


MEMORANDUM

TO: Town Council
FROM: David E. Cox, Town Manager 
DATE: April 9, 2021
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.

Finance

- The Board of Finance has approved a recommended budget for consideration by the Town Council. The Board of Finance modified and reduced the Town Manager's Recommended Budget, ultimately reducing the figure by \$105,200 to an overall budget, including education, general government and debt, of \$49,780,628. A revised budget document showing the changes and revised budget is being prepared for Town Council consideration. A Town Meeting and referendum are expected to be held in May for approval of the budget.
- Based on discussions with the Board of Finance and the Fire Department, staff is working with the Fire Department and its vendor regarding the proposed purchase of two replacement water tanker trucks. When appropriate, a proposal for purchase and financing will be presented to the Council.

Land Use

- Planning and Zoning Commission highlights:
 - A two-lot subdivision was approved at 9 Middle Haddam Road. This approval created one approximately 5.5 acre lot fronting on Middle Haddam Road and one approximately 12 acre lot fronting on Oakum Dock Road. The smaller parcel will be subject to a future Special Permit and Site Plan review in order to allow a veterinary office to operate on the property.
 - A site plan modification was approved for 97 Main Street, Po's Rice and Spice, to allow for a new permanent outside seating area to the south of the building. The seating area will initially be pea stone gravel, but a permanent deck will eventually be built in its place. This will allow the restaurant to provide a permanent outdoor dining experience in the Village Center. In addition, a small addition at the rear of the building was approved for the future installation of a

walk-in freezer. The property will be reviewed again next month after the Inland Wetlands and Watercourses Agency issues a report on the proposed construction of a new parking lot on the eastern side of the property closer to Pocotopaug Creek.

- A Public Hearing was opened for the application for a Zone Change at 157 Main Street and 1 and 5 Colchester Avenue. Prior to the hearing, over 45 letters from the public were submitted, along with 4 different petitions. Many people spoke out on the issue during the hearing. Ultimately, the hearing was continued to the next meeting on May 5 to allow for more time for public comments. As a reminder, the proposed zone change would allow the expansion and reconstruction of the existing Citgo and Food Bag located at 1 Colchester Avenue. That property has been used as a gas station since 1947, but the zone was changed from Commercial to Residential in 1990. Without a zone change, the facility cannot expand.
 - An application was received for a new eight lot subdivision on Long Hill Road. There has been a significant amount of conversation in the community regarding this application and its location within the Middle Haddam Historic District. The Town Attorney has assisted in answering several of the questions related to this application. A Public Hearing has been set for May 5, 2021.
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- The Planning and Zoning Commission also reviewed several land acquisition proposals recently entertained by the Town Council or planned for final consideration. The Commission forwarded reports related to proposed donations to the Town of land adjacent to the Cobalt Fire Station and adjacent to the Middle School. It also provided input on the proposed purchase of the Christopher Pond Property.
 - The Land Use Department has worked out final technical issues with the software vendor and will begin using an online Zoning Application process by the beginning of May. This system will allow residents and contractors to apply for Zoning Approval on the web and submit payment electronically without needing to travel to the Town Hall. Staff will be able to conduct a review of the proposal and issue the approvals virtually. This system has the capability and will eventually be rolled out for Building permit applications in the future. Once live, instructions will be posted for first-time users.

Library

- The Library Director's monthly report to the Library Advisory Board is included in this Report.

Parks and Recreation

- The Park Maintainer staff are completing preparations for the season on Town baseball and softball fields, soccer fields and areas for track and field and for cross country events. Opening day for some games is this Saturday. Fields have been Harley Raked, rolled, edged and material has been added where needed, new mounds and home plates have been added as necessary. Fields have been marked and nets have been installed. In certain areas, fertilizer has been used to encourage growth of new grass seed and in coordination with Public Works staff, erosion has been addressed on the cross country route.
- The High School Athletic Field committee will be meeting on Wednesday, April 14th at 5:30pm to review options for each facility from the Town's consulting engineering firm, SLR. The committee will discuss the options then meet the following week to further evaluate the options and make a recommendation to the Town Council as to how to proceed.
- A full complement of Summer programs has been developed and registration has increased tremendously from last summer. Sears Park Summer Camp will proceed at its normal capacity (80 children) with numerous health safety guidelines in place including use of cohort groups, health screenings and mask wearing. Summer sports programs will operate under similar guidelines when they are full day camps offering a lunch.
- The Parks and Recreation Department will be providing updated Protocols and a Policy to the Town Council in the coming weeks that pertain to mask wearing and guidelines for staff and children within our programs.
- The Town was notified that it did not receive a grant for which it had applied that sought funding for a full-lake aquatic plant and benthic (lake bottom) cyanobacteria survey for Lake Pocotopaug. The Conservation Lake Commission will evaluate its options for conducting the survey, which would have confirmed or identified the location of invasive species in the lake so that they could be addressed.

