



MEMORANDUM

To: Town Council
From: Ray Carpentino, Town Manager
Date: 8/12/2024
Subject: Town Manager's Report
Copies: File

Planning & Zoning

- Community Resilience Plan Building Workshop virtual meeting is set for August 28th from 9:00 a.m. to noon. The final recommendations and findings identified in the plan will be incorporated into the Plan of Conservation & Development Update.

Library

- There were 1,809 participants in programs and events hosted in July. This includes children, teen, and adult programming both in person as well as virtual, including Storytime, educational talks, ESL classes, technology training, career help.
- There were 20,690 checkouts of library material in July, including physical as well as digital content.
- 693 reference / research inquiries were processed in July. This includes any question related to readers advisory, researching information online, providing technology help on patrons' devices, assistance on the public computers, job search assistance.
- Library Staff saw 10,361 library visits in July.

Human Services

- July's key activities included: Cops and Kids, Stressbusters, Intergenerational Garden, Meet the Senior Specialist event, Hope after Loss Group.
- We are Planning " Prevention Palooza" at Elm Ridge Park Amphitheater on 9/19 from 5-8pm. This event is focused on bringing residents and staff together with community stakeholders to provide psychoeducation regarding addiction- primarily focused on Opioids. This event is being funded by the a portion of the Town's opioid settlement money.
- This month there has been a focus on developing and inducting new programming to include sensory-friendly options for individuals with neurodivergent disorders and the creation of, "Sid's Slowdown", at camp to assist campers and counselors with emotional and behavioral challenges.

Human Resources/Legal Compliance/Risk Management

- The Director of Human Resources/Legal Compliance/Risk Management worked with leadership of the Police Department and Fire Department to facilitate development of Promotion Processes for Command-Level Staff, currently scheduled for the Fall and Winter of 2024.
- Managed hiring process for the new Deputy Fire Marshal.
- Completed reclassification process for 4 AFSCME positions to align positions with proper job classes, to recognize increased complexity and responsibility of work being conducted by staff.

Finance Department

- The Finance/Operations Director finalized print of 2024-25 budget.
- Set-up all full-time employees for new State 2.0 insurance plan including deduction rates.
- Has been in preparation for year-end close out and Final Audit fieldwork (9/02-09/14 (in progress).

Engineering

- Managing the cold in place recycling of Autumn Circle, Winter Lane, Fox Hill Drive and France Street, Skyview to Ten Rod. Final paving will be in August.
- Managing the upgrades to the handicap ramps on these roads to meet current ADA requirements
- Installed new sidewalk on Winter Lane to fill a gap and complete a loop with Fox Hill and France Street meeting goal of improving sidewalk network.

Senior Center

- The Director developed a Membership Satisfaction Survey in an effort to better serve our members and continue our positive growth. Survey was sent via email with hard copies available as well. Deadline for responses is 8/1/24.
- Additional wall padding has been installed in the Gymnasium as a safety measure for all gym activities. This has been especially beneficial for Pickleball play.
- In an effort to boost summer sales, "The Landing Gift Shop" is displaying merchandise in the lobby. This has increased visibility, interest and revenue.

Highway/Sanitation

The Highway crew has been very busy out in the community. Activities include:

- Community Farm construction project slope stabilization, grading, brush and tree clearing.
- West street slope construction to stabilize sidewalk.
- Removal of trees and debris in the culvert at Hog brook along the railroad and trees in the stream at Beach road.
- Removed the damaged asphalt sidewalk at High School tennis courts and replaced with new.
- Made catch basin repairs on Speno Ridge, Fawn Run, Corporate Place.

Sanitation

- Bulky waste removal for residents at curb side has been modified by reducing travel and emissions for work town trucks. With the help and support of the public works Office Manager, all residential calls received are placed in one of three zones. Each zone has a specific day for removal and residents must call to schedule.

IT

- Started implementation of employee notification system upgrade as the old service is no longer supported.
- Started replacing computers that are not certified to run Windows 11.

Police Accreditation

The Rocky Hill Police Department has earned reaccreditation for the second time by The Commission on Accreditation for Law Enforcement Agencies (CALEA), effective CALEA July 27, 2024 (see attached correspondence from CALEA and Chief Klett). The accreditation will remain in effect for five years.

Contract Negotiations:

As you know, the Town and the Fraternal Order of Police (FOP) are in the final stages of contract negotiations. At the Union's request, a July 10th meeting to review final language was rescheduled. We are now scheduled to meet on August 23rd

Assistant Fire Marshal

Bill Kelly has been appointed Assistant Fire Marshal