


## MEMORANDUM

TO: Town Council  
FROM: David E. Cox, Town Manager   
DATE: July 21, 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.

### **Ambulance Association**

- East Hampton Ambulance will be training in August with Hartford Hospital LIFESTAR to maintain skill related to that service and trained with Haddam Neck Fire Department and Connecticut Yankee at the CY facility in July.
- Files of LIFE (Lifesaving Information for Emergencies) have been distributed to the Senior Center, local pharmacies and Town Hall for residents to utilize. The File of Life is a refrigerator magnet with an attached red plastic pocket in which users place information to be used by first responders to get a patient's name, birthday, medical history, medications, and allergies in case of emergency.

### **Collector**

- As a reminder to property owners, the first installment of personal and real property taxes and the full motor vehicle tax payments are payable in their entirety by August 1, 2023 after which they are considered delinquent. A subsequent tax bill for the second installment of real estate and personal property will be mailed in December, which will be based on the permanent mill rate of 36.06 set by the Board of Finance after the Town budget was approved. The bill will consist of the remaining balance due for the real or personal property. These bills will be due and payable on January 1, 2024, delinquent after February 1, 2024. Taxpayers are able to view any amount due on the Town's website and are able to see whether payments have been made through the online payments service. Those that did not receive a bill should contact the Tax Office immediately at [taxcollector@easthamptonct.gov](mailto:taxcollector@easthamptonct.gov) or 860-267-2300. Bills may be paid at the Town Hall during office hours, may be deposited in the drop box outside the Town Hall at any time and may be paid online 24-hours a day. Online payments may be made with a credit card for a processing fee or may be directly withdrawn from a checking or savings account at no charge.

### **Fire Marshal**

- Along with inspections, the Fire Marshal's Office continues to coordinate closely with Chatham Health District to communicate with food trucks vending in Town to ensure they are aware of new safety regulations and required inspections. Local food trucks that regularly visit the Town have been asked to submit a no-fee application and set up an inspection time prior to serving. Eleven food truck owners have responded with six submitting formal applications and four have completed inspections. Staff has compiled various resources and additional information available on the Office's website for these vendors.

### **Library**

- The Library's Spirit Days, which are themed "dress up" days that take place every Tuesday during our Summer Reading Program, are growing in popularity. This Tuesday's "Career Day" had almost 100 participants.
- The Library is welcoming two new Public Service Associates to its team. Nicole Catarino started on Monday, July 10 and Alanna Herrick will start on Monday, July 24. The public is urged to stop in and greet these new Associates.

### **Parks and Recreation**

- Certified Playground Mulch has been applied to all playgrounds in Town facilities. The mulch at Sears Park and Seamster Park Playgrounds was funded from the proceeds of the annual Parks and Recreation Department golf tournament. School playgrounds are funded with Board of Education funds.
- The Town's engineering firm, Barton and Loguidice, has begun development of plans and specifications for the project to replace the Sears Park tennis courts and basketball court and develop a pickleball court at the park. Plans and the RFP will be developed to consider options for Town crew use that will help reduce the overall cost of the project, which was included in the most recent Capital Improvements Plan for the Town and funded with American Rescue Plan Act funds.

### **Planning and Zoning**

- The Land Use Department has received applications for a 15 lot residential subdivision located on Flanders Road (Home Acres Estates). The Town's Inland Wetlands and Watercourse Agency (IWWA) will consider the application at its meeting on July 26 and the Planning and Zoning Commission (PCZ) will review it at its meeting on August 2. It is anticipated that a Public Hearing will open in September or October. Staff will be working with other departments to review the plans in advance of the Public Hearing.

- The PZC will continue the Public Hearing on the Hampton Village project, located at 37 South Main Street, at its August 2 meeting. This is a 22 lot HOD affordable housing development. The project will contain 11 single family homes, and 11 duplexes for a total of 33 dwelling units. A total of 11 of the dwelling units will be deed restricted as affordable housing for 40 years in accordance with the Housing Opportunity Development Zoning Regulations (Section 6.3) and the remaining 22 units will be market rate. This project, located at 37 South Main Street, will replace an existing approval for 127 housing units on the site which had been court ordered in 2009.
- The PZC has created draft regulations to incorporate relief of side yard setbacks on certain legal non-conforming lots in the R-1 Zone. Nearly half of the existing R-1 Zone is non-conforming as a result of changes that were made to the Zoning Regulations in 1990. This has led to many requests for variances in which a true hardship in accordance with State Statute may not exist. Many lots within the zone were created before modern zoning regulations existed and were developed as either weekend camps or seasonal homes. The change in the regulations offers a scaling of side yard setback requirements tied to the actual width of a lot in order to ease the burden on the Zoning Board of Appeals (ZBA) and to allow narrow lots to be redeveloped in a manner consistent with modern building codes and technologies. The ZBA and the Conservation Lake Commission have been consulted and both have offered positive feedback. The Public Hearing opened in May, and it is anticipated that the PZC could act soon.
- The Land Use and Building Departments have completed the task of digitizing the building files for all properties in Town. We are now able to provide the building files as a PDF to anyone seeking information on a property. This project also preserves historic files and reduces the risk of loss of files. The department has now begun the task of scanning historic land use files (subdivision, wetland permits, site plans, and special permits), with about half of the files currently out for scanning. Scanned files are incorporated into the departments property record system.

