

MEMORANDUM

TO: Town Council
FROM: David E. Cox, Town Manager
DATE: August 6, 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.

Council Meeting Follow Up

- At its last meeting, the Council suggested changes to the Commission of Aging Survey to include questions related to the COVID pandemic. Staff and Commission members received feedback from Chatham Health District regarding suggested additional questions and modifications to other questions. The survey has been updated accordingly and a final version is attached to this Report.
- Also at its last meeting, the Council suggested some revisions to the 5310 grant program application for a new Senior Center bus. After review of the definitions of "rural" in the grant and in overall planning activities, that language was not adjusted. However, after some additional discussion with the Regional Mobility Manager and review of grant information, some revisions to the grant language were made to clarify the statement about other services in Town.

Fire Marshal

- With the addition of administrative support in the Fire Marshal Office as part of the last Town budget, the main focus was to review the most vulnerable group of buildings in Town - multiple family residences. East Hampton has approximately 70 multi-family properties that consist of over 344 individual apartments with additional units coming online in the upcoming years. With new-found efficiencies and additional hours, in the time period from January 1, 2021 to July 1, 2021, the Fire Marshal's Office completed 215 inspections & reinspections of multiple family buildings and apartment units. Comparatively, in January to July 2020 only 28 multi-family apartments were inspected. As the Office completes more multi-family inspections, it will focus on other commercial establishments.

Land Use

- Attached is Planning and Zoning Official Jeremy DeCarli's staff report to the Planning and Zoning Commission for its meeting on Wednesday, August 4. Of note is the information contained near the end of the report that discusses the State's new marijuana regulations and how they might be implemented in East Hampton. After initial discussion by the Commission at the meeting, it was determined to return to the topic at the next meeting. Further, staff has been discussing

the possibility of a joint meeting of the Town Council and the Planning and Zoning Commission to discuss the community's approach to regulation. In order to be prepared for the June 2022 date on which retail sales could begin, it is desirable for a decision to be made this winter on whether the Town will permit sales, growing or manufacturing operations in the community and, if so, under what regulations.

- The aforementioned report also provides information on the Additional Dwelling Unit (ADU) regulations and how they may be impacted by the recently-adopted State regulations regarding zoning. After discussion, the Commission intends to further review the issue at its upcoming meetings and may opt out of the State regulations in order to continue to use the Town's current regulations or a modified version of them.

Library

- The End of Summer Reading Celebration Concert is scheduled for Friday, August 20 at 5:30pm at the Center School Gazebo. This event, sponsored by the East Hampton Rotary Club, will be the culmination of the Library's Summer Reading Program and will feature a performance by Jukebox 45, headlined by East Hampton resident Jerry Fanfarelli. Summer Reading Raffle Winners will be announced at intermission. The event is open to all and all are welcome to attend.
- The Library lent 11,037 items in July, which is the largest amount ever lent in a single month. The previous record was set in July of 2019 when the Library lent 10,330 items. More information is available in the Monthly Director's Report to the Library Advisory Board, which is included in this Town Manager's Report.

Parks and Recreation

- The infield of the Middle School baseball field is in the process of being rehabilitated. The Department has outsourced the machine work and is working closely with the BOE to complete this project by the end of August. The field will be leveled out and new infield mix will be added to improve the play surface and ensure a safe environment.
- In July, the Department continued to realize high numbers of registrations (324) and revenue (\$49,473) directly associated with the increase in programming being offered through the expanded program staff. As a reminder, not only was a part time program position added last year, a second position was added using grant funds this summer. Increased programming is expected to extend into the fall as staff undertakes planning for the usual programs as well as new offerings.
- The Parks and Recreation Advisory Board and the Air Line Trail Subcommittee secured a \$3,000 grant from Connecticut Eastern Regional Tourism District and the State of Connecticut to create

the East Hampton version of a pamphlet describing the Air Line Trail. The double sided pamphlet shows the Trail and all towns from Portland to Thompson on one side and provides town-specific information on the other. The Recreation Department will be working with multiple departments and the EDC to develop the pamphlet. An example of the pamphlet is attached to this Report.

- Staff is developing clear charts and/or graphs to present the two years of comparison lake data that was requested at a recent Council meeting. It is expected to be available next week.

Police

- On August 9, the Department will start its recruitment process in an attempt to fill the Officer vacancy. The application process will be open for approximately one month. The Department will then conduct Oral Boards, background Investigations, polygraphs, psychological evaluations and medical screenings on the top candidates. Staff hopes to have a recommendation to the Town Manger during the first week of December. The Police Academy is slated to start sometime in January of 2022.

Public Works

- The small drainage project on Navajo Trail has been completed and staff has moved to Memorial School to clear out and reestablish a drainage swale on the eastern side of the property. Once complete at Memorial School, crews will shift their efforts to a drainage swale in a Town owned easement on Colchester Avenue.
- The recent rainstorms have caused the Department to revisit some of the gravel roads to regrade areas of damage. Additional work is taking place to provide additional armoring against washout in the roadside swales.
- Survey work has begun in preparation for the Main Street sidewalk replacement project. This project is to replace the brick paver sidewalk that was damaged by the thunderstorm back in late June as well as adjacent areas to the damaged portion.

Youth and Family Services

- The Department continues to work with approximately 21 open assistance cases consisting of energy assistance, camp assistance, housing issues, food insecurity, and a memory loss case. In some cases, staff connects these individuals with outside resources including the Food Bank, where those in need are set up for weekly food deliveries/collection, or Alzheimer care agencies that provide specialized information and resources.
- The first "paint-pour" for the suite-wide art installation took place on August 2 and was attended by six youth from the community. Participation numbers are expected to increase as school begins.

- The Department will welcome two additional student clinicians by the end of August as counseling cases exceed 30 individuals or families. The Department will hold a Juvenile Review Board hearing in two weeks and continues to work with the youth involved in existing JRB cases, providing case management services and support to families.