Police

- On Saturday, April 24, between the hours of 10:00am and 2:00pm, the Department will be participating in the DEA's National Drug Take Back Day program. The drop off will occur on the circular driveway in front of Town Hall. The goal of this event is to collect unwanted medications and dispose of them properly, so they do not fall into the wrong hands or get misused.
- The Department continues to move forward with its recruitment process and has eliminated several promising candidates as a result of the background investigation phase. Another round of Oral Boards was completed on April 8 to vet additional candidates. Staff is hopeful that a candidate will be selected for the Police Academy slated to start the first week of June.
- After some delays in implementing the new Public Safety Radio system, final testing will occur on April 19. If everything goes well, final transition to use of the new system will occur shortly thereafter.

Public Works

- The drainage project on Edgerton Street is off to a good start. Crews have replaced several failed catch basins with new precast concrete units and have stabilized the area. For the next few weeks work on Edgerton will pause while crews perform pavement repairs and shimming on Mott Hill Road and White Birch in preparation for chip sealing which should begin sometime in late May or early June. Crews will be returning to Edgerton Street to continue the project in May.
- Roads slated for chip sealing are Mott Hill Road, Portland Reservoir Road, White Birch Road (from Elmwood to Lake Drive), Brack Farm Road and Ridgeview Drive. Crews have also been performing some minor drainage maintenance work on these roads in preparation for chip sealing.
- Town wide road sweeping will continue over the next few weeks until all the roads in Town have been swept. This effort not only cleans up the roads but helps keep this debris out of the storm water drainage system and out of receiving water bodies.
- Work has begun on gravel roads that are dry enough to be graded and will continue as weather permits over the next several weeks.

- Crews have returned to the detention basin at Anderson Way to perform site restoration and general cleanup of the area. This work should be wrapped up this week.

Senior Center

- Vaccine clinics are still being offered via Chatham Health District and Senior Center staff continues to provide assistance. This involves assisting with accessing vaccines and performing outreach to see if any older adults need vaccine-related help.
- The Senior Center is maintaining its open status by appointment only. However, as the Center transitions to spring/summer, staff is planning outdoor events. In April, the Center will hold two outdoor in-person Yoga classes with Zoom as an alternative. Staff is working through the technology issues related to outdoor wireless connection and audio as well as the staffing plan for presenting combined program or "hybrid" programs. Center staff hopes to offer more outdoor activity if the COVID case numbers decline and level off and is identifying other activities such as drive-through luncheon, Lunch on the Patio with staff, crafts and special speakers.
- Volunteer shopping and Grab and Go meals continue to be offered with minimal contact.
- In preparation for re-entry to "normal" Senior Center programming, staff is creating a Senior Center handbook to re-introduce people to the Center.

WPCA

- The WPCA is in the process of reviewing the Town's water system budget for the next fiscal year and has requested some modifications by staff to avoid any rate increase. This budget will be considered by the WPCA in early May and will be sent to the Council at its May 11 meeting.
- WPCA/Joint Facilities staff are monitoring actions by the Town of Colchester as it prepares to repair and replace the transmission main it has on the Air Line Trail, which ruptured last year. The project to replace a portion and reline a portion of that main is expected to occur in summer. On a related matter, staff is also working with Colchester to address odor issues related to the wastewater that enters the gravity collection system from that line and flows through the Village Center. Efforts are being made to

reintroduce enough oxygen into the flow to control odor without creating reactions that corrode the pipe.

