


MEMORANDUM

TO: Town Council
FROM: David E. Cox, Town Manager 
DATE: April 8, 2022
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.

Clerk

- The Town Clerk's office has applied for the Historic Document Preservation grant to preserve 21 blueprint maps dating back to the early 1900's, which are an important piece of recording history. The goal of the project is to restore the maps to a better condition by removing old adhesives, repairing bindings and remounting them for storage. Doing so will restore the maps to a more legible state and will provide for more accurate title searching and property history inquiries.

Collector

- The Tax Sale Auction is scheduled for Tuesday, June 14th at 10:00 am in the Town Hall. The several months long process began with 104 properties meeting the criteria for collection of multiple years of delinquent taxes and sewer utility fees and there are currently 33 remaining properties whose owners have not paid the delinquency.
- The second installment of sewer use fees was due on April 1, 2022 and will become delinquent after May 1, 2022. Payments may be made online through the Town's website, by dropping payments in the drop boxes either outside the main entrance to Town Hall or in the main lobby, or by visiting the Collector's Office during business hours, which includes Tuesday evenings until 6:30pm.
- Notices of Intent to Lien for Grand List 2020 Real Estate accounts that have delinquencies were mailed out on April 1, 2022. The Tax Office will place a Certificate of Continuing Lien on the land records held within the Town Clerk's Office on or about April 29, 2022 for all real estate with an unpaid balance of tax, late fees or any other fees. If a prior year real estate tax is outstanding, any and all payments will be applied to the oldest tax first. The Town is obligated to place a lien on all unpaid real estate accounts pursuant to Connecticut General State Statutes 12-173, 12-174 & 12-175.

Library

- The Library is pleased to announce that an offer has been made and accepted for a new Library Director. Timothy Kellogg has accepted the position and will begin his tenure with East Hampton on Friday, April 29, 2022. Mr. Kellogg comes to the East Hampton Library from Westbrook (CT) Public Library where he served as its Director since July 2020. A formal announcement and invitation to meet Library Director Kellogg will be publicized soon.
- The Kindness EHxtravaganza's silent auction started on Monday, April 4. The Library received over 120 pieces of artwork that are being auctioned to benefit Connecticut Draft Horse Rescue, which is located in East Hampton, and Our Companions Rescue and Sanctuary. Bidding will end on Saturday, April 16.
- Attendance for children's programming remained very strong. 36 events were held at the library for children ages 0 – 10 with 646 in attendance for the month of March. Due to demand and patron needs there will be a splitting of Toddler and Pre-K programs to better meet each group's developmental needs. This change will take place in June when the next registration period begins.
- Library staff noticed a dip in circulation for the months of November and December. In response, staff regrouped and focused its efforts on the types of activities and programs that encourage library visits and circulation of materials. The Library reported over 9000 circulations for the month of March. See the attached graph, which shows circulation activity over multiple years.
- As part of the Public Library Association's annual conference, Adult/Young Adult Librarian Stephanie Smith and Former Library Director Ellen Paul were invited to repeat a presentation our staff has given in the past regarding the East Hampton Library's successes during the height of the COVID pandemic, during which time the Library found new and creative ways to connect with the community. The session was well attended and well received and put East Hampton on a national stage as an innovative, service and community oriented library.
- The Monthly Library Director's Report is attached to this Report.

Parks and Recreation

- The Department is excited to announce the hiring of two new employees. First, Tucker Rozevink as been hired as a regular, full time Park Maintainer 1. Mr. Rozevink comes to the Town with years of experience working in landscaping and has a background in plumbing work as well. The Department also welcomed Carter Gustine, who is joining the team as a Seasonal Park Maintainer. Both have an anticipated start date of April 18.

- Water has been turned back on at Sears Park just in time for weekend rentals and April vacation camp. Field preparations continue for soccer, baseball and softball spring seasons.
- As the Department continues to develop and implement more programs, the community is responding with record-setting registrations. Registrations during March correspond to the highest monthly revenue in the last ten years as the Department launches spring and summer programming.
- Staff and the consultant from Berry Dunn (formerly Green Play) will present information on the recent Parks and Recreation Needs Analysis project at the May 24 Town Council meeting. At the meeting, staff also anticipates presenting its plan for additional programming staff to support Department activities.
- The Conservation Lake Commission will begin reviewing options presented to them by Northeast Aquatic Research and EverBlue Lakes about potential options for treating Lake Pocotopaug for Cyanobacteria. The Commission will take the next two months to work through this process in order to present the best possible option to the Town Council prior to completing an application to the State of CT DEEP.

