

## MEMORANDUM

TO: Town Council  
FROM: David E. Cox, Town Manager  
DATE: May 7, 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.

**Building Department**

- Please see the memo included in this Report outlining recent activity in the Department.

**Finance**

- The Board of Finance approved a recommended budget at its meeting on May 4. That revision has been distributed to the Board of Finance for review and will be distributed to the Council and public shortly. The Council is expected to begin discussions on the budget at its May 26 meeting.

**Library**

- As the library remains closed, use of online media has been strong with increased monthly usage of eBooks at nearly twice the Town's normal use. This is supported by an "e-Library Card" program which allows patrons to sign up for a Library Card online (instead of the usual in-Library requirement) and begin accessing the collection almost immediately. In the future, the new patrons will be able to visit the Library to pick up their physical card. More than 100 such cards have been issued in the last few weeks.
- It is anticipated that curbside collection and distribution of books will resume soon after the final plan is completed by staff and reviewed by the Library Advisory Board. Watch for announcements on the Library and Town social media accounts and websites.

**Parks and Recreation**

- The Park and Recreation staff is preparing to proceed with summer camp planning with limitations based on the Governor's and Connecticut Office of Early Childhood recommendations for summer camps. It is likely that this will result in a reduction in program size and operational changes. Town and Board of Education staff are coordinating to ensure the appropriate number of participants can be accommodated in the areas and facilities that are open for use including park and school buildings. We are

even considering how the new Town Hall will figure into the plan. Summer camps are expected to start June 29 and staff expects new regulations will be posted May 15.

- Pending Town Council approval of a contract, which is expected at the May 12 meeting, the contractor expects to begin work on the watershed improvement projects, which are heavily funded with State 319 grant funds, in the third week of May. The work will continue through the summer. The expected sequence of work will proceed as follows: Sears Park, Sears Place, Wangonk Beach, Clark Hill, Mott Hill, Hawthorne.

### **Police**

- The Department is in the final steps of evaluating its top four candidates for the open Police Officer position. It is anticipated that by late May, a recommendation for hiring will be presented to the Town Manager for approval. If space is available, the successful candidate will begin the Academy in late summer and may be completing field training in the first part of 2021. On a related matter, Officer Caleb Cavanaugh will begin his Field Training Monday, which is anticipated to last about three months.

### **Public Works**

- Paving is underway and is complete on Lake Drive and ongoing at Meeks Point Road as of this writing. It is anticipated that paving should be completed by May 11 and cross walks and line striping will be installed after the pavement has had a chance to cure to prevent bleed through.
- The town wide road sweeping program began last week and is proceeding well. The road sweeping crew has started the program in the lake area neighborhoods.
- Spring regrading of gravel roads has begun and will continue as weather permits.
- The Department has several drainage projects planned throughout the town which will begin in the coming weeks. Some of them are; Crestwood Road underdrain, School House Lane cross culvert, 82 Main Street Drainage Replacement, Ola Avenue drainage restoration, and Collie Brook Road pipe replacement.
- The Transfer station continues to be very busy with all 6 bulky waste dumpsters being filled every Saturday for the past several weeks.

- The arrival of spring has brought increased requests for tree removals as it becomes apparent to people that trees are dead. Staff continues to be aggressive on tree removal, it should be noted that the budget for tree removals has been exhausted. Unless a given tree is an emergency, removal will wait until later in the year.

### **Registrar**

- Registrar staff have been working with DPW staff under guidance from the Secretary of the State's Office to develop plans for safe polling place practices to facilitate the August primary and the November election. Ultimately, those plans will be submitted to the State for review. Additionally, the State will be providing an absentee ballot collection box, which will be located outside the Town Hall once it is received.

### **Senior Center**

- The Senior Center staff and volunteers on the Commission on Aging continue outreach to the community's Older Adults. This includes re-assurance calls made on a regular basis as well as email and traditional mail communication. Efforts to streamline the necessary use of traditional mail have reduced the number of communications sent from 400 to 150 with increased reliance on email.
- The Center distributed its May newsletter, which is attached went out, via email and US Mail. As well, the newsletter is announced via Facebook and is linked on the website for viewing.
- The Senior Center is providing individual transportation on an as needed basis for critical situations where we are the option of last resort. Middletown Area Transit is continuing to provide Dial A Ride service, which provides transportation to medical appointments as needed. Nevertheless, many doctor's offices continue to limit appointments and the demand for rides has lessened.
- The volunteer grocery service is working well. CERT members are available and shop within a day or so of the initial call.
- On-line programming continues with Bingo, Yoga, and a writer's Workshop. In addition, the Center is supporting the Project Graduation 5k virtual run/walks and several Senior Center attendees have expressed interest.
- CRT continues to provide meals for 'Grab and Go' meals and 19 people are receiving the frozen grab and go lunches.