Youth and Family Services

- Requests for counseling services are growing and a number of new interns are arriving to provide these services. The Department is considering expansion of its hours to include Saturdays in addition to the evening counseling services that are currently provided.
- Given the amount of new therapy cases involving children, the Department purchased over \$400 in therapeutic play items using Enhancement Grant funds. Staff is working in partnership with Epoch Arts to develop an art installation that will enhance this therapeutic effort.
- Interviews for a new Prevention Coordinator are scheduled for later in April using a panel consisting of staff and members of the Prevention Partnership.

Town Manager/Other

- East Hampton has returned to the "Red Alert" under the State's COVID Response Framework. According to the most recent information from the Connecticut Department of Public Health (DPH), East Hampton had 46 new confirmed cases of COVID-19 in the last two weeks, which leads to a two-week average daily positivity rate of 25.6 per 100,000 population. That equates to more than 3 new cases each day in East Hampton but last week, that figure was over 4 cases each day. The most recent reporting from the DPH indicates the total number of diagnosed COVID-19 cases in East Hampton is now 767 since tracking began in March. Also, according to the most recent data from the State, over 5,600 (44%) Town residents have received at least their first dose of the vaccine.
- In recent weeks, Town staff and members of the East Hampton Ambulance have been discussing the future of EMS/ambulance service in Town and in the area. As limitations on the number volunteers and volunteer hours continue to mount, a discussion will be taking place about coordination of effort or regional approaches to providing this service with East Hampton's neighbors. Quality service continues to be provided and this effort will attempt to look into the future at ways to be reliable and efficient.

- The Economic Development Commission is considering a tourism and publicity activity in the downtown involving small bells inspired by the "love locks" bridge concept. As the EDC develops the concept, which involves locally made bells inscribed with a message being hung in the Village Center, they will plan to present to the Council for its comment, input and permission as necessary.

- The Town has received notice from AT&T and from the Connecticut Siting Council that AT&T is making some modifications to its facilities on the tower at the Public Works property. The changes relate to the addition of three additional antenna panels at the same level as AT&T's other antennas along with a small cabinet within its existing footprint on the ground.

DC

cc: Management Staff

March 2021 Monthly Report

At a glance:

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

- Over 3,200 people participated in the Library's life-size Candy Land program making this the largest program in the Library's recorded history. The Library saw substantial increases in card registration, circulation, social media and website traffic and in-person visits due to this event.
- The Library circulated 9,466 digital and physical items in March 2021. The Library has only circulated over 9,000 items in a single month twice before in its recorded history. Circulation is still on track to top 100,000 this fiscal year.

Strategic Plan Actions Update

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

Candy Land

- The Library launched its life-size game of Candy Land on Friday, March 12. Over 1,400 East Hampton residents pre-registered to participate in the 10 day event which ended on Sunday, March 21. The game featured for Candy Land Themed stops around East Hampton with life-size candy decorations and an activity to complete at each stop. The Library estimates that over 3,200 people played the game, which was funded by an unsolicited grant from the Middlesex Community Foundation. *(Informative and Collaborative)*
- The Library was featured on television and print news several times in March related to the Candy Land game and to its success during the pandemic. *(Welcoming and Vibrant)*
 - *Life Size Candy Land Launches in Connecticut*, NBC Connecticut. Aired Friday, March 12: <https://www.nbcconnecticut.com/news/local/life-sized-candy-land-launches-in-connecticut/2447252/>
 - *East Hampton Becomes Life Size Candy Land*, WTNH News Channel 8. Aired Wednesday, March 17: <https://www.nbcconnecticut.com/news/local/book-sales-soar-during-pandemic/2447277/>
 - *Book Sales and Borrowing Soar During Pandemic*, NBC Connecticut. Aired Wednesday, March 17: <https://www.nbcconnecticut.com/news/local/book-sales-soar-during-pandemic/2447277/>
 - *Candy Land Comes to Life in East Hampton*, WFSB Channel 3. Originally Aired Friday, March 12, follow up story aired Thursday, March 18: <https://www.wfsb.com/candy->

[land-comes-to-life-in-east-hampton/video_d665dabb-740e-54dd-8944-078a38b3fb9c.html](https://www.wfsb.com/news/bright-spot-east-hampton-becomes-life-size-candy-land/article_467238c6-8819-11eb-9916-2f00ddc5bb27.html?block_id=1039529)

- *East Hampton Becomes Life Size Candy Land*, WFSB Channel 3. Aired Thursday, March 18: https://www.wfsb.com/news/bright-spot-east-hampton-becomes-life-size-candy-land/article_467238c6-8819-11eb-9916-2f00ddc5bb27.html?block_id=1039529
- *East Hampton town-wide Candy Land among projects supported by \$1,000 grants*, Middletown Press. March 28, 2021: <https://www.middletownpress.com/news/article/East-Hampton-town-wide-Candy-Land-among-projects-16057565.php>

Department Reports

Administration:

This section contains general updates and news about library administration.