Police

- On April 6, the Department arrested Thomas Sullivan, a 28 year old male from Kent, Connecticut for Burglary 3rd, Larceny 6th (two counts), Criminal Mischief 1st, Evading Responsibility, Failure to Stop for a police officer and operating under suspension. Sullivan was the individual that on January 24, stole items from the Citgo Gas station on East High Street and then fled from police. He later used the vehicle he was driving to crash into the garage door at Fire House #3, on White Birch Road, and proceeded to gain entry into the building and steal hand tools. Sullivan went on a crime spree in other surrounding towns and was eventually apprehended in the Town of West Hartford on unrelated charges. The Department obtained an arrest warrant for Sullivan on the above listed charges, but because he was currently incarcerated and due to COVID restrictions, Officers were unable to arrest him until April 6. Sullivan was presented at Middletown Superior Court as he was unable to post the \$100,000 bond. All of the stolen tools taken from Fire House #3 were recovered and returned to the Fire Department.
- During the month of March, the Department did not use Narcan on any drug overdose patients. However, the Department did respond to one medical call in which parents had already administered Narcan. Fortunately, the adult child survived.

Public Works

- On Monday April 11, work will begin on the Edgerton Street paving project. Staff from Public Works will be on site to begin preparations for the asphalt reclaiming process and sidewalk replacement. This will include removal of all existing curbing, temporary sidewalks, and some individual sidewalk panels. On Thursday April 14, the asphalt reclaimer is expected to begin some work with the bulk of the reclaiming and grading taking place the following week. In conjunction with this work and beginning April 20, Huckleberry Lane, Dizok Drive, and Cedar Ridge Road will be milled in preparation for paving. Paving of all roads is scheduled to begin on April 27 and is expected to last approximately three to four days. Following completion of the paving, the sections of sidewalk will be replaced, and Public Works staff will commence with curbing, driveway restoration and topsoil and seeding. The Department anticipates the entire project will be complete in mid to late May. A letter detailing the construction schedule has been sent out to residents in the affected neighborhoods.
- The State DOT is undertaking a milling and paving project on RT 66 between Maple Street/North Maple Street and the east intersection of West Point Road. The project is anticipated to begin April 14 and complete April 21. The project plan shows an alternating traffic pattern during milling and paving activities and there is no detour anticipated for this project. During the project, access will be maintained to all businesses and some traffic delay should be expected through the area.
- Street sweeping is underway with the first area of focus being the area around Lake Pocotopaug. Street sweeping will continue until all streets in town have been swept and will continue as needed throughout the summer. Also beginning next week, regrading and repairing of some gravel roads will take place. We will begin with roads that have dried out and are ready for work. Some roads are still wet and will require more time to dry before crews can disturb them.
- The Department is set to begin the process of converting two former fire tanker trucks to Public Works dump trucks. One of these conversions will be done mostly by the Department's Mechanics and the other conversion will be sent out to a truck builder. The conversions take advantage of the quality condition of the former Fire Department vehicles that can no longer serve the Fire Department and represent a \$300,000 cost savings to the Town by repurposing quality equipment.
- This past week staff replaced an old wooden fence at the Hog Hill Cemetery with a new split rail fence. This is the first of the fence replacements planned for the cemeteries. The next fence to be replaced will be the rear and side fences at the Skinnerville Cemetery.

Senior Center

- Upcoming programs include a retired senior florist presenting a program on floral arranging, the Volunteer Recognition Breakfast at the Center on April 22, and the Beginning of the Summer Sears Park Picnic on June 14. Collaborations with the Library will continue for summer programs and will include the very popular Book Bundle delivery program.
- May is Older Americans Month. Originally designated "Senior Citizens Month" in 1963, Older Americans Month has been a time to acknowledge the contributions of past and current older persons to our country and, in particular, those who defended our country. As always, the Senior Center will have programs and events and will be presenting a three-part series on Future Planning. On May 4, the program will be "A Gift For Your Family," a presentation on how to start the discussion about end of life decisions. That is followed by "Legal Essentials as We Age" on May 18 and Funeral Planning on June 1. Staff is also working to develop an Air Line Trail Tour geared toward Older Adults.
- Circle K Farm brought its goats and kids to the Center to visit with the older adult participants. The goal is socialization for all. The goats will be returning in April and May to visit and give others the opportunity to 'cuddle' with a kid!
- A group of Center participants gathered with Epoch Arts' photography class for a great integrative afternoon program. Epoch Arts is having an Open House on May 1 and has specifically invited the community's Older Adults to attend.

