


MEMORANDUM

TO: Town Council
FROM: David E. Cox, Town Manager 
DATE: June 10, 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.

Collector's Office

- A reminder that the tax sale is scheduled for June 14 at 10:00am. The list of unpaid properties is down to eleven properties from an original list of approximately 100 properties that were severely delinquent on either property taxes or sewer fees or, in some cases, both. Staff anticipates that some additional properties will pay their balances prior to the sale. Any remaining properties will be subject to auction on Tuesday. Any property sold through the auction will be subject to a six month waiting period during which the original owner is able to redeem the property through payment of the amounts due. The original list of over 100 properties accounted for approximately \$1.4 million in amounts due to the Town. Less than \$500,000 remains delinquent.

Library

- The Library Director met several members of the community at the "meet and greet" on June 1 and continues to get acquainted with the community. Residents and others are encouraged to stop by the Library and introduce themselves.
- Patrons were able to enjoy four chicks from the eggs that were incubated in the Library. Special thanks were sent to Hatch the Chicken, the farm from which the eggs/chicks came, for the cheeping Library chicks, named by patron suggestions: Lil' Peeps, Aidan, Cluck Norris, and Fireball Booyah! After spending some time at the Library, they have returned to the farm.
- There are just a few copies left of the June Book Club selection and those interested are encouraged pick one up and join on Tuesday, June 21 at 6:30 p.m. to discuss *The Twelve Lives of Samuel Hawley* by Hannah Tinti. Book Club meets on the 3rd Tuesday of every month. Register on the Library website or here:
<https://engagedpatrons.org/EventsExtended.cfm?SiteID=6559&EventID=459521&PK=>
- Save the date for the annual Summer Reading Kick Off *Fun in the Sun* Party on June 24 from 5 - 7 pm at the Center School Field. [Circle K Farms](#) and [Kona Ice of Manchester](#) are returning again

this year, and new this year will be a dunk tank (the Town Manager will do some time in the tank), inflatable obstacle course and [Epoch Arts](#) will have a table. More information about Summer Reading 2022 can be found on Library website here:

<https://easthamptonpubliclibrary.org/summer/>

- Other upcoming programs:
 - Tuesday, June 14, 6:30 PM Focus on Fitness adult program; meets 2nd Tuesday of the month. Registration required; space is limited. Register here:
<https://engagedpatrons.org/EventsRegister.cfm?SiteID=6559&BranchID=820&Branch=East%20Hampton%20Public%20Library&EventID=459518&PK=>
 - Wednesdays – Summer story times have started with a brand new program just for toddlers! Toddler Time combines songs, short stories, and free play and is designed to meet the developmental needs of children ages 18 months-3 years old. View the details for all of our story times and register for updates on calendar of events:
<https://engagedpatrons.org/EventsCalendar.cfm?SiteID=6559>
 - Tuesday, June 28, 6:30 PM – Taverns in early Connecticut were more than just a place to drink. Travelers and locals alike saw taverns as a place to be entertained, spread news and gossip, have a good meal, and get a night's lodging. Learn about how taverns were an essential part of every Connecticut town. Register here:
<https://engagedpatrons.org/EventsRegister.cfm?SiteID=6559&BranchID=820&Branch=East%20Hampton%20Public%20Library&EventID=461324&PK=>
 - Amazing Animals – Learn about our local wildlife with the Denison Pequotsepos Nature Center and the Library! Each session will explore an exciting new topic, and many will feature live animals to meet! For ages 5 and up. Register below to reserve your spot:
<https://engagedpatrons.org/EventsCalendar.cfm?SiteID=6559>

- The May 2022 Library Report is attached to this Report.

Parks and Recreation

- Summer staff at Sears Park have started working the weekend schedule and will begin weekday schedules June 17.