- The Town Manager Recommended Budget put forward the Library Department request, without changes, to the Board of Finance. Library Director Ellen Paul presented the Library's fiscal year 2021/2022 budget to the Board of Finance on Wednesday, March 24th. The Board of Finance deliberated on Wednesday, March 31 and will re-convene on Wednesday, April 7 at 6:30pm to vote on a recommended budget to send to Town Council. The April 7th meeting is open to the public both in-person and via Zoom.
- The Library has contracted with interior design and architectural firm 4D Design and Decorating to provide space planning services. The FY 20/21 capital budget allocated \$7,500 towards this project. The firm is tasked with: providing CAD drawings of the existing library building, meeting with library staff and board members to understand current building challenges and potential future needs, and providing sketches, floor plans, furniture plans and cost estimates that might address building challenges. This information will be used to facilitate future discussions regarding projects at the library.
- The Library sent two newsletters in March, both titled *The News You Need and Books to Read*. The March 8th newsletter had a 29% open rate with a 9% click rate. The March 24th newsletter had a 27% open rate but a 16% click rate. The Library will continue experimenting with how best to engage with our community through our email newsletters.

Children's Department:

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

- In honor of a child in our community, the Library celebrated World Down Syndrome Day March 19-22. Staff and families "rocked" mismatched socks and created a display for the entry way. Additionally, the Library was nominated by a community member to receive a selection of books from the Down Syndrome Association of CT which have been added to the parenting section.

- Second and fourth graders at Memorial and Center schools completed their annual biography unit this March. Students were asked to select two research books from the public library. This gave staff the opportunity to provide reader's advisory, library cards, and library tours to new families.
- Registration is open for Spring After School programs, many of which are nature based. The Denison Pequotsepos Nature Museum will be providing a seed bomb workshop. The Lutz Children's Museum will be teaching children scientific wildlife illustration.
- In response to patron demand, the graphic novel section has expanded. Additionally, all nonfiction children's graphic novels have been moved from nonfiction into this newly expanded section, therefore promoting discovery of additional options within this popular book format.

Adult / Young Adult Department:

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

- The Library introduced a new Take and Make program for adults. Initial registration was capped at 10 participants. Due to overwhelming demand, however, the Library purchased more supplies and served all 35 adults who signed up.
- The young adult (YA) fiction collection refresh is nearly complete. Books that had not circulated in three years or were in bad condition were assessed for removal or replacement. The collection will be shifted to make room for a "New" YA book section. The YA paperbacks were interfiled with the regular YA fiction collection.
- The adult music collection has been refreshed. CDs that had not circulated in two or more years or were in bad condition were assessed for removal and replacement. The Library has discarded the original CD spinners, which were broken and did not spin, and moved the collection onto a spinners that spin to facilitate easier browsing. The Library also has a large collection of downloadable music through Hoopla.
- Teen Advisory Board (TAB) meetings now include a community engagement activity. In April, TAB will be painting kindness rocks and leaving them around town. They will include the hashtag #EHPLTAB and share pictures to social media. Anyone who finds a rock will be able to search on social media and see information about the Library's Teen Advisory Board.
- The Library Instagram account has 330 followers and continues to grow.

Circulation and Technical Services Department:

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

- All staff members were re-trained on procedures for updating membership records including making and renewing new cards.
- The Library's five wireless hotspots have circulated over 60 times since they were added to the collection in October 2020. Hotspots circulate for one week at a time.
- 45 library cards were created and 68 library cards were renewed this month, nearly 30% more than last month.

- In collaboration with the Children’s and Young Adult departments, circulation staff will be creating 200+ new library cards for upcoming classes and class visits coming soon.