Town Manager/Other

- The Town's COVID rates continue to increase and, as of yesterday's reporting, the Town has been elevated to the Red Alert level under the State's COVID Response Framework. The data shows a rate of 19 cases per 100,000 population, which equates to just about 2.5 actual cases per day in the two week report period. Fortunately, no additional deaths have been reported in East Hampton for several months. In order to be more fully protected, residents continue to be encouraged to get vaccinated and to wear masks while indoors with others.

DC

cc: Management Staff

Survey of East Hampton Older Adults Needs

Thank you for agreeing to fill out our survey of the needs of East Hampton adults who are 65 years old or older. We are volunteer members of the East Hampton Commission on Aging who are appointed by the East Hampton Town Council to keep them informed of the needs of older adults in town. Because this survey was last done in 2017, we are now re-assessing whether opinions have changed.

The questions are grouped into three categories. Please choose which group to start with. At the end of each group, choose another group, or go to the final few demographic questions. YOUR RESPONSES ARE STRICTLY ANONYMOUS! Only statistical results will be reported, and anonymous write-in comments.

1. Which questions would you like to start with?
 - A) housing
 - B) transportation [switches to transportation section]
 - C) health care and affordability [switches to health care and affordability section]

HOUSING QUESTIONS:

2. How important is it for you to be able to live independently in your own home as you age?
 - A) very important
 - B) somewhat important
 - C) not very important
3. Here is a set of questions about your current housing. Please answer yes or no for each.
 - A) Do you own your housing?
 - B) Single family house?
 - C) Multi-family house?
 - D) Apartment?
 - E) Senior housing?
 - F) One floor living?
 - G) Is maintenance of your dwelling overwhelming?
 - H) Is maintenance of your grounds overwhelming?
 - I) Convenient to services?
 - J) Convenient to transportation?
4. Do you need to make changes to your home in order to stay there?
 - A) yes [pop-up to write in comment]
 - B) no
 - C) not applicable
5. How important is it to you to stay within 5 miles when you move out of your current housing? (very / somewhat / not very)

6. Given your current health and finances, how much would you prefer to live in each type of housing now? (high / medium / low preference):

- A) my own home
- B) one level private house
- C) local assisted living facility
- D) own a senior apartment
- E) rent an apartment in senior community
- F) senior living community with independent and assisted living, and skilled nursing
- G) other [space for write-in comment]

7. Are any of these barriers keeping you from living in your preferred housing? (yes/no for each)

- A) unaffordable
- B) need in-home assistance you can't get
- C) health status
- D) not available in town
- E) would need too much maintenance
- F) other [space for write-in comment]

8. What would an ideal apartment or home for you contain? (yes/no for each)

- A) 1 bedroom
- B) 2 bedrooms
- C) 1 full bathroom only
- D) 1 full bathroom and half bathroom
- E) separate kitchen
- F) living / dining room open plan
- G) handicap accessible
- H) other [space for write-in comment]

There is a newer housing option of accessory apartments called an Accessory Dwelling Unit, or "ADU." They are small (up to 900 square feet), 1-2 bedroom units that can be added to a property that already has a free standing house, and either be attached to the house, or separate from it. They are a well-recognized more affordable option than a free-standing house. East Hampton currently allows them by special permit.

9. Are you interested in finding out more about ADU's? [yes / no]

10. Does an Accessory Dwelling Unit sound like an option that you might use in the next few years? [yes / no / cannot tell - need more information]

11. Thanks for completing the housing questions! What would you like to do next?

- A) answer a few questions on transportation [switches to transportation section]
- B) answer a few questions on health care and affordability [switches to health care and affordability section]

C) finish the final few questions and end the survey [switches to demographics section, thanks, spread the word, ...]

TRANSPORTATION QUESTIONS

12. Do you own or have easy access to a car?

- A) yes
- B) no

13. What health issues interfere with your driving?

- A) none
- B) vision
- C) hearing
- D) tiredness
- E) weakness / arthritis
- F) memory
- F) other [triggers a request to fill in blank]

14. How do you usually get around town for shopping, visiting, errands, etc.? Please put these options in order with the one you use most at the top, down to the one you use least at the bottom. [SurveyMonkey allows ranking; paper version will ask 1-9 rank]

- A) walk
- B) drive myself
- C) someone else drives me
- D) taxi
- E) Uber or Lyft
- F) public transportation
- G) ride a bike
- H) senior van
- I) another way [triggers a request to fill in blank]

15. How many times do you leave your home in a typical week?

- A) <1
- B) 1-2
- C) 3-4
- D) 5 or more
- E) I am homebound

16. Do you think public transportation is: [yes/no options for each answer]

- A) safe?
- B) accessible?
- C) affordable?
- D) convenient?
- E) available when you need it?
- F) adequate for people with disabilities?

17. How much difficulty do you have getting to and from out of town medical appointments? [a lot / some / little or none]

18. Are streets in town well-designed and maintained for pedestrians, with adequate crossings? [yes / no][answer "no" triggers request to write in specific locations of concern]

19. Thanks for completing the transportation questions! What would you like to do next?

- A) answer a few questions on housing [switches to housing section]
- B) answer a few questions on health care and affordability [switches to health care and affordability section]
- C) finish the final few questions and end the survey [switches to demographics section, thanks, spread the word, ...]

