


MEMORANDUM

TO: Town Council

FROM: David E. Cox, Town Manager 

DATE: February 20, 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.

Collector's Office

- Based on some comments received from taxpayers, staff is investigating additional ways to help people remember the second payment requirements for taxes in order to avoid delinquency. Staff is looking at additional or different wording on tax bills as well as automatic notifications via email or text in addition to more traditional notification methods using the print media.

Land Use Department

- The Phase I evaluation of the 1 Watrous property was received and is being reviewed. It has also been sent to the Brownfields Land Trust who will be handling the Phase II and the Hazardous Building Materials analysis and will be generating an estimate for any needed remediation. Despite noting many potential problems with the site in terms of past activities, the basic statement from the Phase I evaluator was that there does not seem to be a lot of evidence of problematic releases. More information will come from the Building evaluation and the Phase II.
- Staff met with the company with which the Town has an Agreement for solar energy credits on its electric bills. The company is moving ahead with the permitting process for the installation of its solar facility through the Connecticut Siting Council. While East Hampton does not issue any land use related permissions for the project, the owner will be making presentations to the Inland Wetland and Waterways Agency (IWWA) and the Planning and Zoning Commission (PZC) for their information and to help inform the public. Any comments the Town may have will be accumulated and sent to the Siting Council. As a reminder, the solar energy installation is planned at 46 Skinner Street and will encompass about 20 acres as show on the material included in this packet. The

IWWA will receive its presentation on Wednesday, February 26 and the PZC will receive its presentation on Wednesday, March 4.

Library

- The Library Ceiling Tile Replacement Project is largely complete. The contractor still has a small punch list but all ceiling tiles have been replaced and equipment moved out. Comments from the public, both in person and on Facebook, have been extremely positive.
- The Library Strategic Planning Survey closed on Monday, February 10. 273 people responded and the vast majority of them live in town. 43% of respondents visit the library at least once per week while 17% visit the library 3 times per year or fewer. The Library Board, Friends of the Library and Library stakeholders will be meeting on Sunday, February 23 and Sunday, March 8 to review the survey results and set goals for the Library on how we can best serve our community over the next three years.
- The Library was featured in another very complimentary article about the survey in the Rivereast. A copy of the article is included in this packet.
- The Library is offering 14 after-school programs for children in grades 2 through 5 this April and May. Each program can serve up to 17 children and can accommodate a wait list of 10. Registration for these programs opened on Monday, February 10 at 6:30pm. By 7:30pm, just one hour later, each program was full and had a waiting list.

Police

- The application process for the new Police Officer position in the Department closed on Sunday, February 9. The Town received 20 applications. The Department will begin its review of the applications which includes written testing and oral interviews with a cross section of Department staff and with the Chief. It is anticipated that the hiring process would conclude by the end of May of 2020 and that the new Officer would be in the academy class that starts in June 2020.

WPCA

- At its meeting on Tuesday, February 18, the Joint Facilities Committee, which directly covers the operation of the joint wastewater treatment plant, approved its budget for the next fiscal year. The budget increased just under \$85,000 or about 3.5% and provides for significant investment in future Capital Improvements. The Committee has

also been discussing its future needs at the treatment plant and its portion of the collection system, which will likely call for large expenditures and strategic planning for funding of that work including a possible call for the issuance of bonds or other borrowing. As a reminder, the Joint Facilities Committee is a cooperative of East Hampton and Colchester and the plant also serves portions of Hebron and Marlborough.

Youth and Family Services

- In 2016, the Town of East Hampton was the recipient of the Partnership for Success (PFS) grant provided by the CT Department of Mental Health and Addiction Services (DMHAS). This allocated \$150,000 per year for a four-year period, which, after a short extension, concludes this September. These funds were acquired by the East Hampton Local Prevention Council, which has since rebranded to the East Hampton Prevention Partnership, with the goal of reducing youth substance use rates within Town. Since receiving the funding, Partnership efforts have brought a medication drop box to our police department which has collected over 300 pounds of medication, reduced the past-30-day-drinking use rates at East Hampton High School from 46% to 34% over a two year period, hosted various presentations and created several educational campaigns. The Partnership is actively pursuing future funding in order to sustain its efforts including plans to apply for a federal grant to continue the Prevention Program. This grant has just been released by the federal government and is due in early April. It is anticipated that some actions by the Council will be requested in March related to these grants.