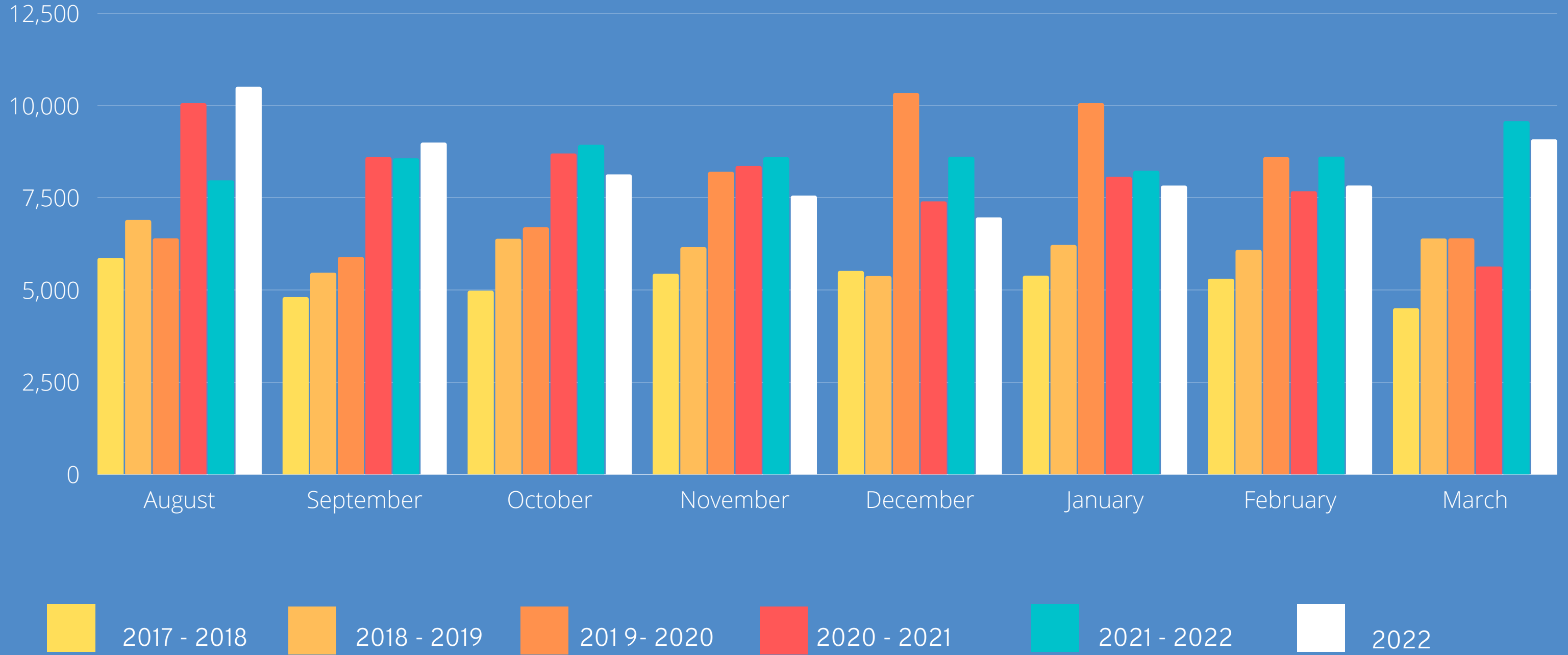
Town Manager/Other

- The Town's officially reported COVID rates have risen in the last few weeks. In the most recent reporting, the Town is at the "Yellow Alert" level and is seeing about one case per day or a rate of 8.9 daily cases per 100,000 population. Residents are encouraged to maintain safe habits to avoid spreading or suffering severe effects of any illness like staying home when sick, wearing masks when it is appropriate, and staying up to date on vaccines. All who are eligible continue to be encouraged to receive the COVID vaccine, which is available through Chatham Health District and other locations. About 76% of the Town's residents are fully vaccinated for COVID and about 45% have received booster shots.
- The Board of Finance accepted public comments on the Town's FY 2023 budget at its meeting on Wednesday, April 6. After consideration, motions were adopted to reduce both the general government and education budgets by a combined amount of just under \$172,000. The Board recommended expenditures of \$51,788,915. The Town Council is expected to consider the recommendation at its April 26 meeting and the Town Meeting and referendum will likely be scheduled for mid-May.

DC

cc: Management Staff

East Hampton Library Monthly Circulation



March 2022

Monthly Report

At a glance:

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

- The Library has extended a conditional offer of employment to a candidate for the position of Library director. This individual will undergo a background check, reference check, fingerprinting and a pre-employment physical including drug and alcohol test before starting.
- The Kindness EHxtravaganza's silent auction will start on Monday, April 4th. The library has received over 100 pieces of artwork. The last day for donations to be submitted is Friday, April 1st.
- The Public Library Association's biannual conference was held in Portland, Oregon. Stephanie and former director Ellen Paul presented their program: Rising Circulation in the Time of COVID – 19 virtually on Wednesday, March 23rd with over 500 librarians tuned in and again in person on Friday, March 25th with around 400 people in attendance.