Strategic Plan Indicators of Success

Circulation

Borrowers (*Accessible and Inclusive*)

	+/- Last Month	March Borrowers	February Borrowers	January Borrowers
Adults (borrowing physical items)	+52	862	810	830
Children (borrowing physical items)	+50	140	90	135
Corporate (borrowing physical items)	-8	14	22	8
Staff (borrowing physical items)	+2	15	13	10
TOTAL	+96	1,031	935	983
Digital Borrowers	-21	368	389	382

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

	2021			2020	2019	2018
	March	February	January	March	March	March
Adult Collection	4,229	4,189	4,127	2,491	3,839	3,774
Children’s Collection	3,657	2,789	2,560	1,642	1,564	2,147
Young Adult	205	155	207	139	82	140
SUBTOTAL	8,091	7,133	6,894	4,272	5,485	6,061
eBooks – RB Digital	0*	0*	0*	190	185	226
eBooks – Overdrive	1,000	909**	773	585	490	101
eBooks - Hoopla	497	562	556	582	232	n/a
SUBTOTAL	1,497	1,471	1,329	1,357	907	327
TOTAL	9,588	8,604	8,223	5,629***	6,392	6,388

*RB Digital has been discontinued.

**This number was incorrectly reported in the February Monthly Report.

***The library closed to the public on March 16, 2020 due to COVID-19.

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 3/1	72	0	0	26
Week of 3/8	124	1	0	16
Week of 3/15	132	1	0	21
Week of 3/22	60	2	3	19
Week of 3/29	72	0	0	14

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	2,568	3,013	2,786	2,733	4,218			

Programs and Partners

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

	<i>Programs</i>			<i>Attendance</i>		
	<i>March</i>	<i>February</i>	<i>January</i>	<i>March</i>	<i>February</i>	<i>January</i>
Adult Events	4	5	3	53	33	18
Children's Events	22	25	22	322	512	398
Young Adult Events	2	3	4	5	18	30
Intergenerational	1	0	0	3,223	0	0
TOTAL	29	33	29	3,603	563	446

Promotion

Website *(Welcoming and Vibrant)*

	+/- last month	March	February	January
Users	+1,595	3,534	1,939	1,523
New Users	+1,550	3,245	1,695	1,304
Sessions	+2,084	5,454	3,370	2,770
Page Views	+6,032	16,974	10,942	9,167

Popular Pages: Candy Land (6,115 page views), Home, Hours and Contact, Library Staff, Museum Passes

Facebook *(Welcoming and Vibrant)*

	+/- last month	March	February	January
Likes	+36	1,933	1,897	1,868
Post Reach	+4,065	11,446	7,381	4,674
Post Engagement	+735	4,095	3,360	1,641

Donations and Fundraising

Donations

Organization	Donation	Restrictions
In memory of Marie Strong	\$200	Summer Reading

Grants/Fundraising

Organization	Amount	Restrictions



STATE OF CONNECTICUT
CONNECTICUT SITING COUNCIL

Ten Franklin Square, New Britain, CT 06051
Phone: (860) 827-2935 Fax: (860) 827-2950
E-Mail: siting.council@ct.gov
Web Site: portal.ct.gov/csc

VIA ELECTRONIC MAIL

April 7, 2021

The Honorable Pete Brown
Chairman
Town of East Hampton
Town Hall
20 East High Street
East Hampton, CT 06424
towncouncil@easthamptonct.gov

RE: **EM-AT&T-042-210401** – AT&T notice of intent to modify an existing telecommunications facility located at 1 Public Works Drive, East Hampton, Connecticut.

Dear Chairman Brown:

Pursuant to the Regulations of Connecticut State Agencies Section 16-50j-72, the Connecticut Siting Council (Council) is in receipt of a request to modify an existing telecommunications facility located in the Town of East Hampton.

In accordance with Section 16-50j-73 of the Regulations of Connecticut State Agencies, on March 30, 2021, written notice of the intent to modify the existing telecommunications facility was provided to the Council, the property owner of record and the chief elected official of the municipality in which the existing telecommunications facility is located.

Should you have any questions or comments regarding the above-referenced request, please feel free to call me at 860-827-2951 or submit written comments to the Council by April 21, 2021.

Thank you for your consideration.