Town Manager/Other

- Staff and the Town Attorney continue to wait for the closing on the Town Hall sale. The buyer is having the property surveyed in order to be assured of the location of the property line at the rear of the property with Eversource. Once that is complete, it is anticipated that the closing will occur. As a reminder, the Town would remain in possession of the building at no charge until the end of June 2020 to allow final moving and disposal of any items not be used elsewhere.
- Recently, information was received from a representative of the owner of the cell tower located on east/south side of E. High Street on the property occupied by Paul and Sandy's Too. The cell tower owner is considering a relocation of that tower to a position near the Lakeview Cemetery as shown in the material included in this packet. Like the solar installation, this approval of this potential location will be handled by the CT Siting

Council. Staff will be working with the cell tower owner to make a presentation to the Planning and Zoning Commission for its information and as a public information meeting.

- In the upcoming months, staff, with the assistance as necessary of our Labor Attorney, will be meeting with two of the Town staff collective bargaining units. Both the Police Officers and the Supervisory personnel contracts are expiring in June. As the process continues, staff will communicate with the Council and Council's Personnel Committee as needed prior to bringing contract proposals forward.
- Recently, a Memorandum of Understanding was executed with the State regarding access to the State Police Radio system. The MOU allows our Public Safety personnel to access the State system when a backup for the Town's main system is needed and to communicate across agencies for certain emergencies. The MOU carries no financial obligations for the Town and is merely an agreement that outlines the Town's responsibilities as it relates to use of the system and the confidentiality of encryption codes needed for use of the system.
- Earlier this week, members of the Conservation Lake Commission and the Town Manager met with representatives of Bevin Bell regarding the Lake Pocotopaug dam. The goal of the meeting was to establish an understanding of the plans for future operation of the dam and the lake level the group intends to maintain at various points of the year. There was agreement on a plan that will establish some predictability for residents and includes lower lake levels in the winter with "higher" levels in the summer. Notwithstanding weather, the lake level will be allowed to drop in September and October with an intentional effort to lower the level beginning in the last part of October. Lake levels would then be brought up in the spring for the fishing season with an effort to get to a recreational level by the end of May. Operation of the dam will remain with Bevin but there is an operational plan. The Commission will be providing some information to Bevin to assist them as they undertake dam operation.
- As part of the process for the Town's application for a Small Cities Grant related to improvements at the Housing Authority, the Council will be asked to hold a Public Hearing in advance of its March 10 meeting. As a reminder, the Housing Authority is preparing a grant application for a federal Community Development Block Grant to fund a number of improvements at the Authority's property. A similar grant was sought last year but the Town was not funded.

- The Land Use Department and the Town Manager are looking into a membership in the Main Street Program, which is a resource for traditional downtowns like the Village Center. The concept was suggested to the Economic Development Commission who was interested and who is looking into the benefits as well. If a membership seems promising, it would likely be discussed with the EDC further as well as the Village Center businesses before being presented for approval.