- The Park and Recreation Advisory Board started to discuss developing a Request for Qualifications (RFQ) that would be used to select a professional service firm to design a Master Plan for the Town-owned land between Memorial School and the Air Line Trail. Development of this plan would outline use of this land purchased by the Town several years ago and responds to the feedback from the recent Needs Analysis to identify more opportunities for recreation in the community. The RFQ document is expected to be presented to the Town Council in the Fall for approval.

- The Earmark Grant application through Representative Cortney's office has passed its initial approval phase of funding for the \$1.4 million dollar construction project to develop the 1200-foot section of the Air Line Trail behind Public Works west of the Rt 66/Rt 16 intersection. The grant has been moved on to the Appropriations Committee. If approved by the Appropriations Committee, the grant will make its way to the President for final signature before funds are released to the Town. Staff is working with CT DEEP and CT DOT as partners in the project and final award is expected by end of the calendar year.
- The Department continues to see great response to programs being offered with 85% of the 40 programs on our website reaching full capacity. Sears Park Summer Camp will start running on June 20.

Police

- With the recent school shooting in Uvalde, Texas, the Department has spent additional time visiting all the schools during the day, especially during morning arrival and afternoon dismissal.
- Officer DeRoehn is completing a week-long Peer Support Training course, which is designed to teach officers to return to their agency and implement a Peer Support Program. Officer wellness is an extremely important focus for this Department as well as others, especially as Officers deal with the aftermath of the COVID 19 Pandemic, changes in our communities and the stressors and changes placed on agencies as a result of recent legislative changes including the Police Accountability bill.
- Officer Vincent Garofalo is doing very well in the Police Academy, and he is scheduled to graduate on July 28. Upon graduation, he will complete a 16 week Field Training and Evaluation Program (FTEP) in East Hampton where he will be assigned to ride with another Officer who will provide additional training and evaluate the new Officer's performance. If everything goes well, Officer Garofalo will be on his own sometime during the first week of November.
- The Department reports that its Officers did not administer Narcan during the month of May.

Public Works

- The Edgerton Street Sidewalk project should be completed early the week of June 13. Curbing installation and turf establishment is well under way and nearing completion with Hydroseeding to be completed late next week or early the following week. Overall, the project included replacement of nearly the entire storm sewer system, reclaiming and repaving of the road, selected sidewalk replacement, curbing and turf restoration and was completed with a combination of Town forces and contractors.

- Nearly all gravel roads have been regraded and compacted with only a few of the shorter roads still left to be addressed. This process will continue until all of the roads have been addressed.
- The Town's catch basin cleaning contractor has completed the spring round of cleaning and has cleaned nearly 650 catch basins in town, including all of those in the lake watershed and also in several other areas in town that have not been addressed recently.
- Staff from Public Works are scheduled to mobilize to 82 Main Street at the end of next week (week of June 13) to begin the drainage pipe replacement project there. Some other drainage projects in the schedule for this summer are Old Marlborough Road, Forest Street, Old Middletown Avenue, Knowles Road, and Whippoorwill Hollow Road.

WPCA

- Joint Facilities and staff at the wastewater plant are continuing to respond to a situation and an OSHA Complaint that was made by an employee earlier this year. In short, a mistake was made during a project to rewire a pump at the plant and proper procedure was not followed to prevent the pump from being operated prior to completion of the project using the "lock out, tag out" protocol. Management staff at the facility began responding to the employee concern when it was raised and was in process of addressing the situation when the OSHA investigator arrived. Nevertheless, the OSHA investigation was completed, and a report and four related citations were received last week. None of the citations related to the actual electrical work. All related to the failure to follow procedure and provide timely, appropriate training. Staff has reached out to Connecticut OSHA to discuss the matter and the Joint Facilities response, which involved immediate review and training/retraining on the procedure. Connecticut OSHA has imposed just under \$8,000 in fines.
- Water main flushing has begun and will be occurring in the Village Center and Royal Oaks water systems in the next two weeks. Residents in those areas should watch for notices posted in the area regarding flushing as this work, which is intended to help clear sediment from the lines and ensure water circulation, does disturb iron and other sediments in the pipes that will remain suspended for a period of time.