Sincerely,

s/ Melanie A. Bachman

Melanie A. Bachman
Executive Director

MAB/IN/emr

c: David Cox, Town Manager, Town of East Hampton (dcox@easthamptonct.gov)



575 MOROSGO DRIVE
ATLANTA, GA 30324-3300



1200 MACARTHUR BLVD, SUITE 200
MAHWALL, NJ 07430

TOWER
ENGINEERING
PROFESSIONALS
326 TRYON RD
RALEIGH, NC 27603
(919) 661-6351



TEP JOB # 218229-47965

AT&T SITE NUMBER:
CTL05838

BU #: 876368
YANKEE LAKE EAST
HAMPTONTOWN

1 PUBLIC WORKS DRIVE
EAST HAMPTON, CT 06424
(MIDDLESEX COUNTY)

EXISTING 180' MONOPOLE

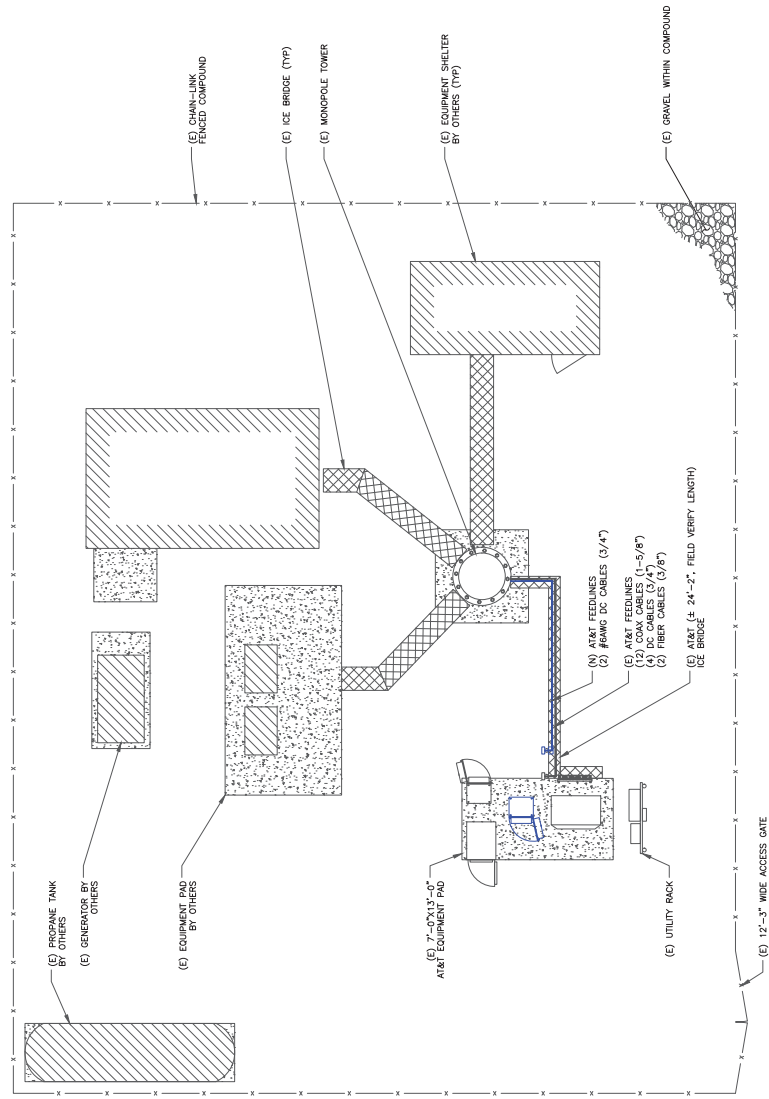
REV	DATE	ISSUED FOR:	DIS/QU
A	01/13/21	RSL	PRELIMINARY JTC
B	01/25/21	RSL	PRELIMINARY JTC
C	02/12/21	RSL	PRELIMINARY JTC
D	05/09/21	RSL	CONSTRUCTION JTC
E	05/12/21	RSL	CONSTRUCTION JTC



05/12/21

I, THE UNDERSIGNED, DAVID J. ...
REGISTERED PROFESSIONAL ENGINEER,
DO HEREBY CERTIFY THAT THE
UNDERSIGNED HAS REVIEWED THE
DRAWINGS AND APPROVES THEM.

SHEET NUMBER: REVISION:
C-1.1 **1**



1 SITE PLAN
SCALE: 3/16"=1'-0" (FULL SIZE)
3/32"=1'-0" (TYP)