DC

Attachments

cc: Management Staff



Legend

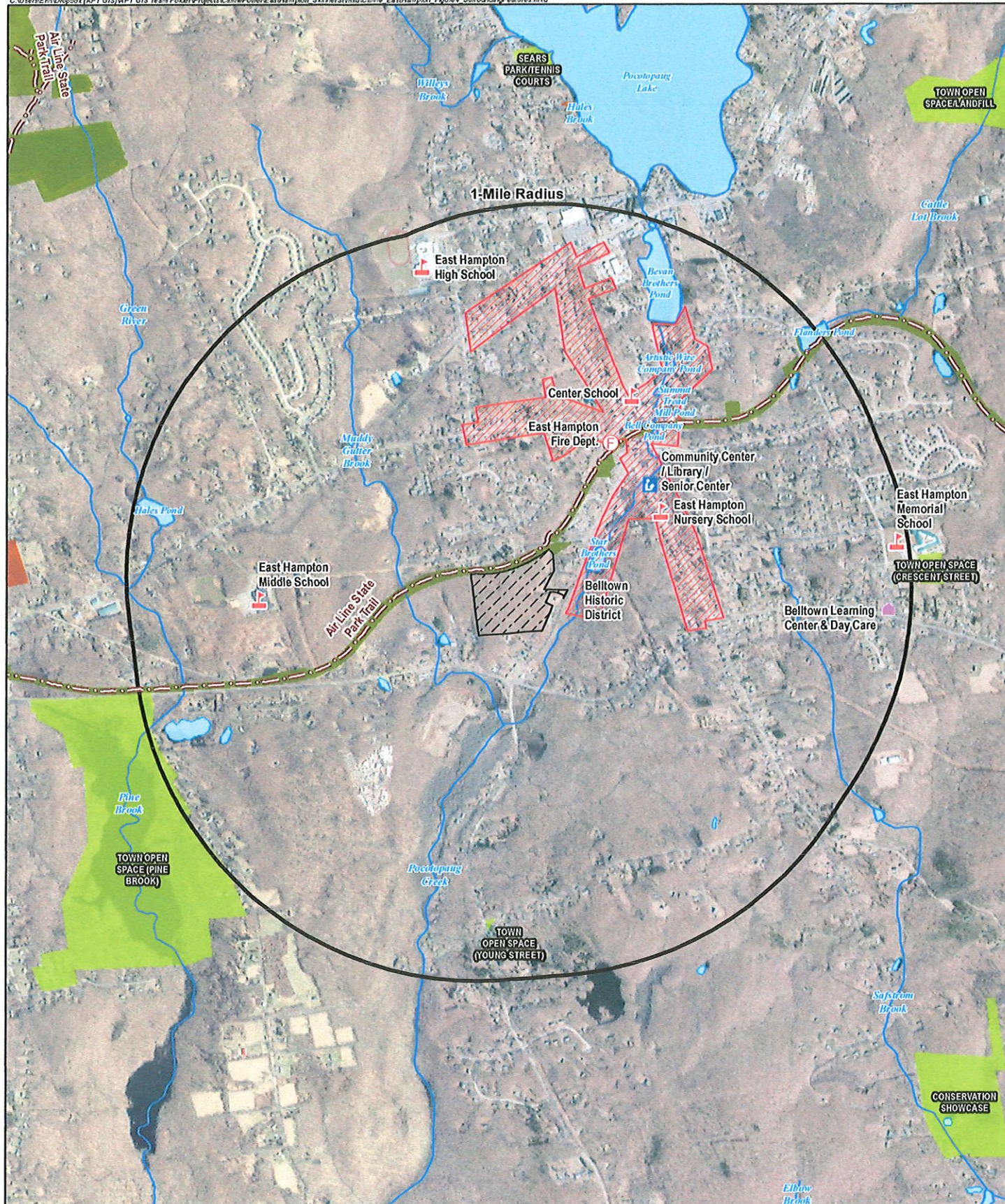
Site	Culvert	Watercourse (CTDEEP)
Approximate Parcel Boundary	Delineated Wetland Boundary	Hiking Trail
Approximate Project Area	100ft Upland Review Area	Habitat Cover Type
Access Road	Delineated Watercourse	Developed
Hardbottom Crossing	Stonewall	Mixed Hardwood Forest w/
		Wetland Area

Map Notes:
 Base Map Source: CTECO 2019 Aerial Photograph
 Map Scale: 1 inch = 300 feet
 Map Date: January 2020

300 150 0 300 Feet

Figure 2
Existing Conditions Map
 Proposed Solar Facility
 46 Skinner Street
 East Hampton, CT





- Legend**
- Site
 - 1 Mile Radius
 - National Register of Historic Places District
 - Open Water
 - Municipal Building
 - Fire Dept.
 - School / Day Care
 - Licensed Child Day Care
 - Municipal and Private Open Space Property
 - State Forest/Park
 - Hiking Trail

Map Notes:
 Base Map Source: CTECO 2019 Aerial Photograph
 Map Scale: 1 inch = 2,000 feet
 Map Date: January 2020

