Bridge in the city of Middletown to the Farmington Canal Trail in the town of Cheshire via the city of Meriden and the commuter rail station in the city of Meriden, (2) recommend phases for the construction of such trail and estimate the cost of each such phase, and (3) summarize any public comments received by the Departments of Transportation or Energy and Environmental Protection or the Lower Connecticut River Valley Council of Governments concerning the report or the possible route for such trail.

Central CT Loop Trail Overview

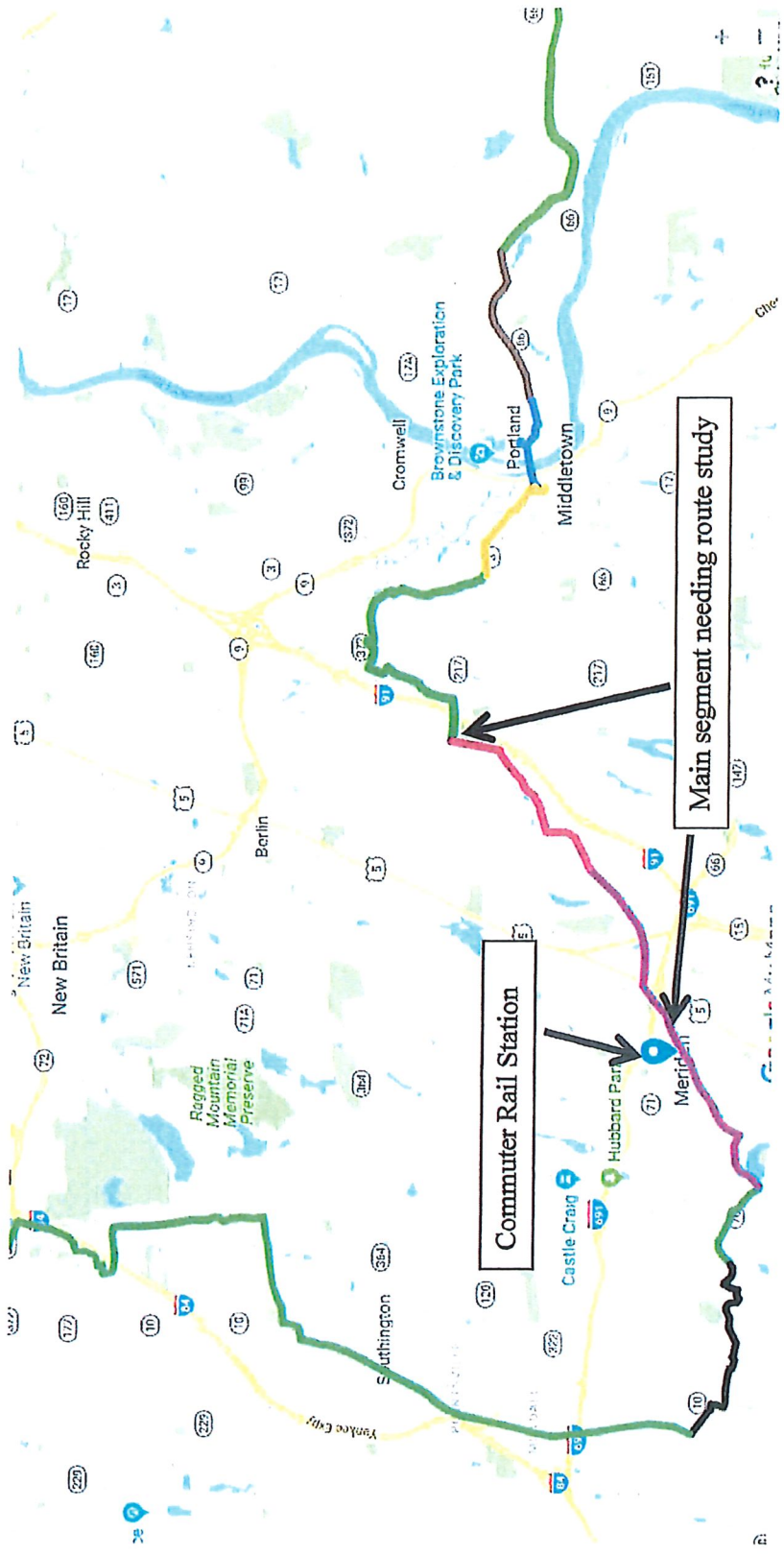


Hop River Trail

Air Line Trail

ALT-FCT Connector Route

Farmington Canal Trail



For details on the colored segments above, refer to the spreadsheet titled "ALT-FCT Connector Segments."

Air Line Trail – Farmington Canal Trail Segment Status (as of Nov. 2019)

| ALT-FCT Connector Route | mileage | Status | Color | Existing or in design | Planned | Proposed | Off-Road | On-Road |
|--|---------|--|--------|-----------------------|--------------------------|----------|--------------------|-------------------|
| Portland Sections | | | | | | | | |
| YMCA Camp to Intersection of Rt 66 and Air Line Ave. | 2.2 | Being planned by Rt. 66 corridor study | brown | | 2.2 | | 2.2 | |
| Air Line Ave to W. side of Arrigoni Bridge | 1.64 | " | blue | | 1.64 | | | 1.64 |
| Middletown Sections | | | | | | | | |
| Arrigoni Bridge to MHS | 1.7 | Planned by City of Middletown | orange | | 1.7 | | 0.85 | 0.85 |
| MHS to Intersection of Smith & Middle St. | 4.7 | Existing or funded by City of Middletown | green | 4.7 | | | 4.7 | |
| Smith & Middle St. to Meriden City Line | 2.9 | Proposed | red | | | 2.9 | 1.45 | 1.45 |
| Meriden Sections | | | | | | | | |
| Middletown City line to Quinnipiac Gorge Trail | 5.13 | 1/2 designed, 1/2 proposed | purple | 2.565 | | 2.565 | 2.565 | 2.565 |
| Quinnipiac Gorge Trail | 1.31 | existing | green | 1.31 | | | 1.31 | |
| Cheshire | | | | | | | | |
| | 3.05 | planned, on-road | black | | 3.05 | | | 3.05 |
| Total of all sections | 22.63 | | | 8.575 | 8.59 | 5.465 | 13.075 | 9.555 |
| | | | | Existing or in design | Planned or being planned | Proposed | Estimated off-road | Estimated on-road |