### **Youth and Family Services**

- Social Services and Youth and Family Services is preparing to implement counseling services again, which were effectively shut down when the colleges and universities closed as our services are provided by interns pursuing degrees in the field. Staff has completed evaluations of our previous interns and has started collecting contracts for incoming students. Although it is not known when the services will resume, plans are being made to re-establish the counseling services as soon as the Town is able and qualified interns are contracted.
- Calls continue to come into Social Services for energy and other assistance. Last week, the office had four cases dealing with fuel assistance; one call for housing assistance; six cases requiring outside referrals; and seven miscellaneous calls for routine information. Outside referrals were made to care coordination services (2) and to Eversource (2) for budgeting plans. Additionally, referrals were made to the Senior Center and to the East Hampton Food Bank, which currently receive the majority of referrals from Social Services.
- The material for the Activity Bags is expected around the May 14 and staff will be distributing 216 activity bags to families in East Hampton that have signed up.
- The Department of Social Services and Youth and Family Services will soon be uploading its first mental health video. It will be posted to the Department's Facebook page and will be promoted via the Town's other websites and social media.

### **Town Manager/Other**

- Town operations are being moved to the new Town Hall beginning today (May 7) and will continue through the weekend. Staff will begin operating in the new location beginning Monday, May 11 but the building will remain closed to the public. Despite the beginning of Town operations at the new facility, some of the contractors are completing final corrections and will be working with staff on furniture adjustments and similar small issues.
- Staff from all departments are working on reopening plans related to allowing public into the Town Hall and other Town facilities. As these plans are finalized, they will be publicized. On a related matter, staff is also looking into easing any process or regulatory matters that may come up as restaurants begin to reopen and may be looking for outside dining as a way to meet the health-related requirements. The

Planning Commission has authorized staff to work with restaurants administratively for outside dining should that become available.

- Yesterday, staff received word that the Rivereast will resume publication on May 15.
- The Town Attorney and the buyer's attorney have been finalizing documents related to the sale of the 20 E High Street property. It is anticipated that the closing will occur remotely in the upcoming days. The Town retains possession of the property until the end of June through no-cost lease. The additional time will allow staff to clean the building and dispose of any items that are not being relocated. Staff will also be removing items like the time capsule, monuments, markers and signage. The time capsule and the markers will be relocated to the Town Hall or to other new locations once those decisions have been made.
- As always, residents are reminded to be diligent as they continue to avoid contact with others. In general, to prevent the spread of COVID-19, wear a cloth covering over the mouth and nose as required by the Governor's order, maintain "social distancing" of at least 6 feet, stay away from group meetings and other opportunities for transmission, wash hands frequently with soap and water for 20 seconds and stay home if you are sick. For the most current updates and recommendations, visit [ct.gov/coronavirus](http://ct.gov/coronavirus). For general questions, call 2-1-1.

DC

cc: Management Staff



GLEN LECONCHE  
BUILDING OFFICIAL  
gleconche@easthamptonct.gov

## MEMORANDUM

To: Dave Cox, Town Manager  
From: Glen LeConche, Building Official  
Re: Town Manager's Report  
Date: May 6, 2020

### Update from the Building Department

1. Application/Permit/Inspection Activity within the past 2 weeks (4/20/20-5/1/20):

34 Applications received; 28 processed and 6 pending payment  
44 Permits issued  
94 Inspections (Residential, Commercial & New Town Hall)

2. Please be aware of the change in State Statute that went into effect on March 25, 2020.

In accordance with Item #3 of the Governor's Executive Order 7M dated March 25, 2020, the following statutory deadlines or limits related to the building and fire codes are extended as noted for the duration of the state of emergency declared by Governor Lamont on March 10, 2020.

Building Permits – Sec.29-263. Permit to construct or alter. Building Official action on permit applications – may be extended up to 90 days from the date of application.

We continue to practice the CDC guidelines, encourage contractors and residents to visit the website for application forms and other resources, and inspections have been performed uninterruptedly.

In summary, the activity in the Building Department has remained consistent, if not increased, during this health crisis. We are committed to providing the best possible services, safely and continuously, during this unprecedented time.