Youth and Family Services

- The Department continues to be a resource to residents who need assistance for energy or home fuel, food and domestic water connecting these residents to several different government and private programs. The Department is also monitoring families with housing issues who are

at risk for possible eviction and is actively working with a household that was relocated from their rental unit due to conditions.

- On Monday, June 6, Youth Services held the online presentation titled, "The Dangers of Today's Marijuana." A link to the recording of this powerful presentation is available on the Youth and Family Services Facebook page and will remain active and accessible for 30 days.
- As a result of the overwhelming generosity of the M. Jones Fund at the Community Foundation of Middlesex County, Youth Services was recently surprised to learn we were a recipient of a grant in the amount of \$1,500. These funds will be used entirely on youth programming and initiatives.
- The Department reminds the community's young people of the first annual photography contest being sponsored by Youth Services. Staff will be collecting black and white submissions throughout the summer depicting the youths' view of the Town. It is anticipated that the submissions will be displayed in businesses around the community and awards will be giving out for first, second, and third place, including Amazon gift cards in the following amounts: \$150, \$75, and \$50.

Town Manager/Other

- The Town's officially reported COVID rates are, once again, on the decline. In the most recent reporting, although the Town remains at the "Red Alert" level and is seeing about three reported cases per day or a rate of 24.6 daily cases per 100,000 population, Middlesex County is at a Medium Community Level and all of Connecticut is either Medium or Low. 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.

DC

cc: Management Staff

May 2022

Monthly Report

At a glance:

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

- The Library is reviewing applicants for a Public Service Associate opening, with interview processes to begin in June.
- The Library's final report to the Connecticut State Library for the IMLS/ARPA Grant was completed and approved, finishing the last piece of that grant project.
- The Hatch the chicken program has delighted community members of all ages and brought them into the library to check in on the progress of the eggs in incubation and watch the baby chicks grow. Visitors were able to submit names for the chickens and guess the hatch date. The four baby chicks will return to the farm on Tuesday, June 7th.
- The children's department will be visiting Memorial and Center School classrooms the first week of June to inform students about the upcoming Summer Reading Program. During their monthly outreach visits, local preschools and childcare centers will also receive materials about the program for children to take home.
- Stephanie represented the library at the Connecticut Library Association's annual conference where she presented a program to other librarians about teen services.

Strategic Plan Actions Update

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

- Library staff are visiting classes at multiple East Hampton schools to inform students about the upcoming Summer Reading Program. *(Informative & Collaborative)*
- Hatch the Chicken was a huge draw generating patron engagement, including following the progress of baby chicks Aidan, Cluck Norris, Fireball Booyah, and Lil Peeps. The chicks' names were suggested by library patrons. *(Welcoming & Vibrant)*
- Public computer use has increased 40% throughout 2022, the library had over 700 program attendees in the month of May, and welcomed just under 4,000 visitors for the month. *(Informative & Collaborative), (Welcoming & Vibrant)*

Department Reports

Administration:

This section contains general updates and news about library administration.

- New Library Director Tim Kellogg had initial meetings with the Friends of the Library, Library Advisory Board, Town Department Heads, Town Manager, and Town Council. There will be a meet and greet with Tim on Wednesday, June 1 at 5 PM.
- The EHPD was called on 5/11 to address a loitering and public drinking issue on library grounds.
- Budget tracking and spending plans for the remainder of the fiscal year are underway.
- All library staff completed the required sexual harassment training by 5/25.
- Tim was interviewed for the Rivereast News.
- The Public Service Associate position opening was posted on 5/16 and is accepting applicants through 6/3 (or until filled).
- The ARPA Grant final report to the CT State Library was completed and approved.
- A new scheduling platform was implemented for staff schedules and room reservations, due to technical issues with the former schedules.

