


## MEMORANDUM

TO: Town Council  
FROM: David E. Cox, Town Manager   
DATE: September 22, 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 or agencies. 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**

- East Hampton Ambulance performed stand-by at the Haddam Neck Fair Labor Day Weekend with two crews on stand-by and an additional EMT on the grounds. Approximately 25 interactions were made on the grounds assisting with ice packs and band-aids not requiring a medical chart under "treat and release." Throughout the event, both at the fair and in-town, from September 1 to 4, the ambulance responded to a total of 21 incidents.
- In addition to monthly training, which included medical charting and medical protocol review based on recent calls, the Association members provided CPR training to one local daycare and will provide training to another daycare within the next month.
- Other outreach and stand-by events through November include Hawks Football stand-by, two Touch-a-Truck events, the Salmon River Run, Trunk or Treat, Turkey Plunge, Ghost Run, and Stuff-a-Truck for the East Hampton Food Bank.
- All ambulances were inspected by CT Office of Emergency Medical Services in August and passed. These inspections are held every two years to ensure the ambulances continue to meet the requirements set forth by the State.
- In the month of August, East Hampton Ambulance responded to 92 incidents. Six incidents went to mutual aid, including two during which the East Hampton ambulance was already on a call. Average Response Times (Time of Dispatch to on-scene) were 10:25 minutes for East Hampton calls, and 10:40 mins for all calls, including other towns. Calls to date and the comparison to previous years are shown below.

- September 15, 2023 – 815 calls
- September 15, 2022 – 747 calls
- September 15, 2021 – 789 calls
- September 15, 2020 – 667 calls

### **Collector**

- Liens have been filed for owners that are delinquent on sewer fees from 2022 and these accounts have been turned over to a collection agency. In total, 233 accounts remained delinquent one year later totaling approximately \$163,000. These account holders will be notified shortly by the collection agency to arrange payment of the debt.

### **Police Department**

- On September 14, the Police Department was officially awarded Tier I Accreditation from the Police Officer Standards and Training Council. Tier I accounted for 122 specific standards with which the Department had to comply. The Department has already started preparing for Tier II Accreditation, which involves an additional 83 standards. The Department must be in compliance with those standards by August 5, 2024.
- On September 15, at the Mohegan Sun Casino, the Mothers Against Drunk Driving (MADD) organization held a recognition luncheon to praise the efforts of law enforcement officers in removing impaired drivers from our roadways. This year, Officer Steven Wawruck and Officer Vincent Garofalo were recognized by the organization for their efforts to identify and stop impaired drivers.
- On September 16, Officer John Wilson and K-9 Ardo, competed in the K-9 Olympics that are held every year at a correctional facility in Enfield. K-9 teams from all over the State came to participate in this event and Officer Wilson and Ardo did an excellent job.
- The Department recently installed the new Idemia LiveScan fingerprint machine in a room adjacent to the lobby of the Police Department. The new machine will allow a much more efficient and customer-friendly process of fingerprinting people for employment purposes, pistol permits, or other reasons not associated with an arrest without having to take the person down to the prisoner booking area, where the current machine is located. This machine, like the one in the booking area, allows for the electronic submission of fingerprints to the State Police. ARPA funds were used to purchase this device.

## **Public Works**

- Over the past few weeks, the Public Works Department has been mainly focused on completing the paving projects on the unimproved roads with work on Old Clark Hill. Along with the gravel road paving on Old Clark Hill the rest of the road was shimmed and given an overlay. Additionally, drainage swales were reestablished and armored, and curbing will be added in certain areas to assist with preventing sediments from suspending in storm water runoff and entering the lake. This project, along with the work on Bear Swap Road, will greatly reduce the washouts encountered during larger rain fall events. Upon finishing up on Old Clark Hill the paving crew moved to Tiffany Court to complete some temporary pavement repairs in the cul-de-sac to improve the drainage and hold the pavement together until a larger project can be undertaken to address storm water drainage and paving on the entire road.
- Looking toward the fall, drainage work is planned in the area of Forest Street and the Hayes Road area in anticipation of Spring paving projects there.
- Parks and Grounds maintenance staff and responsibilities have been shifted over to the Public Works Department effective August 14. This staff, with the assistance of DPW crews, has mainly focused on preparing schools for opening and the Director and staff have been meeting with various stake holders to ensure that all services and obligations are fulfilled during this transition period. Some of the items being prioritized are putting together the RFP for commercial mowing of properties, continuing the plans for the Sears Park tennis court reconstruction, implementing the repair plan for the High School tennis courts, and seeking a solution to lingering drainage issues at the High School soccer fields.
- Staff has reached out to Mountain View Landscapes for an update on when the company will be performing the prescribed repair on the High School tennis courts. They indicate that the subcontractor will perform the repair in the fall, which likely means that the acrylic playing surface will need to be installed in the spring. During the repair process, it is staff's intent to have the repair inspected by a materials testing company to ensure proper compaction of the asphalt surface, use of the specified materials, and to ensure proper workmanship of the paving crew.