HEALTHCARE AND AFFORDABILITY QUESTIONS:

20. Are your needs being met for: [each answer set allows yes/no/ not applicable]

- A) Wellness classes in areas such as weight control and exercise
- B) fitness activities specifically geared towards older adults
- C) conveniently located health and social services
- D) conveniently located emergency care centers
- E) access to information on local health and supportive services
- F) home care services including health, personal care, and housekeeping
- G) affordable certified home health care providers
- H) safe and convenient areas to walk
- I) primary care physicians, nurse practitioners, and physician assistants
- J) specialty care physicians, nurse practitioners, and physician assistants
- K) organizations, groups, and/or churches to join
- L) a safe and secure neighborhood
- M) access to COVID-19 vaccine
- N) access to annual flu vaccine

21. Are you fully vaccinated against COVID-19? (yes / no / prefer not to say)

22. Where do you usually get news and information about current events? Check all that apply.

- A) Social media like Facebook
- B) Local newspapers like Rivereast
- C) Senior Center
- D) Television news
- E) Other [space for write-in comment]

23. Do you have, or will you have enough money to support yourself during your retired years? [yes / no]

24. Do you have or will you have to continue to work during your retired years due to financial needs? [yes / no]

25. Are you financially able to remain in East Hampton during your retired years? [yes/no]

26. Thanks for completing the health care and affordability questions! What would you like to do next?

A) answer a few questions on transportation [switches to transportation section]

B) answer a few questions on housing [switches to housing section]

C) finish the final few questions and end the survey [switches to demographics section, thanks, spread the word, ...]

DEMOGRAPHICS/ FINAL Q's

27. How would you rate East Hampton as a place for people to live as they age? [good / fair / poor]?

28. What is your gender? [male / female / other or prefer not to answer]

29. What was your age at your last birthday? [fill in age in years]

30. Are you of Hispanic, Latino or Spanish origin? [yes/no]

31. What is your race? [CHECK ALL THAT APPLY]

A. White

B. Black or African American

C. Asian

D. American Indian or Alaskan

D. Pacific Islander

F. Other: please specify: [triggers a comment blank]_____

32. What is the highest level of education that you have completed?

A. K-12th grade (no diploma)

B. High School graduate, GED, or equivalent

C. Post high school education/ training or licensed trade

D. 2-year college degree

E. 4-year college degree

F. Post-graduate study (no degree)

G. Graduate or professional degree(s)

33. What is your current marital status?

A. Married

- B. Not married, living with partner
- C. Separated
- D. Divorced
- E. Widowed
- F. Never married

34. What was your annual income before taxes in 2020?

- A. Less than \$10,000
- B. \$10,000 - \$19,999
- C. \$20,000 - \$29,999
- D. \$30,000 - \$39,999
- E. \$40,000 - \$49,999
- F. \$50,000 - \$74,999
- G. \$75,000 - \$99,999
- H. \$100,000 - \$149,999
- I. \$150,000 or more

We on the East Hampton Commission on Aging greatly appreciate your filling out this questionnaire! Your input is invaluable. We will share the survey results with the Town Council, news media such as Rivereast, and online on the East Hampton Commission on Aging website. Your input will will also help guide our efforts to improve the lives of older adults living in East Hampton now and in the future. Please spread the word to others in town who are 65 or over!

[paper surveys will have instructions about where and how to return the surveys - likely 5 different locations].



To: Planning & Zoning Commission
From: Jeremy DeCarli, Planning & Zoning Official
RE: August 4, 2021 Planning and Zoning Commission Regular Meeting – Staff Notes
Date: July 30, 2021

The following are staff notes and comments as they relate to agenda items. Additional information and documents are available on the website. The status of applications are subject to change between the date of this memo and the date of the meeting.

5. Public Hearings for August 4, 2021: (Use the “Raise Your Hand” feature to speak)

- A. Application PZC-20-024: Paula Free, 249 West High St.,** for a special permit per Sec. 8.4 Motor Fuel Filling Station with a proposed convenience store in the Commercial Zone, Section 5.2. Map 06/Block 12/Lot 1B.

A Phase 1A approval has been received from the CT Department of Public Health for the existing well location, which will allow the PZC to move forward. Please note that the hearing must close on August 4. The Commission has up to 65 days after the close of the hearing to make a determination. I have received word from Chatham Health District that PZC can move forward.

Revised plans have been submitted showing minor changes to the traffic pattern for the proposed site. The entrance from Route 66 now allows Left In movements, but maintains a right turn only onto route 66. Traffic wanting to head west will need to exit onto Route 66 and navigate through the intersection. This provides for a safer traffic pattern.

The drainage has been reviewed and found to be complaint. The Site Plan is complaint with the current regulations and can be approved. We have received no negative commentary from any internal department.

B. Updates to Section 8.4.K.4.

As we’ve discussed, the ZBA has seen a significant increase in the number of variance applications for lot coverage variances in order to accommodate the installation of swimming pools. In particular, this has been a problem in the Skyline Estates and the Seven Hills neighborhoods, where the lots are just over the minimum size requirements with a 10% impervious coverage cap. The ZBA has consistently been approving variances due to the fact that in general, a swimming pool does not contribute to increase runoff.

The current regulations controlling swimming pools reads:

4. Yard Requirements -

a. Private Pools/Residential Zones -

1. A private pool is permitted as an accessory use in all residential Zones.
2. Pools shall be located to the rear of the front plane of the dwelling and shall be a minimum of fifteen (15') feet from side or rear boundaries.

Staff proposes the addition of a number 3:

3. **In-ground and above ground private pools in residential zones shall not be included in the impervious coverage calculation of a lot. This exclusion shall not apply to any impervious patio installed around the pool.**

6. New Business:

A. Application PZC-21-014: Martin Scovill, 117 Colchester Ave., Re-subdivision for 3 lots.
Map 27/ Block 87A/ Lot 12A-4

The application contemplates the creation of three new building lots out of a lot that was created as part of an earlier subdivision. The map includes a conservation easement, which, when added to the existing conservation space already set aside as part of the earlier project, designates approximately 20% of the property to open space. All three lots front on Route 16 in the vicinity of Tartia Road within individual driveways.