Children's Department:

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

- The children's department will be visiting Memorial and Center School classrooms the first week of June to inform students about the upcoming Summer Reading Program. During their monthly outreach visits, local preschools and childcare centers will also receive materials about the program for children to take home.
- Passive programs such as scavenger hunts and interactive bulletin boards continue to bring foot traffic to the children's room and will remain in place.
- The STEMtastic Veterinary Medicine program on May 4th was very well attended. Participants showed a strong interest in and enthusiasm for STEM topics, which will continue to be a focus of children's programming.
- Wednesday storytimes will resume beginning June 1st with a new format. Toddler Time will take place at 10:15am and be geared towards children 18 months-3 years old, and Stories and Songs will take place at 11:15am and be geared towards children ages 3-5 years old. Monday and Thursday storytimes will resume beginning June 27th and will take place outdoors throughout the summer.

Adult / Young Adult Department:

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

- The Hatch the chicken program has delighted community members of all ages and brought them into the library to check in on the progress of the eggs in incubation and watch the baby chicks grow. Visitors were able to submit names for the chickens and guess the hatch date. The four baby chicks will return to the farm on Tuesday, June 7th.

- The library has been working with Dexter’s Tunes, Tales, & Ales to cosponsor a book club starting in June.
- Stephanie represented the library at the Connecticut Library Association’s annual conference where she presented a program to other librarians about teen services.

Circulation and Technical Services Department:

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

- Public computers have been more in demand since the beginning of the year, with our public computers being used 40% more since January.
- After receiving several donations of DVDs from generous patrons, our DVD collection has gotten numerous additions of new (old) movies.

Strategic Plan Indicators of Success

Circulation

Borrowers (*Accessible and Inclusive*)

	+/- Last Month	May Borrowers	April Borrowers	March Borrowers
Adults (borrowing physical items)	+11	1,080	1,069	1,062
Children (borrowing physical items)	-18	190	208	217
Corporate (borrowing physical items)	+3	14	11	19
Staff (borrowing physical items)	+2	18	16	18
TOTAL		1,302	1,285	1,317
Digital Borrowers		381	417	362

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

	2022	2022	2022	2021	2020	2019
	May	April	March	May	May	May
Adult Collection	3,135	3,117	3,468	3,537	370	4095
Children’s Collection	2,731	3,016	3,925	2,658	307	1532
Young Adult	317	285	342	243	36	131
SUBTOTAL	6,183	6,418	7,735	6,438	713	5758

eBooks – RB Digital	0*	0*	0*	0*	0*	208
eBooks – Overdrive	1,016	984	786	992	900	454
eBooks - Hoopla	587	580	553	542	652	272
SUBTOTAL	1,603	1,564	1,339	1,534	1,552	934
TOTAL	7,786	7,982	9,074	7,972	2,265	6,692

*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	4,452	4,160	3,994	

Programs and Partners

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

	<i>Programs</i>			<i>Attendance</i>		
	<i>May</i>	<i>April</i>	<i>March</i>	<i>May</i>	<i>April</i>	<i>March</i>
Adult Events	5	5	5	24	34	68
Children's Events	23	33	36	479	657	646
Young Adult Events	5	5	7	23	29	40
Intergenerational	2	2	0	201	833	0
TOTAL	35	45	48	727	1,553	754

Promotion

Website (*Welcoming and Vibrant*)

	+/- last month	May	April	March
Users	- 247	1,704	1,951	2,214
New Users	- 199	1,493	1,692	1,953
Sessions	- 491	2,860	3,351	4,018
Page Views	- 1,697	8,870	10,567	13,189

5 Most Popular Pages: Hours & Contact Info, Library Staff, Museum Passes, Children's Programs & Events, Summer Reading

Facebook (*Welcoming and Vibrant*)

	+/- last month	May	April	March
Likes	+ 6	2,041	2,035	2,029
Post Reach	- 11,076	2,912	13,988	6,204
Post Engagement	- 1,460	685	2,145	1,376

Donations and Fundraising
Donations (*Ready for the Future*)

Organization	Donation	Restrictions