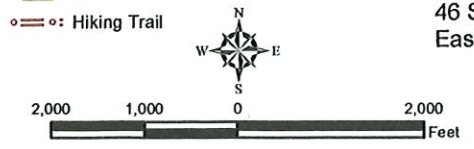


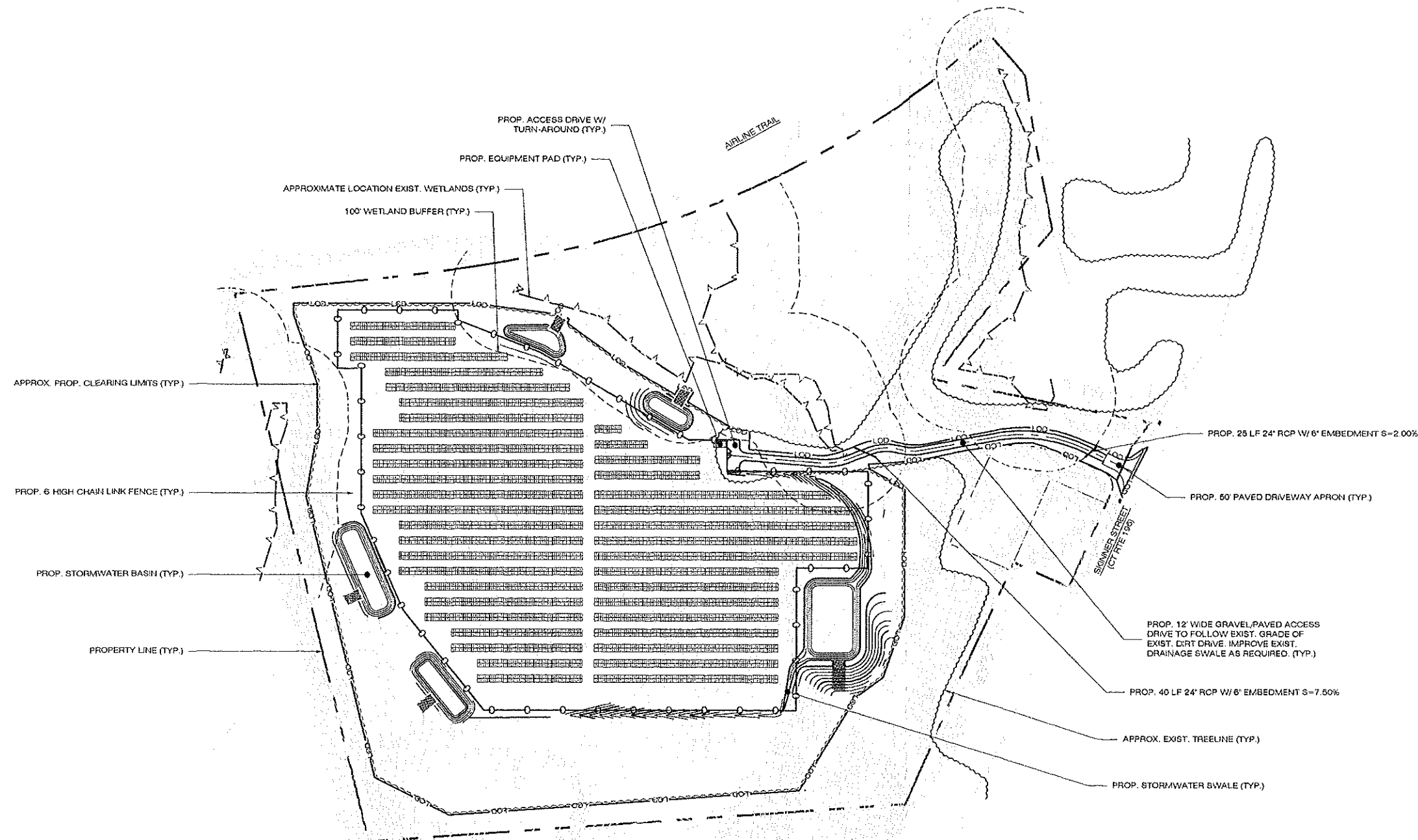
Figure 4
Surrounding Features Map
 Proposed Solar Facility
 46 Skinner Street
 East Hampton, CT



DESIGN TABLE:
 MODULE MODEL - 370W TSM-DE14A (B)
 PROP. TILT - 20 DEGREES
 INTER-ROW SPACING - 13 FEET
 DC OUTPUT - 2.59 MW
 TOTAL NUMBER OF MODULES - 6,994 MODULES

CITRINE
 55 GREENS FARMS ROAD
 WESTPORT, CT 06880
 OFFICE: (203)-667-5664

ALL-POINTS
 TECHNOLOGY CORPORATION
 3 SADDLEBROOK DRIVE PHONE: (603)-663-1887
 KILLINGWORTH, CT 06419 FAX: (603)-663-0905
 WWW.ALLPOINTSTECH.COM



CONCEPT

NO.	DATE	REVISION
0	11/20/19	FOR REVIEW: BJP
1	01/16/20	REVISED LAYOUT: BJP
2	01/21/20	REVISED LAYOUT: BJP
3	02/08/20	REVISED LAYOUT: BJP
4		
5		
6		

DESIGN PROFESSIONAL OF RECORD
 PROF: BRADLEY J. PARSONS P.E.
 COMP: ALL-POINTS TECHNOLOGY CORPORATION
 ADD: 3 SADDLEBROOK DRIVE
 KILLINGWORTH, CT 06419
 OWNER: SKINNER STREET PROPERTIES LLC
 ADDRESS: 9 SEQUOIA TRAIL
 EAST HAMPTON, CT 06424