Strategic Plan Actions Update

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

- Storytime attendance has remained very strong, warranting a splitting of Toddler and PreK programs to better meet each group's developmental needs. This change will take place in June, when the next registration period begins. *(Welcoming & Vibrant)*
- The library began a new service to provide a new way to reach senior patrons. The library has been putting together browse bags which are themed bags with 3 - 4 books in them for seniors to take while visiting the senior center. The books are checked out onto a generic library card and 100% of books taken have been returned. Due to the popularity of this service, we will be doubling the amount of browse bags for seniors created monthly. *(Accessible & Inclusive)*

Department Reports

Administration:

This section contains general updates and news about library administration.

- The Library has extended a conditional offer of employment to a candidate for the position of Library director. This individual will undergo a background check, reference check, fingerprinting and a pre-employment physical including drug and alcohol test before starting.
- Part time public service associate Vanessa Kelman has resigned her position to work as a youth services librarian in Marlborough.

Children's Department:

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

- The Learn-To-Read section has received a much-needed update, new high-interest materials were acquired and worn and dated items were removed.
- DIY Days, a hands-on family program, has been altered to better accommodate our patron's busy schedules. It will now be structured as a drop-in craft program that spans the entire day on select Saturdays.
- New children's backpacks will debut April 1st for circulation as part of our Kindness EHxtravaganza. These themed book and activity sets each feature a different country, allowing families to explore a new culture from their home.

Adult / Young Adult Department:

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

- The Library welcomed a therapy dog for the Teen Friday program on Friday, March 11th. The program was well attended and teens asked for more therapy dog visits. Patrons also requested therapy dog visits for younger ages and there will be two storytime programs for ages 3 – 8 with the therapy dog on April 2nd.
- Stephanie presented a request for funds to support summer reading to the Friends of the Library during their February meeting. They have donated \$1,500 to be used towards the Library's Summer Reading Program. The Library sincerely thanks all of the Friends for their hard work fundraising during these difficult times.

Circulation and Technical Services Department:

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

- New hotspots have been exchanged with our old ones. These new devices are faster, have more reliable service, and work the same way.
- New children's country themed backpacks were completed and ready for debut April 1st.

Strategic Plan Indicators of Success

Circulation

Borrowers *(Accessible and Inclusive)*

	+/- Last Month	March Borrowers	February Borrowers	January Borrowers
Adults (borrowing physical items)	+37	1,062	1,025	1,028
Children (borrowing physical items)	+11	217	206	174
Corporate (borrowing physical items)	+1	19	18	21
Staff (borrowing physical items)	0	18	18	22
TOTAL	+49	1,317	1,267	1,245
Digital Borrowers	-51	362	412	426

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

	2022	2022	2022	2021	2020	2019
	March	February	January	March	March	March
Adult Collection	3,468	3,244	3,526	4,229	2,491	3,839
Children's Collection	3,925	2,856	2,418	3,657	1,642	1,564
Young Adult	342	317	269	205	139	82
SUBTOTAL	7,735	6,417	6,213	8,091	4,272	5,485
eBooks – RB Digital	0*	0*	0*	0*	190	185
eBooks – Overdrive	786	926	1,022	1,000	585	490
eBooks - Hoopla	553	578	587	497	582	232
SUBTOTAL	1,339	1,504	1,609	1,497	1,357	907
TOTAL	9,074	7,921	7,822	9,588	5,629	6,392

*RB Digital has been discontinued.

Visits

Door Counter *(Welcoming and Vibrant)*

July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
5,109	4,388	3,476	3,684	3,159	3,399	3,206	3,643				

Programs and Partners

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

	Programs			Attendance		
	March	February	January	March	February	January
Adult Events	5	7	3	68	54	43
Children's Events	36	27	17	646	491	223
Young Adult Events	7	8	8	40	47	48
Intergenerational	0	2	1	0	57	5
TOTAL	48	43	29	754	649	319

Promotion

Website *(Welcoming and Vibrant)*

	+/- last month	March	February	January
Users	+424	2,214	1,790	1,739
New Users	+ 428	1,953	1,525	1,492
Sessions	+639	4,018	3,379	3,369
Page Views	+1,926	13,189	11,263	11,985

5 Most Popular Pages: Hours & Contact, Library Staff, Candy Land, Kindness EHxtravaganza, Museum Passes

Facebook *(Welcoming and Vibrant)*

	+/- last month	March	February	January
Likes	+ 10	2,029	2,019	2,011
Post Reach	+ 682	6,204	5,522	4,315
Post Engagement	+ 63	1,376	1,313	1,279

Donations and Fundraising

Donations

Organization	Donation	Restrictions
Friends of the Library	\$1500	Summer Reading