Glen LeConche  
Building Official

## East Hampton Senior Center

105 Main Street, East Hampton, CT 06424

Phone: 860-267-4426 Fax: 860-267-7682

Hours of Operation: Monday-Thursday: 8:30am-4:00pm

Friday: 9:00am-4:00pm

[www.easthamptonct.gov/seniorcenter](http://www.easthamptonct.gov/seniorcenter)

Email: [seniorcenter@easthamptonct.gov](mailto:seniorcenter@easthamptonct.gov)



Newsletter Date:  
Special May 2020  
Covid  
Edition

# TOWN OF EAST HAMPTON Belltown Senior News

### From the Director

Hello, all! We hope everyone is doing well. Yes, at this writing, we continue to Stay Safe and Stay Home. The Senior Center telephones are forwarded to the staff during regularly scheduled hours. M-F 8:30 am to 4:00 pm. Feel free to call us at 860-267-4426.

Yours in continued good health,  
Jo Ann Ewing, Director



And in the meantime -

**Volunteer Shopping:** The Senior Center has instituted a shopping program where a volunteer will shop for you. You can either call in your list to the Senior Center at 860-267-4426 or e-mail your list to [Jewing@easthampton.gov](mailto:Jewing@easthampton.gov). Your list must include your name, address, phone # and email if you have one, along with a complete shopping list. The shopper will call you before the drop off to let you know the cost of the groceries. You can write out a check for the amount, payable to the Town of East Hampton. The volunteer will drop off the groceries at your door and pick up the check in a pre-arranged designated spot. The volunteers are from the Community Emergency Response Team (CERT) and other community members.

*We reserve the right to ask you how you are feeling and respectfully request that you tell us if you have a cough and fever. We need your help to keep our dedicated staff safe.*

**We also want to keep YOU safe! Please do not open your door until the volunteer has left the premises.**

**Transportation:** The Senior Center will provide limited, local transportation on an as-needed basis. Call the Senior Center if you need a ride. We will insist on one passenger only you must wear a mask and gloves for everyone's safety.

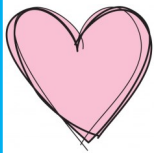
**Closures:** Please note Town facilities will remain closed, in accordance with the Governor's Executive Order until May 20th, unless terminated or amended earlier. This extended time period is needed to ensure our health and safety. Don't put your health/life in jeopardy. Please stay home and away from crowds. In addition, the Governor is requiring people to wear masks into business's. Cloth masks are acceptable, but due to the demand, it may be necessary to make your own. You will find directions on YouTube and Pinterest.

**Preparing for the Future:** Please be aware there are more changes coming, as facilities and businesses reopen. We are not sure what those changes will look like, but in order to stay healthy we may need to adopt additional best practices protocol at the Senior Center and other public spaces. We don't yet know what this might look like, but please be prepared for some changes.

Happiness is nothing but  
good health and a bad  
memory!



**Thank you to all the outstanding volunteers at the Center and beyond! Folks are stepping up to the plate to help during the Covid-19 crisis. The community has come to serve those in need. It is humbling to accept people's generosity on behalf of others. Thank YOU!**



#### UP-COMING VIRTUAL EVENTS:

**BINGO via ZOOM (by invitation):** Meet up with your friends on Tuesdays at 1pm. Call the Senior Center at 860.267.4467 for more information.

**YOGA w Kitch via ZOOM (by invitation):** WEDNESDAYS at 11:15am. Join Kitch for a seated YOGA session. Relax and enjoy...

And coming soon: **Writing Our Lives to Open Our Hearts.** Lead by our very own, Elizabeth Thomas! Call the Center for more info or email us at [jewing@easthamptonct.gov](mailto:jewing@easthamptonct.gov). or [ethomas@easthamptonct.gov](mailto:ethomas@easthamptonct.gov).

For a more complete listing of virtual activities to do from home, please visit-

<https://www.ctvisit.com/articles/virtual-activities-for-at-home-experiences>

And here are a few interesting opportunities:

**The Connecticut Art Trail's** members have virtual experiences you can enjoy from the comfort of your own home. You can explore at <https://ctarttrail.org/virtual-trails/>

**TheaterWorks** of Hartford is offering a living room musical series at: <https://www.ctvisit.com/events/living-room-music-series>. So, kick back and enjoy!

**Horizon Wings Raptor Rehabilitation and Education Center:** Located in Ashford, the center specializes in in raptors and large corvids (such as crows and ravens). They are offering free live educational videos with resident birds. Visit them on their [Facebook](#) page.