## **Recreation**

- Fall programs are in progress and are all listed online for signup including many different options for all age groups. Registrations have been doing very well. Staff is preparing for the upcoming Trunk or Treat event scheduled for October 25 from 5:30 to 7:30pm. Parties interested in having a "trunk" in the event or are planning to attend should contact

the department and register online to assist in planning. This is the Department's biggest event of the year, and it is always looking for more vehicle hosts.

- Registrations for Travel Basketball and Youth Basketball will be going online next week, and the Travel Basketball season is set to start at the end of November and recreational Youth Basketball will begin mid-winter.
- An Airline Trail Maintenance Day and cleanup has been scheduled for October 28 from 9:00am to 12:00pm and will meet at the Cranberry Bog. This is a great event involving the Recreation Department, The Airline Trail Sub-Committee and many other local organizations and volunteers. Registration to help out at this event is available online or by contacting the Recreation Office.

### **Senior Center**

- The Senior Center has been notified that a new food provider for the congregate and Meals-on-Wheels program will begin service on October 2. Previously, Community Renewal Team (CRT) provided these services. The new provider will be The Estuary, which is an organization of senior centers in the southern part of Middlesex County. The Estuary now has the contract to provide the Senior nutrition programs services in an expanded area including the northern part of the county. Staff is looking forward to the new provider and the opportunities for expansion it presents.
- Senior Center Staff is participating in River Valley Transit's (RVT) Advisory Committee and attended its last meeting. The intent is to provide feedback to the transit authority about service improvements and to be a conduit for information about public transportation options in the county. RVT reviewed many changes to its system that should enhance the public's rides and transportation options. The new website for RVT, which is the new name for the combined transit district in Middlesex County, was on-line earlier in September and provides good information. River Valley Transit is waiting for confirmation of grant funding for a new transit option called the Xtra Mile program. The program will provide on-demand, short trip service in central East Hampton with minimal wait times and no need for pre-scheduling.
- The Center is back to full staff and is looking forward to upcoming activities and seminars in celebration of Senior Center Month including: a Staying Sharp session, a special craft session, a birthday party celebration and a Medicare Tech Talk and End of life planning. In October, the Center will host a Flu Vaccine Clinic and a trip to see the King Tut Exhibit as well as a show at the Ivoryton Playhouse. Seniors are encouraged to contact the Center for information.

### **Youth and Family Services**

- Both the Senior Center and the Youth and Family Services Department are assisting residents with getting signed up for energy assistance and will be providing this service while the program is available into early next year. Residents who need assistance related to energy during the winter heating season are encouraged to make an appointment to visit the appropriate department for information and assistance in registering for the program, which is operated by an outside entity.
- The Department has begun a new community service program using funds from its Connecticut Youth Services Association (CYSA) grant. Minors who are in the Restorative Justice program through the Juvenile Review Board will complete assigned community service hours under the supervision of a community service monitor who is paid from the grant to oversee the juvenile. The purpose of the program is to help youth accept accountability for their actions in a way that focuses on correcting the harm that was caused rather than taking punitive action.
- The Department has two new Marriage and Family Therapy interns and will again begin accepting clients wishing to use the Department's therapeutic services. To access services, which are free to the community, new clients must contact the Department to schedule an initial intake interview.
- The Director will present a session on substance misuse in older adults at the Senior Center on October 12 at 11 am. The discussion will look at trends in this community as well as some of the reasons why older adults are using substances more.
- The Prevention Coordinator facilitated the first meeting of the school year for the Bring Change to Mind group at the High School on September 11. Bring Change to Mind is a national group that allows youth to come together to discuss important issues surrounding substance use and mental health and wellness. In October, the Prevention Coordinator will attend and present the prevention message at the upcoming Trunk or Treat event, at the Drug Take Back Day in partnership with East Hampton Police Department and a Family Movie Night at the Library.

### **Town Manager/Other**

- The Brownfields Redevelopment Agency has prepared a Request for Qualifications for consulting services related to evaluating and planning remediation and reuse of 13 Summit, 1 Watrous, 13 Watrous and 3 Walnut, which is being funded by a US EPA assessment grant in the amount of \$500,000 and a Connecticut Department of Economic

and Community Development Brownfields grant in the amount of \$200,000. The RFQ document has been approved by the granting agencies and is being advertised. It is anticipated that a final recommendation for a consultant will be presented to the Council in January.

- Additionally, a portion of the building at 13 Summit Street is beginning to collapse. This section (northeast side) was damaged by fire in the past and has been in decline since. Town staff are working with a local contractor to take steps to remove that portion of the building while being sensitive to the potential environmental hazards and future potential use of the building.
  
- Along with the Economic Development Commission, staff will be helping to get information out to the business community about a second round of grants from the Middlesex County Revitalization Commission through its Business Operating Grants Program. The grants from \$5,000 to \$25,000 are available and designed to provide assistance for small businesses to continue operations and keep residents employed by supporting ongoing operations following unanticipated or anticipated interruptions of business due to the pandemic or planned or ongoing infrastructure projects in Middlesex County, like the Swing Bridge reconstruction project. Once details for the next round are available, the information will be shared.

DC

cc: Management Staff