


MEMORANDUM

TO: Town Council
FROM: David E. Cox, Town Manager 
DATE: May 19, 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. 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.

Fire Marshal

- The operation and related inspection requirements for Food Trucks changed significantly in the most recent update of the Connecticut Fire Prevention Code. The Fire Marshal's Office is developing an education piece for operators and coordinating with Chatham Health District to communicate with the Food Truck operators that are frequently in Town to assist them in understanding the updated requirements and aiding their compliance.

Land Use

- Online permitting is now available for various types of Zoning Applications. This is a beta test of sorts because zoning applications include a flat fee and payment is mandatory at time of application. Several contractors who submit applications on a regular basis have been asked to help us test the system, but it is also available to the general public. A link to the portal is available on the Land Use web page, and staff has developed a how-to guide to help applicants understand how to use the system. As any bugs are worked out, more permit types will become available.

Library

- Over the next two weeks, the Library will be hosting several local preschool classes for library tours and so students can sign up for their first library cards prior to entering Kindergarten in the fall.
- The Library is currently working to expand its Library of Things. The Library of Things is a collection of non-traditional circulating materials including digital equipment, games, and household appliances. Currently, the Library has a small collection including items like cake pans. Watch for more information as these new items become available.
- The Library is looking forward to hosting the upcoming Bike Rodeo on June 3rd at Center School, from 10am to 12pm. This event is part of the larger National Trails Day festivities developed by

the Parks and Recreation Department and is made possible by a \$1,400 Summer Program Grant from the Institute of Museum and Library Services.

- The Library's monthly report for April is also included with this Report.

Parks and Recreation

- Staff and the Conservation Lake Commission have been notified that Northeast Aquatic Research (NEAR) has determined not to renew its contract with the Town and will complete its work on June 30. The Commission will develop a Request for Qualifications document (RFQ) to solicit firms for a long term contract for the services NEAR performed related to lake monitoring and other lake-health assistance. For the short term, Hillary Kenyon, who formerly worked for NEAR, will assist with providing service.
- Staff and representatives of the Town's Air Line Trail committee have been participating in meetings with the other towns along the trail. Recently, that group received a grant to formally create a Twelve Town Air Line Trail organization with the primary purpose of coordinating activities, providing a unified voice with the State for maintenance and other efforts and other joint efforts to promote the Air Line Trail which runs from Thompson to Portland.

Police

- The Department finally took delivery of its Ford F-150 pick-up that was ordered back in July 2022. The vehicle is being outfitted with its graphics, emergency equipment, radio, computer and in-car camera system and is expected to be on the road in three weeks.

Public Works

- Aquarion Water Company has submitted a road opening permit to the Public Works Department for a water main lining project for its system on Lakewood, Hale and Boulder Roads. The project also includes work to replace a main under Lake Drive from Lakewood Road to Hale Road. Due to the fact that Lake Drive was recently paved in the spring of 2020, the Department has worked out an agreement with Aquarion to provide a permanent pavement restoration contribution of \$28,770 which will enable the Town to have the affected area milled and repaved with a 2" overlay. Aquarion has also agreed to an 18 month warranty period on the temporary pavement patch that the company will install after its work to ensure that the contractor is responsible for repairing any areas of settling that occur. It should be noted that the Public Works Department reaches out to all utilities prior to any major paving projects to ensure that there are no planned upgrades to any utility owned infrastructure in the area of new pavement. Aquarion was contacted in the fall of 2019 and asked to identify any planned projects in the area at that point in time they had none. A copy of the agreement is included in this Report.
- The Department's spring clean-up efforts continue in full swing. With Village Center clean up, mulching and mowing, along with mowing and spring clean-up of Cemeteries complete,

roadside mowing has begun and street sweeping is ongoing. Also, the Towns Contractor, Shaw Vac Services, is scheduled to begin semi-annual catch basin cleaning this week. In this round, they plan to clean approximately 600 catch basins to remove sediment that is intentionally caught in the bottom of the basin to keep it from washing into the lake or other water body.

- All roads to be chip sealed have been prepared with shimming and crack filling as required. The Towns contractor, Comer, will begin chip sealing roads on May 30. This work is expected to last three days. The roads to be chip sealed are Hog Hill Road, Hurd Park Road, Haddam Neck Road, Brook Hill Road, Collie Brook Road and Wopowog Road.