#### CANCELLED TRIPS & ACTIVITIES

- The Goodspeed dinner and show for South Pacific originally scheduled for June 3rd has been re-scheduled for October 28th. We will let you know about the payment schedule as the time approaches.
- Friendship Tours rescheduled the June 2020 Ogunquit trip to June 7-9, 2021. Contact us if you would like to go. If you were signed up for the 2020 trip and haven't already done so, please let us know if you will be attending or need a refund. Friendship Tours, who does our Coach Trips, will be looking at their schedule to see what changes and adjustments need to be made. We'll keep you posted!





### **EHSC STEP/Walking Challenge, April 22-May 20**

The Senior Center staff challenges you to challenge yourself! What this looks like is up to you. This event is all in the name of fun and good health. No pressure, and you set your own pace. Just keep track of your daily steps using a FitBit or tracker, or simply record the amount of time you spend walking. Join us as we get ready for the Belltown Spring Sprint Virtual 5k, which is East Hampton High School's Project Graduation 2020. The race is 3.2 miles and can be walked anywhere between May 20th - May 30th. The \$10 registration fee will be donated, in full, to the East Hampton CT Food Bank. Please email us at [seniorcenter@easthamptonct.gov](mailto:seniorcenter@easthamptonct.gov) if you would like to participate. Let's get moving East Hampton Seniors!

### **SCAMS**

**Medicare Card Scam 2020** - A new scam has arisen in 2020, where calls are made to seniors about a new Medicare card. The caller asks you to provide them with the number on your current Medicare card and may ask for additional personal info (social security number, address, etc.). There is NO new Medicare card and Medicare will NEVER call to ask for your info. **DO NOT PROVIDE ANY INFORMATION.**

**COVID-19 Scam (Coronavirus)** - Criminals are calling, emailing and advertising cures you can purchase for the prevention and cure of COVID-19. These are fake. There is currently no cure for COVID.

### **Other Important Announcements**

**Social Security Recipients** who are not typically required to file tax returns will not need to file an abbreviated tax return to receive an Economic Impact Payment, says the IRS. Recipients will receive these payments as they would normally receive their

benefits. The IRS has created a tool on their website to tell you when you will receive your payment. Visit [www.irs.gov](http://www.irs.gov) and click on the 'Get My Payment' link.

**Renters Rebate Program** - State law provides a reimbursement program for Connecticut renters who are elderly or totally disabled, and whose income does not exceed certain limits. This program runs from April 1 to October 1. To make an appointment or see if you are eligible, please contact the East Hampton Assessor's Office at 860-267-2510 or download an application from the town website.

**Memorial Day** - The Senior Center, along with all the Town Offices, will be closed on May 25th, in observance of Memorial Day.

**FaceBook** - Have you liked us on FaceBook yet? Look for 'East Hampton Senior Center' and click 'LIKE'. We will post to the page regularly to help keep you up to date.

**In late celebration of National Poetry Month (April)  
and to honor all our Mothers!!**

**Writing Workshop**

*The Retreat, Assisted Living*

And I say,  
“Write about the most beautiful thing  
you ever saw”  
and when I look at you  
I am surprised –  
you are bent over and writing.

You see me staring  
and give me the look  
I am often accused of,  
*(just like your mother’s)*  
though I cannot see it  
in the mirror.

You bring your attention  
back to the writing,  
but not before I notice  
your mouth is smudged with lipstick.  
Again, I am surprised –  
wonder where you found it,  
and why.

“Who would like to read?”  
I ask this group of women,  
women not allowed  
to cook or clean or do their own laundry.  
This end of their lives      abrupt  
like a familiar road  
washed out by rain.

And one tentative hand  
after another raises to read  
until you are the only one left.  
And I’m ready to move on,  
save you the anxiety,  
but you adjust your glasses  
and in that voice scraped  
by cigarettes and coffee,  
you unfold the tiny square of paper  
held tightly in your hand  
and read about 2 red birds,  
one with a hurt foot,  
the other trying to help.  
You end with - “Poor birds.”

And I say,  
“Write about the most beautiful thing  
you ever saw”  
and I see the wrinkled photo –  
you at 15 or 16,  
before Dad,  
before any of us.  
You wear trousers like a man  
and rest a booted foot on a large rock,  
a forearm to thigh,  
a hand to sassy hip.  
You look directly into the camera,  
no thought, no concern  
for this day in your future,  
not knowing I will conjure you  
whole, when writing about  
the most beautiful thing  
I ever saw.

*by Elizabeth Thomas*



And in the end,  
only kindness matters...