Staff will refer this application to the Conservation and Lake Commission, Chatham Health District, Fire Marshal and Police Chief for internal review and will provide comments for the Public Hearing.

This application was accepted by the IWWA on July 28 and will be reviewed again at their next meeting.

Recommendation: Accept the application and set a public hearing for September 1, 2021.

B. Application PZC-21-015: JCG Properties, LLC., 9 Middle Haddam Rd., Site Plan review for Veterinary Clinic. Map 01C/Block 9/Lot 5

This application contemplates the operation of a veterinary clinic on a parcel in the R-2 zone in accordance with Section 8.4.N of the Zoning Regulation. As you'll recall, this lot was created as part of a two-lot subdivision earlier this year. This will require a Special Permit. Staff will refer this application to the Chatham Health District, Fire Marshal, Police Chief, and Design Review Board for review prior to the Public Hearing.

Recommendation: Accept the application and set a Public Hearing for September 1, 2021.

- C. Application PZC-21-016: Nancy, Donald, Robert and Sue Briere, 91-93 Lake Dr. a second parcel on Lake Dr., for a Subdivision for 2 lots at 91-93 Lake Drive Map 25/Block 64/Lot 56 and a subdivision for 4 non-buildable lots Lake Drive Map 03A/Block 70A/Lot 58

This application consists of splitting an existing lot with two single family homes into two lots with one structure on each. In addition, the application includes the division of a building lot into four non-buildable lots, which will include deed restrictions. The purpose of the subdivision is to allow for the future sale of the two homes to separate owners, and to preserve the waterfront lot as open space. Staff will refer this application to the Chatham Health District and the Conservation and Lake Commission for review prior to the Public Hearing.

Recommendation: Accept the application and set a Public Hearing for September 1, 2021.

D. Discussion: Accessory Dwelling Units “As of Right”

As was discussed at a prior meeting, House Bill 6107 was passed and signed by the Governor. I, along with our Town Attorney as needed, will go through the Zoning Regulations and bring forth recommended changes in the future in order to stay compliant with the State.

One of the primary changes this bill makes to CGS 8-2 is the inclusion of language requiring that all regulations allow one Accessory Dwelling Unit on each lot where a primary residence exists as of right (staff approval). Some of the key components of this requirement are:

- Must be as of right (staff review only) on single family lots
 - Can be attached or detached
 - Set a max floor size of not less than 30% of principal residence or 1000sq.ft. whichever is smaller. Municipality can set standards greater than this if desired
 - Standard setbacks apply.
 - Match design of primary residence
 - Cannot require a door between the ADU and the primary residence unless fire code dictates
 - Cannot require more than 1 parking space for Accessory Dwelling
 - Cannot require that occupant is familiar, blood, or marriage related to primary resident
 - Cannot place minimum age requirement on occupant
 - Cannot prohibit use for temporary housing (Airbnb) or vacation use
 - Cannot require fire suppression (sprinklers) in accessory dwelling if this standard does not apply to primary residence
 - Cannot treat ADU as a new residence for the purposes of charging for tap in to water and sewer
-

East Hampton currently has ADU regulations which allow ADU's as a Special Permit in the R-1, R-3, and R-4 zones. They are not currently allowed in the R-2 zone. The current regulation includes density provisions in the R-1 and R-2 zones (greater lot size required if adding an ADU) and requires that lots in the R-1 zone be compliant with the minimum lot size requirement for that zone. In addition, East Hampton sets the maximum size at 900 square feet for an ADU.

To be compliant with the new legislation, the main changes that would need to be made to the existing ADU regulation include:

- Remove minimum size requirement of 200 s.f.
- Increase maximum size to 1000 s.f.
- Remove all existing density requirements
- Include ADU in the R-2 zone.
- Remove Special Permit Requirement and add to the As-of-Right section of each residential zone.
- Remove verbiage regarding matching existing character (this will need to be changed regardless)

The legislation allows for an opt-out provision in the event any municipality decides that they prefer not to have ADUs as an as-of-right use. This provision is a two step-process. First, the PZC must hold a public hearing to discuss the possibility of opting-out. After the Public Hearing, the Commission can vote to opt-out, but this requires a two-thirds majority of the Commission (5 votes) in order to pass. If the PZC passes the motion to opt-out, the matter proceeds to the Town Council. The Council would also need to pass a motion to opt-out by a two-thirds majority vote.

If an opt-out passes, the Commission can leave the existing regulation in place.

Some things to consider include:

- Availability of housing choice in East Hampton, especially as it relates to the older and younger populations.
- Potential for the opt-out to be sunset in the future. Does the Commission want to explore making some changes to the existing regulation to be more in line with the Statute in the event that legislative changes are made in the future?
- There are provisions in the legislation which remove some of the health related codes for ADU's, which will make it easier for applicants to comply with health codes when adding an ADU (especially detached).

7. Old Business

B. Discussion: Home Based Occupations

A workshop was held on Tuesday July 27 with the EDC. Several members of the Commission were present. After some discussion it was determined that the group would prefer to sets of regulations with two definitions. The first is a definition and

regulations for what we're calling "Home Occupations." These are low intensity uses, with no obvious signs of a business being carried on from the outside, and would be allowed As-of-Right. The second would be what is being called "Home Based Businesses" and would be slightly more a slightly more intense use. This will be discussed in more detail at the next workshop. Staff was directed to draft the two definitions as well as a regulation for the Home Occupation use for review. Members present generally anted the definitions to be similar in nature to those found in Colchester, Haddam, and Clinton.

8. Planner's Report

A. Cannabis

As you likely know by now, Senate Bill 1201 has passed and been signed into law making possession and consumption of marijuana a legal activity in the State of Connecticut.