Youth and Family Services/Prevention

- The Department is processing four applications for families that have requested financial assistance paying for Parks and Recreation Department summer programming and camps. The Parks and Recreation Department has financial assistance available to facilitate participation by all families in the community.
- Youth Services continues to provide individual therapeutic services and group services at the Senior Center and elsewhere. These group activities include the mental health hike held recently. That event was such a success, the Department is planning another similar event, possibly along the shoreline, to include a scavenger hunt for shells and sea glass, and a mindfulness journaling activity. Using funds from its Enhancement Grant, the Department will provide journals to all participants as well as lunch.

Town Manager/Other

- Discussions have been taking place with the Congregational Church in the Village Center regarding a formal agreement to allow use of the church's parking lot for public parking. While the community has been using the lot for many years, an agreement would outline any assistance the Town would provide including clarification of liability and allow the lot to be signed as public parking. It is anticipated that an agreement modeled on other similar agreements the Town has will be presented to the Council in the upcoming weeks.
- Staff from various Town Departments are finalizing preparations for the upcoming Budget referendum, which will be held at Town Hall on Tuesday, May 30 from 6am to 8pm. Ballots for absentee voting are available in the Town Clerk's Office and may be picked up in person during Town Hall hours.

DC

cc: Management Staff

April 2023

Monthly Report

At a glance:

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

- Library Director Timothy Kellogg completed his last day of work on Monday, April 24th. Full time staff will be sharing the Director's normal duties until a replacement is hired.
- The FY 23/24 Library operating budget is in the final stages of the budget process and remains as proposed.
- Adult/Young Adult Librarian Keri Blanda completed Mental Health First Aid certification for both Youth and Adults. The certification is good for 3 years.
- 3D printing services are now available at the library for a small fee. More information about the size and availability of models can be found on the library's website.

Strategic Plan Actions Update

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

- This month, the Children's Department partnered with the local Senior Center for two special programs. *(Informative & Collaborative), (Accessible & Inclusive)*
- The Library was awarded \$1,400 for a Summer Program Grant to facilitate an interdepartmental Bike Rodeo on June 3. *(Informative & Collaborative), (Welcoming & Vibrant)*

Department Reports

Administration:

This section contains general updates and news about Library administration.

- The FY 23/24 Library operating budget is under review. Final stages include a special meeting of the Town Council, a Town Meeting, and a Town Vote.
- The Summer Reading Grant proposal for the CSL (Connecticut State Library) has been awarded for \$1,400.
- Summer Reading 2023: "Find Your Voice" plans continue to develop. As a reminder, the kickoff event will be held on June 23 at Center School. The closing event will be held on August 18 at the Library. Other special programs and activities will take place in between those dates.
- Ms. Blanda attended the monthly Commission on Aging Wellness collaborative to coordinate with other Town Departments to help improve services to seniors in East Hampton.
- Mr. Kellogg attended the following professional meetings: CLA Intellectual Freedom Committee, Board of Finance Budget meeting, an exit interview with Lisa Seymour, and LION Nominating Committee conference call.
- Ms. Blanda attended the Bi-monthly LION Board meeting on April 25.
- Library staff members had routine meetings with Mr. Kellogg to discuss projects and goals. One performance evaluation was successfully completed.
- Building and technology items: the ADA door control power supply is awaiting installation. LION technical support work was completed to replace a battery backup unit for some Library IT systems and to migrate an exterior Wi-Fi unit from CEN managed services to LION managed services for a long-term cost savings.
- Mr. Kellogg presented the LAB approved Collection Policy update to Town Council on 4/11/23. The update was approved and has been added to the Library website.
- In April, the Library received its annual Connecticut/BorrowIT Payment for \$4,357. This payment was higher than usual due to increased lending of materials to other library's patrons. These resources may be used for Library programs and services.
- Mr. Kellogg continued working with the Library staff, the Town, the Library Advisory Board, and other partners in preparation for his departure.

- The Friends of the Library held their monthly meeting. They discussed fundraising plans and ideas. Plans included raising \$1,250 via passive fundraiser for the Library's 125th Anniversary, a Paint Night on April 28, and confirmed times for the upcoming book sale (donation drop-off begins 5/27; sale days 6/9 2-7 pm and 6/10 10 am-3 pm).
- The Library Advisory Board (LAB) held its monthly meeting. Mr. Kellogg provided a budget process update and update on the Summer Program Grant. Mr. Kellogg, Town Manager Cox, and the LAB reviewed Library Director transition plans. The LAB approved a Collection Policy update.