### **Police Department**

- On July 13, Officer Evan Gustafson graduated from the Connecticut Police Academy in Meriden. Officer Gustafson filled the vacancy created by the retirement of Sgt. Jerry Boynton in December of 2022. Officer Gustafson will now complete approximately 400 hours of field training with a seasoned Field Training Officer, which is due to end sometime in November at which time, he will be released for full duty.
- The Department is currently undergoing its Tier 1 Police Officer Standards and Training Council (POSTC) Accreditation assessment, which involves review of 122 standards and policies in place in the Department as well as the required evidence that the policy has been trained upon and is being followed. The review is being performed by a small group of Law Enforcement professionals from within the State and is expected to conclude on July 28. A final review is

then conducted by POSTC staff on August 8. The results of the review will be presented to the Town Council at a future meeting.

### **Public Works**

- Staff is preparing specifications and the Request for Proposals document to solicit formal bids on the replacement street sweeper that is included in the Capital Improvements Plan for this fiscal year. It is anticipated that the Council will be asked to approve the purchase, which is funded with American Rescue Plan Act funds, at the August meeting.
- In the past week, the Public Works Department has been focusing on gravel road maintenance, including repair of the minor washout damage from the rain last Sunday. Residents will also see ongoing roadside mowing and street sweeping. The Town's tree removal contractor is also taking down several dead trees throughout Town with the Department assisting with wood removal. A large tree also fell on the High School basketball court and its removal was a joint effort with the Parks and Recreation Department.
- Line painting has also begun throughout Town. Department staff will be painting all Town-owned crosswalks, stop bars, and parking stalls on Town roads and on Town-owned or maintained properties. The Town uses a contractor, Atlantic Line Painting, for painting the yellow center lines on the 45 miles of roadway and the white fog lines on selected roads and this work is underway as well.
- In the coming weeks, Department crews will begin work to prepare sections of Old Clark Hill and Bear Swamp Road for paving. The work is being performed by the Public Works Department.

### **Senior Center**

- Senior Center staff has been working with the State and has recently been authorized to order the replacement bus that will be entirely funded through federal and State grants, which were awarded in early 2022. The vehicle, which replaces the Town's existing 2008 bus, will be a 12 passenger accessible bus and will continue to serve various needs within the older adult community in East Hampton as well as for transportation for Senior Center activities. The new bus is expected to arrive sometime in 2024.

### **Youth and Family Services**

- Each year, Youth and Family Services collects donations of gift items and funds to deliver holiday gifts and support to a number of families in the community and each year the generosity of the community shows. However, staff always has trouble finding the right gifts for the teen population. In the upcoming months, the community is invited to check the social media for a "Teen Holiday Wish List," which will be a list of stores, both local and beyond, that teens would

like with the hope that donations of gift cards will be made. The Department is on Instagram at: easthamptonctyfs and on Facebook at East Hampton Youth & Family.

- The Department's summer programming continues with additional mental health walks and paint nights. The next paint night is scheduled for August 15. For more information and to register, please contact the staff at 860-267-9982.
- The Department and the Prevention Council had a booth at Old Home Days. Visitors were provided information on mental health, drug use prevention and programming and many signed up to receive updates directly.
- The new Prevention Coordinator is expected to start in early August.

#### **Town Manager/Other**

- Staff has submitted an application to the State's Community Connectivity Grant Program seeking an additional \$800,000 to fully fund the Village Center improvement project. The project is currently funded with \$500,000 from the State's Small Town Economic Assistance Program (STEAP) and \$125,000 in Town funds, however, the full project may cost as much as \$1.3 million. The full project is intended to include replacement and extension of sidewalks with extension of the memorial brick amenity through the entire Main Street corridor as well as accessibility and safety improvements accompanied by parking, signage, landscape and hardscape improvements. The full project covers Main Street from the bridge south of Skinner Street north to 66 Main Street and Summit Street from the Main Street intersection to approximately Bevin Boulevard.

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cc: Management Staff