Generally speaking, and with some guardrails, the legislation is meant to be interpreted, applied, and enforced in a similar manner to that of the sale of alcohol. If a municipality chooses not to restrict cannabis sales in town, it must be treated in a similar manner to alcohol sales and the use would be subject to a Special Permit. (Only one establishment could be located in East Hampton due to the population limitations built into the bill.) If the Town chooses not allow the sale of cannabis, there are options, which I'll discuss below.

Some highlights of the legislation as they relate to zoning are:

- Allows for the private growing of up to three plants for personal use.
 - Allows municipalities to prohibit cannabis establishments from opening within their jurisdiction.
 - Prohibits municipalities from banning cannabis delivery.
 - Allows local referendum on whether or not to allow the sale of marijuana for adult use. To qualify for the ballot, 10% of voters must sign a petition.
 - Allows municipalities to reasonably restrict cannabis establishments' hours and signage.
 - Allows municipalities to reasonably restrict cannabis establishments' number or density. Until June 30, 2024, sets a maximum of one retailer and one cannabis micro-cultivator (which can sell at retail) per 25,000 residents, as determined by the most recent census. Beginning July 1, 2024, the DCP will set a new limit.
 - Municipalities may, through zoning or ordinance:
 - Prohibit the siting of cannabis establishments,
 - Reasonably restrict hours and signage; and
-

- Restrict restrict cannabis establishments' proximity to religious institutions, schools, charitable institutions, hospitals, veterans' homes, or certain military establishments.

There are nine types of licenses established as part of the bill:

1. retailer
2. hybrid retailer (which sells both adult-use and medical cannabis)
3. cultivator (which cultivate 15,000 square feet or more)
4. micro-cultivator (which start between 2,000 and 10,000 square feet)
5. product manufacturer
6. food and beverage manufacturer
7. product packager
8. delivery service
9. transporter

There are three options for restricting the sale of cannabis:

Public Referendum - Upon the petition of not less than ten percent of the electors of the municipality, lodged with the Town Clerk at least sixty five days before the date of any regular election, a vote shall be taken to determine whether or not the recreational sale of marijuana shall be permitted in the municipality or whether or not the sale of marijuana shall be permitted in the municipality in on or more of the classes of license of cannabis establishments.

Zoning Regulations - The Commission can prohibit one or more, of the license types in town (Must be done before June 2022)

Ordinance - The Town Council could enact an ordinance prohibiting the sales of cannabis in Town (must be done before June 2022)

The Commission should discuss and consider how to move forward. If the Commission determines that there is no desire to restrict cannabis in town, my suggestions would be to begin crafting regulations in the event that any establishment desires to locate in East Hampton.

B. Village Center Plan

As discussed at the last meeting, Chris Roberts continues to work on a plan for the Village Center. A Public Meeting is planned for Tuesday August 3 in the Town Hall Community Room to gather public input. Chris has begun an existing conditions report and will begin to put together recommendations after Tuesday's meeting for presentation later in August. We hope to have the plan complete by September.

July 2021 Monthly Report

At a glance:

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

- A record breaking 824 people are registered for summer reading as of July 28, 2021. At this same point in 2019, 249 children were registered (teen summer reading did not require registration that year and the library did not offer an adult summer reading program).
- The Library celebrated the milestone of 100,000 borrows in a single year by handing out 800 pairs of free sunglasses. The sunglasses had the library's logo on one arm and the saying 'our future looks bright' on the other arm. Sunglasses were distributed at the front desk and through partner organizations.
- The Library lent 11,037 items in July, the largest amount ever lent in a single month. The previous record was set in July of 2019, when the Library lent 10,330 items.

Strategic Plan Actions Update

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

- The End of Summer Reading Celebration Concert is scheduled for August 20th at 5:30pm at the Gazebo at Center School. This event, partially funded by the East Hampton Rotary Club, will be the culmination of Summer Reading and will feature a performance by Jukebox 45. Summer Reading Raffle Winners will be announced at intermission. *(Welcoming & Vibrant, Responsible & Sustainable)*
- For Summer Reading Registration *(Informative & Collaborative)*

	Summer Reading Pre-Registration (as of June 24, 2021)	After Summer Reading Kick Off Event (as of June 26, 2021)	July 8, 2021	July 28, 2021
Children	186	306	413	456
Teen	51	86	123	135
Adults	93	179	213	233
TOTAL	330	571	749	824

Summer Reading:

This section contains an explanation of the three summer reading programs.

Children's Summer Reading: Children set a weekly reading goal with their parents: 20 minutes each day or 10 books a week, it's up to each family to decide. Once children have met their reading goal, they can check in at the Library to earn raffle tickets towards great prizes.

In addition to weekly summer check-ins, children can play a daily board game in the children's room. Children can roll the giant dice once daily and move their animal game piece on a never-ending paw print path to different animal habitats. Once they land on their spots, children receive a raffle ticket, prize, or word search/coloring activity.

Teen Summer Reading: Teens complete challenges each week. Every week they are asked to read for an hour (whatever they want) but other challenges encourages them to get active or get involved in their community. Once they have completed the challenges they want to (and skipped the ones they don't!) the teen can check in at the Library and receive one raffle ticket towards prizes for every challenge they complete.

In addition to weekly summer check-ins, teens can receive a scratch card every time they visit the library. Teens scratch off their card and can win an additional raffle ticket or small prizes.

Adult Summer Reading: Adults complete challenges each week. Every week they are asked to read for an hour (whatever they want) but other challenges encourages them to get active or get involved in their community. Once they have completed the challenges they want to (and skipped the ones they don't!) the adult can check in at the Library and receive one raffle ticket towards prizes for every challenge they complete.

Department Reports

Administration:

This section contains general updates and news about library administration.