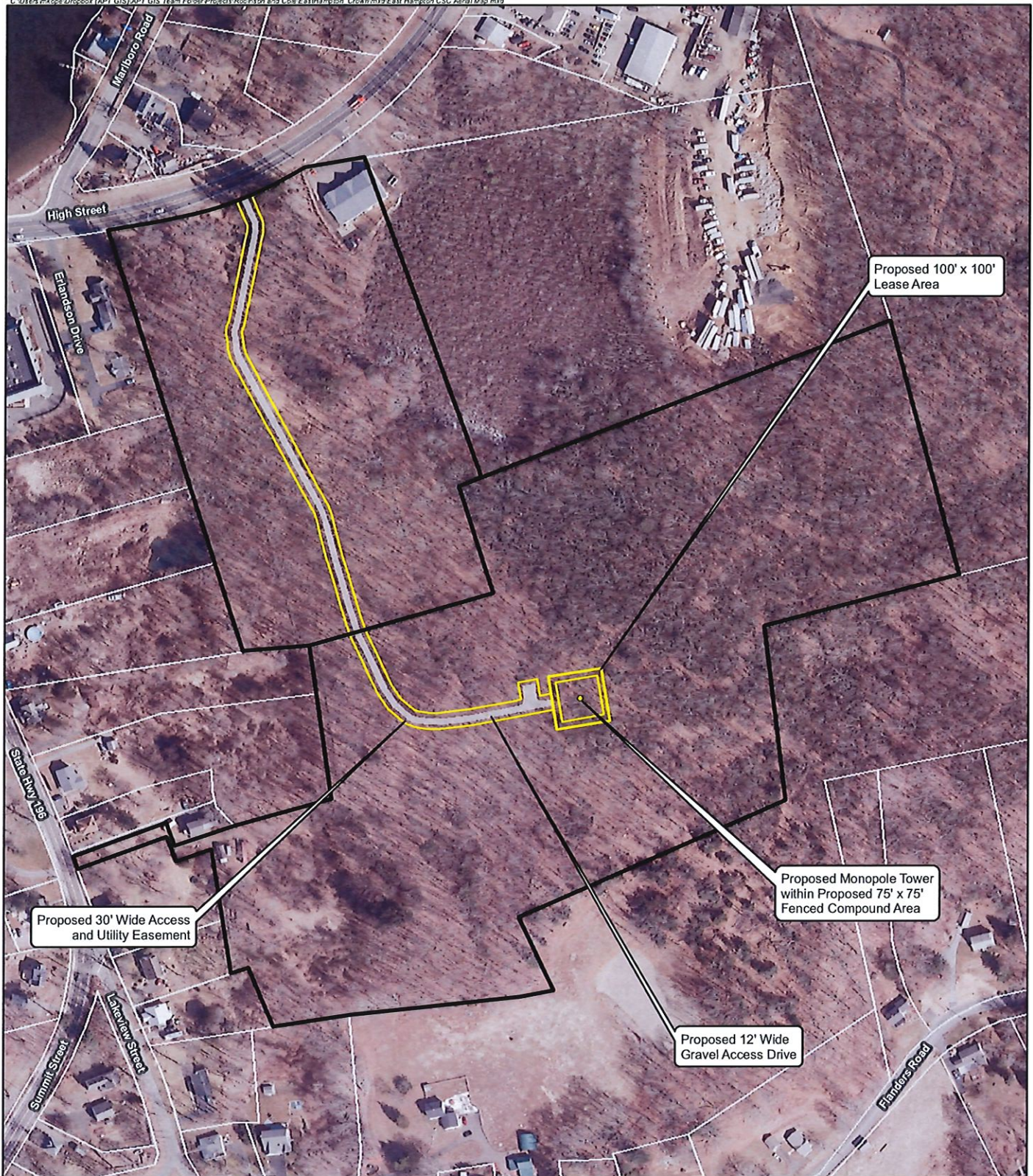
EAST HAMPTON INDUSTRIAL PARK GROUND MOUNT
 SITE 48 SKINNER STREET
 ADDRESS: EAST HAMPTON, CT 06424
 APT FILING NUMBER: CT697110
 DRAWN BY: CSH
 DATE: 11/20/19 CHECKED BY: BJP

SHEET TITLE:
CONCEPT PLAN

SHEET NUMBER:
CP-1

1 CONCEPT PLAN
 CP-1 SCALE: 1" = 100'-0"





Legend

- Proposed Site Layout
- Proposed Equipment
- Proposed Gravel Access Drive
- Subject Property
- Approximate Parcel Boundary (CTDEEP)

Site Schematic

Proposed Wireless
Telecommunications Facility
Site Number 876352
8 1/2 Lakeview Street
East Hampton, Connecticut