Children's Department:

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

- Middlesex Health Family Medicine in East Hampton was supplied with 25 more Baby Book Bags this month, bringing the total of bags handed out to almost 100. Feedback on this program has been excellent from both the pediatrician and from new parents who are visiting the library. Several new Baby Rhyme Times attendees cited the bags as how they heard about the program, and board book circulation is up.
- Ms. Cachuela hosted a special session of STEMtastic for a local homeschool group. The program was at capacity, and the children were very engaged. The Library is in talks with the group about future special sessions of STEMtastic programs.
- This month, the Children's Department partnered with the local Senior Center for two special programs; an Earth Day-themed paint party and a nature walk storytime. The storytime in particular was popular with its young participants, who loved exploring the library grounds to find bugs, moss, and other items from the story.

Adult / Young Adult Department:

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

- Adult programming included a Zoom program about Broadway shows and tips for discount tickets that was well-attended, indicating there is still community interest in the occasional virtual program.
- Ms. Blanda is discussing the possibility of establishing home delivery of library materials for Seniors in collaboration with the Senior Center.
- April was a full month for Teen programming with the second Tween Game Night, the conclusion of the latest session of Dungeons & Dragons, Teen Friday, a Creative Writing seminar, and a Switch Tournament.
- The Pre-Teen Advisory Board suggested trying a teens-only version of the popular adult Cookbook Club. The first meeting was on Saturday, April 29th and the theme PTAB chose is Breakfast Foods.
- Keri Blanda completed 4 hours of self-paced coursework and two 6-hour Zoom sessions to become certified in Mental Health First Aid for both Youth and Adults. Mental Health First Aid teaches participants to identify, understand and respond to mental health and substance use challenges.
- The next Music in the Library program is scheduled for Tuesday, June 13. Daniel Corr, classical guitarist, will perform. This is the follow-up to February's popular Violin & Valentines program with the goal of bringing a musical performer to the library on a quarterly basis.

Circulation and Technical Services Department:

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

- Sam has provided catalog training support to a fellow LION library cataloger.
- 3D printing services have officially launched. Information is available on the website.
- Discussions for a large update to the video game collection has begun.

Strategic Plan Indicators of Success

Circulation

Borrowers (*Accessible and Inclusive*)

	+/- Last Month	April Borrowers	March Borrowers	February Borrowers
Adults (borrowing physical items)	-1	1,145	1,146	1,099
Children (borrowing physical items)	+8	227	219	215
Corporate (borrowing physical items)	+2	16	14	15
Staff (borrowing physical items)	-1	17	18	18
SUBTOTAL		1,405	1,397	1,347
Overdrive	+13	230	217	206
Hoopla	+14	227	213	212
SUBTOTAL		457	430	418
TOTAL		1,862	1,827	1,765

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

	2023	2023	2023	2022	2021	2020
	April	March	February	April	April	April
Adult Collection	2,911	3,582	3,193	3,117	3,648	59
Children's Collection	2,896	3,243	2,746	3,016	3,212	97
Young Adult	368	362	336	285	258	5
SUBTOTAL	6,175	7,187	6,275	6,418	7,118	161
eBooks – Overdrive	1,046	1,125	968	984	1,036	182
eBooks - Hoopla	621	598	608	580	554	768
eBooks – RB Digital*	0*	0*	0*	0*	0*	683
SUBTOTAL	1,667	1,723	1,576	1,564	1,590	1,661
TOTAL	7,842	8,910	7,851	7,982	8,708	1,794

*RB Digital was discontinued.

Visits

Door Counter (*Welcoming and Vibrant*)

July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Ma y	June
4428	6266	4046	4788	4460*	4710*	4606	4282	4,709	3,896		

*November count is estimated due to a door counter malfunction. December count is partially estimated and started about a week late due to the counter malfunction.