- Library Director Ellen Paul met with the Town's new Director of Facilities Steve Fontanello. Mr. Fontanello toured the facility to understand its past and present challenges. Since that meeting, he scheduled a contractor to give a quote on repainting the ceiling and the high walls in the adult reading rotunda. Work is expected to begin this fall.
- Library staff, with support from town management staff, are developing an East Hampton Academy, a multi-week program through which citizens and interested parties can learn about many facets of Town government in a fun and interactive way. The goal is to provide a way for people to learn about the Town and to encourage citizen participation in municipal government. The first Academy session is targeted for spring 2022.

- Library staff continues to work 4D Design and Decorating on space planning. 4D Design and Decorating presented the Library with an amended proposal to include a conceptual plan and bubble document be reviewed by the Library Advisory Board and Town Manager.

Children's Department:

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

- In addition to weekly Summer Reading check-ins, children have been participating in a giant board game. Children can roll once per day and receive either a raffle ticket or a small prize each time that they play. As of July 29th, 235 children are participating in the giant board game. Many children visit to roll the dice at least once per week, while other families are visiting to roll every day.
- Creature Feature and Camp Crafts, two library programs, had lengthy wait lists for participation. To meet demand, the Library offered an additional evening session of each event. Camp Crafts now held on Monday evenings and Friday afternoons, children create nostalgic crafts like friendship bracelets and beaded lizards. Creature Feature, which is held on Wednesday evenings and Thursday afternoons, features a new animal related activity each week like a bird themed escape room and the Harry Potter Book of Monsters.
- The Children's Department hosted Riverside Reptiles Education Center for two live reptile shows on July 23. Over 60 participants had the chance to learn about and view a variety of reptiles that were rescued by the center.
- Outdoor Story Time is held every Wednesday and Thursday morning outdoors with an average of 30-50 individuals each week. Families have expressed how happy they are to be back in person, and the ability that this program gives them to meet other families in town. Story times will continue outdoors in September and October.
- The department is noticing a significant turnover in the collection, specifically in the graphic novel, Learn to Read, and paperback sections. Special care is being spent to acquire materials that fit this new, larger demand.
- The Library is providing support and materials to our partners at Parks and Recreation and KOCO. Each week, Sears Park campers receive 60 new books to borrow for use during camp hours. KOCO is receiving monthly deliveries of library materials to supplement their participation in the Governor's Summer Reading Challenge. Both organizations also received sunglasses for children to celebrate 100,000 borrows.

Adult / Young Adult Department:

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

- In addition to weekly summer reading check ins, teens can receive a scratch card every time they visit the library. Each scratch card represents a visit to the library by a teen.
 - Week 1 (June 28 – July 3): 89
 - Week 2 (July 6 – 10)*: 61
 - Week 3 (July 12 – 17): 72
 - Week 4 (July 19 – 23): 63
 - Week 5 (July 26 – 31): 58

TOTAL:

343 visits by teens during the first 5 week of summer reading.

*Closed Monday, July 5 in observance of the holiday

- Adults have been giving positive, unsolicited feedback to staff about the adult summer reading program. Some have stated it has gotten them back into reading and they like that some of the challenges involve the community. Parents have also expressed that they enjoy having a summer reading to work on with their kids, some have found that it keeps their children motivated while others have stated that their kids help keep them on track.
- Staff have reported an increase in reader's advisory for both adult and young adults.
- Teen participation in the sentence story, spine poetry and post it book review had been consistent through summer. These were created to be part of the weekly challenges and staff had hoped teens would continue to add to these activities even without the prompting of the challenges. These activities have turned into passive programming and made the teen space more interactive for visitors.
- Summer reading participants who signed up online could chose to get a congratulatory 'shoutout' from a librarian via either phone call, email, or Facebook live. Staff sent over 50 emails, made 20 phone calls and mentioned 37 individuals on a Facebook live post.
- Spirit days were created as another way for staff and patrons to engage in the summer reading program. There is a new theme each Tuesday during summer reading. Patrons who dress up according to the day's theme earn a raffle ticket. It has been a fun and easy way to get the community interacting with the library.
 - Week 1 (June 29 - Red, white and blue): 35
 - Week 2 (July 6 - Crazy hair day): 39
 - Week 3 (July 13 - PJs): 43
 - Week 4 (July 20 - Dress like an animal): 39
 - Week 5 (July 27 - Dress like a book character or superhero): 48
- Adult nonfiction development is underway to shift the collection for an adult graphic novel section.

Circulation and Technical Services Department:

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

- Circulation staff has gracefully accommodated the extra workload from a higher demand for check outs and teen and adult summer reading check-ins.
- LION delivery has resumed normal services. The holds shelf is as full as it has ever been.

Strategic Plan Indicators of Success

Circulation

Borrowers (*Accessible and Inclusive*)

	+/- Last Month	July Borrowers	June Borrowers	May Borrowers
Adults (borrowing physical items)	+21	1,134	1,113	981
Children (borrowing physical items)	+30	351	321	167
Corporate (borrowing physical items)	-5	9	14	17
Staff (borrowing physical items)	+1	19	18	17
TOTAL	+47	1,513	1,466	1,182
Digital Borrowers	+1	401	400	402

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

	2021			2020	2019	2018
	July	June	May	July**	July	July
Adult Collection	3,889	3,762	3,537	2,421	4,685	3,965
Children's Collection	5,083	3,558	2,658	1,968	4,223	2,650
Young Adult	417	384	243	148	384	260
SUBTOTAL	9,389	7,704	6,438	4,537	9,292	6,875
eBooks – RB Digital	0*	0*	0*	207	208	247
eBooks – Overdrive	1,073	1,000	992	752	525	413
eBooks - Hoopla	575	528	542	469	305	n/a
SUBTOTAL	1,648	1,528	1,534	1,428	1,038	660
TOTAL	11,037	9,232	7,972	5,965	10,330	7,535

*RB Digital has been discontinued.

**The Library was closed to the public from July 1 – July 6, 2020 because of COVID-19

Visits

Door Counter (*Welcoming and Vibrant*)

July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
5,109											

Programs and Partners

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

	Programs			Attendance		
	July	June	May	July	June	May
Adult Events	5	4	4	82	51	58
Children's Events	32	32	14	1,087	760	204
Young Adult Events	16	36	7	147	677	34
Intergenerational	7	4	0	212	517	0
TOTAL	60	76	24	1,528	2,005	294

Comparatively, in July 2019, the Library offered 53 programs to 683 patrons.

Promotion

Website (*Welcoming and Vibrant*)

	+/- last month	July	June	May
Users	-486	1,752	2,238	1,507
New Users	-541	1,457	1,998	1,293
Sessions	-686	3,512	4,198	2,642
Page Views	-4,699	12,207	16,906	8,743

Popular Pages: Hours and Contact Info, Summer Reading, Library Staff, Museum Passes, Sign up for Summer Reading.

Facebook (*Welcoming and Vibrant*)

	+/- last month	July	June	May
Likes	+7	1,966	1,959	1,943
Post Reach	-4,007	3,140	7,147	8,627
Post Engagement	-1,009	1,567	2,576	

Donations and Fundraising

Donations

Organization	Donation	Restrictions

AIR LINE STATE PARK TRAIL HISTORY

In the 1960s, over fifty miles of the rail bed from East Hampton to the Massachusetts border were acquired by the Connecticut State Park System to construct a recreational linear park.

This trail has a colorful past. The "Air Line" was envisioned as a direct line between New York City and Boston. It opened in 1873 and 25 miles shorter, it offered fierce competition to the shoreline rail service from New York to Boston. The mesmerizing, white-painted express train, known as the Ghost Train, made the run between Boston and New York in six hours, a record time for 1884.

The construction of the new rail line contained ambitious feats of engineering, blasting through granite hills, navigating deep valleys and rivers along the route. The Air Line Railroad's "Ghost Train" began in 1891 and was designed to attract wealthy travelers. Luxurious Pullman cars were painted white with gold trim, and the staff of the train wore formal white uniforms.



The catastrophic Great East Thompson Train Wreck on December 4, 1891 clouded the introduction of this fast new rail service. It was one of the greatest train wrecks in American history, and the only train accident to involve four trains. Still, over the next four years, successful businessmen and prominent citizens, including President Benjamin Harrison, rode the increasingly well-known Ghost Train. As it sped across eastern Connecticut, its luminescent cars were easily recognized, especially at twilight.

In the new 20th century, technology increased, railroad engines became faster, rail cars became longer, everything became heavier and after World War II, access to automobiles and interstate highways reduce the profitability of rail travel. The quaintness of the Air Line's winding grades as well as the weight restrictions of the spindly trestle bridges began to show its limitations. During its construction, the Air Line Railroad was expensive and controversial, but its operational costs would lead to its ultimate demise and abandonment. Passenger service on the Air Line ceased by 1937, and the track was completely abandoned by 1965.

Today, visitors enjoy scenic panoramas, village life, wildlife, hiking trails, and the tranquility of the rural landscape. The United States Department of the Interior recognized the southern section of the Air Line State Park Trail as a national recreation trail in 2002.

For more maps in this series, email outreach@ctrcd.org or visit ctrcd.org.



PARKING

Many parking areas serve the Air Line State Park Trail. Some primary locations are:

THOMPSON

- Large parking lot at 121 Riverside Dr, (Rt 12, Mechanicsville)
- Pull off for a few cars at Air Line trail crossing, 388 Sand Dam Rd
- 5 car parking lot, located at 662 East Thompson Rd, near the junction of New Rd

PUTNAM

- 18 Kennedy Dr, across from Canal
- 80 Kennedy Dr, directly across from the South entrance of Simonzi Park
- 98 Kennedy Dr
- 165 Kenedy Dr (DMV lot)

POMFRET

- 18 car paved parking lot at Pomfret Station, 13 Railroad Ave (off of Rt 169)
- Parking adjacent to trail, in town owned paved parking lot, west side of Pomfret Town Hall, 5 Haven (Rt 44)
- Parking available in rear of Town owned paved parking lot at Pomfret Community Center, 207 Mashamoquet Rd (Rt. 44)