Programs and Partners

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

<i>Onsite Programs</i>	<i>Participants</i>
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	<i>April</i>	<i>March</i>	<i>February</i>	<i>April</i>	<i>March</i>	<i>February</i>
Adult	5	6	7	25	41	127
Children's	20	25	19	371	436	283
Young Adult	7	5	6	21	27	18
Intergenerational	2	0	0	32	0	0
SUBTOTAL	34	36	32	449	474	428
Self-Directed Activities			Participants			
Adult	1	1	2	35	18	23
Children's	5	7	7	253	340	345
Young Adult	0	1	2	0	7	24
Intergenerational	1	0	1	24	0	75
SUBTOTAL	7	9	11	312	362	467
Offsite Programs			Attendance			
Adult	1	1	1	5	0	1
Children's	5	9	4	109	201	54
Young Adult	0	2	2	0	33	24
Intergenerational	0	0	0	0	0	0
SUBTOTAL	6	12	7	114	234	79
TOTAL	47	57	51	875	1070	974
Historical Data*						
	All Programs			All Participants		
Prior Years	April 2020	April 2021	April 2022	April 2020	April 2021	April 2022
TOTAL						

*New sections/presentation added 2/2023. Historical data included represents the TOTAL of all programs and attendance/participation. New sections will be updated in subsequent months.

Promotion

Website (*Welcoming and Vibrant*)

	+/- last month	April	March	February
Users	-16	1511	1527	1652
Sessions	-91	2721	2812	3080
Page Views	-389	3887	4276	4393
Events Calendar	-1132	1055	2187	2334

5 Most Popular Pages: Library Homepage, Hours & Contact Info, Library Staff, Museum Passes, Children's Programs.

Social Media (*Welcoming and Vibrant*)

	+/- last month	April	March	February
Facebook				
Reactions/Comments/Shares	+41	269	228	413
Page Reach	+250	2363	2113	2213
New Followers	+3	25	22	18
Instagram				
Reactions/Comments/Shares/Views	-510	1173	1683	684
Page Reach	-366	481	847	98

New Followers	-6	22	28	19
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Donations and Fundraising

Donations *(Ready for the Future)*

Organization	Donation	Restrictions
Friends of the Library	\$1,600.00	Summer Reading Support
Memorial Donations	\$537.00	Unrestricted
Patron contributions	\$68.00	Misc. Revenue/Book Replacements
CT State Library	\$1,400.00	Summer Program Grant
CT State Library	\$4,357.00	Connecticard/BorrowIT Payment



AQUARION
Water Company

Stewards of the Environment™

May 18, 2023

Matthew Walsh
Town of East Hampton
Public Works
1 Public Works Dr
East Hampton, Connecticut 06424

Subject: Paving Contribution Agreement in Lieu of PRR
Project Name: Lake Drive.

Dear Mr. Walsh:

In most water main replacement projects within Connecticut roadways “Permanent Resurfacing and Restoration” (PRR) is performed by the utility or its contractor that are installation water infrastructure; the Municipality has requested that it perform and be responsible for the PRR and that, in lieu of performing and being responsible for the PRR, Aquarion will instead pay the agreed-upon amount as outlined below to the Municipality.

After Aquarion or its Contractor’s installation of the water main, temporary pavement and after both parties inspection of that installation and payment in full by Aquarion for service rendered by the Municipality, the Municipality agrees to release Aquarion from performance of PRR related to Aquarion’s water main replacement project located at Lake Drive, East Hampton, but only to the extent permitted by law. The street (s) and PRR limits included within this release are outlined below:

Street Name	Description	Start	End	Contribution
Lake Drive	Centerline to Curb (Half)	Lakewood Road	Hale Rd	\$28,770.00

Aquarion Total Contribution: Twenty Eight Thousand Seven Hundred Seventy Dollars (\$28,770.00)

By accepting this payment the Municipality agrees that the PRR at the above –referenced location is the sole responsibility of the Municipality (except as to the agreed upon expense to be reimbursed by Aquarion), which PRR shall include, without limitation, the following: (1) the proper maintenance of the temporary pavement installed by Aquarion or its Contractor for area affected by the installation, repair, maintenance and/ or modification of water facilities conducted by Aquarion or its Contractor, but only after the expiration of the Acceptable Warranty Period, as hereinafter defined; (2) the permanent resurfacing and restoration of such area or areas; and (3) all other activities related and necessary to the PRR and its successful completion such as, without limitation, abutter notification, permit acquisitions, and traffic control (including the cost of police and flagmen).

For the purpose of this release, the Acceptable Warranty Period shall be defined as the period commencing from the completion of the installation by Aquarion or its Contractor and extending through eighteen months after. The parties agree that the PRR covered by this release does not include maintenance of the temporary pavement installed by Aquarion or its Contractor during the Acceptable Warranty Period.

Title: Luke Scatenato
Signature *Luke Scatenato*

Date: 5/15/2023

Cc:
Justin Xenelis