HAMPTON

- Potter Rd 0.6 mile north of its intersection with Rt 6 in Goodwin State Forest

WINDHAM

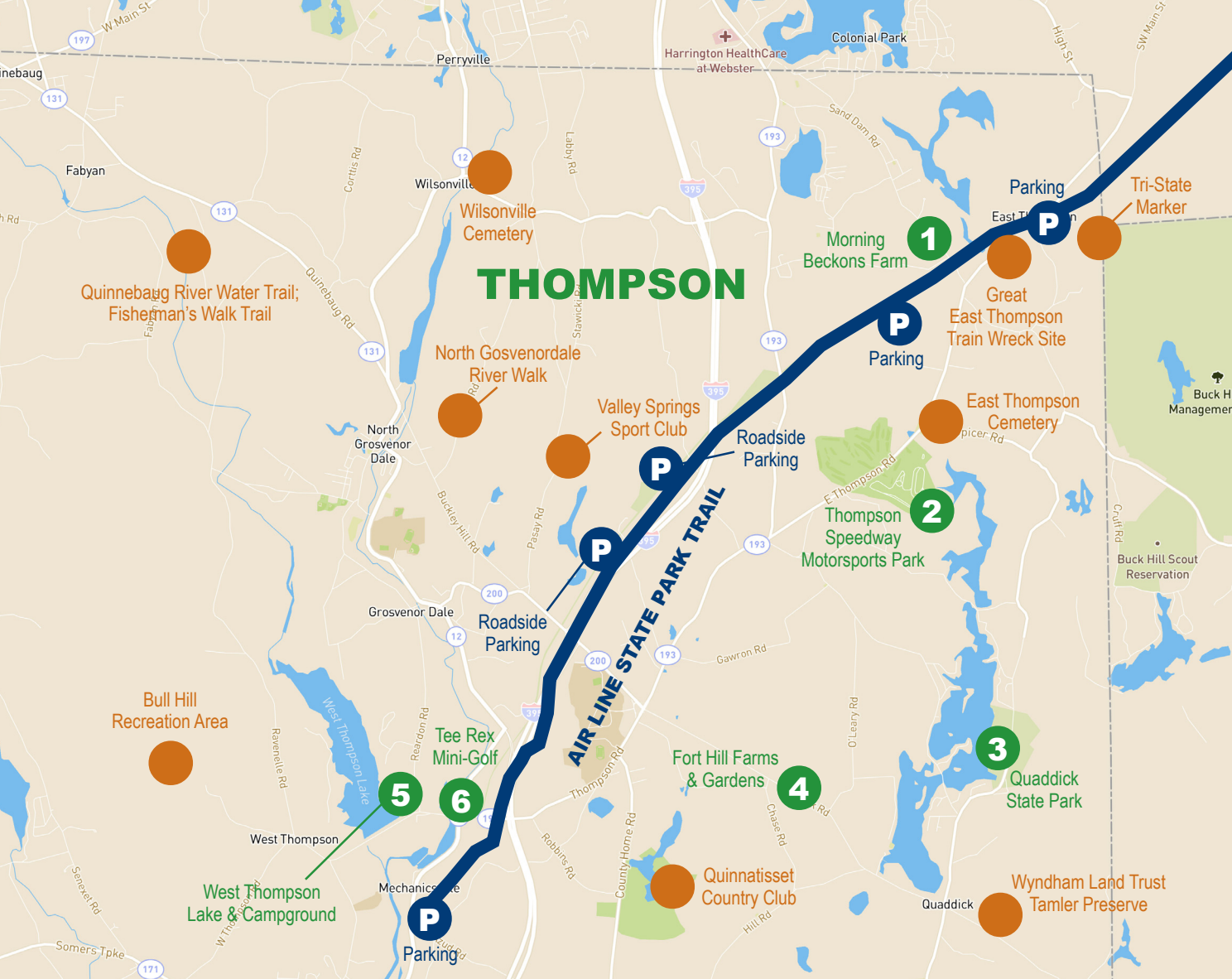
- Intersection of Beaver Hill Rd and Windham Rd (Rt 203) in North Windham, along the trail at the Connecticut Eastern Railroad Museum and in downtown Willimantic.

COLUMBIA

- Rt 87, Cook Hill Rd and Village Hill Rd

PORTLAND

- Parking at 82 Middle Haddam Rd



ATTRACTIONS IN THOMPSON, CT

AIR LINE STATE PARK TRAIL



1. Morning Beckons Farm
343A Sand Dam Road
MorningBeckonsFarm.com

3. Quaddick State Park
818 Quaddick Town Farm Road
portal.ct.gov/DEEP/State-Parks/Parks/Quaddick-State-Park



5. West Thompson Lake & Campground
nae.usace.army.mil/Missions/Recreation/West-Thompson-Lake/ A USACE property featuring 24 campsites, disc golf and extensive hiking trails. Picnic sites and canoe launch are also available.



2. Thompson Speedway Motorsports Park
205 E. Thompson Road
ThompsonSpeedway.com
America's first purpose-built road course and asphalt high-banked oval. Also home to the Raceway Restaurant, Bogey's Ice Cream and Raceway Golf Club.

4. Fort Hill Farms & Gardens
260 Quaddick Road
FortHillFarms.com
Offering an annual corn maze, ice cream, lavender gardens, special events and more!



6. Tee Rex Mini-Golf
274 Riverside Drive
Tee Rex is an 18 hole dinosaur-themed mini golf course. Group rates are available. Cool down with 25+ flavors of soft and hard serve ice cream before or after you play!



THOMPSON



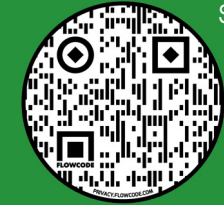
AIR LINE STATE PARK TRAIL THOMPSON

Mileage	Date
Mileage	Date
Mileage	Date
Mileage	Date
Mileage	Date
Mileage	Date

Thompson

Home to family friendly events throughout the year, like the annual Makers Fair, Turkey Trot, summer concerts and more!

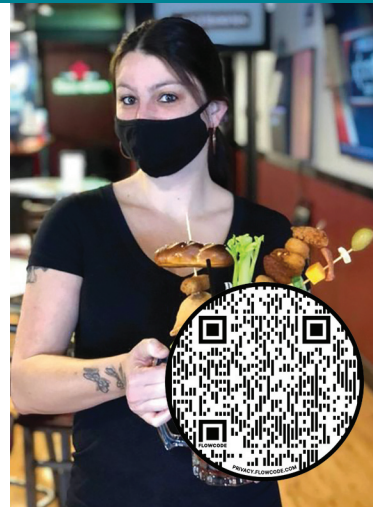
Thompson is rich in historical sites, from the Ellen Larned Museum on Thompson Common to the site of The Great East Thompson Train Wreck on the Air Line State Park Trail.



Find our calendar of events, links to the Thompson Historical Society, The Last Green Valley and all of our local attractions by visiting Thompson, CT...Find Your Way.



WHERE TO EAT



TRAIL TIPS

- Air Line Trail Head parking is located at East Thompson Road & New Road, at Lowell Davis Road and on Route 12 in Mechanicsville.
- From the East Thompson trail head, hike east to the site of the Tri-State Marker between CT, MA & RI; or take a short walk west to the site of the Great East Thompson Train Wreck of 1894.

For additional copies of this map, please email planner@thompsonct.org