



MEMORANDUM

To: Town Council

From: Ray Carpentino, Town Manager

Date: 11/18/2024

Subject: Town Manager's Report

Copies: File

Planning & Zoning

- The RFP for the 2025 Plan of Conservation and Development up-date was completed and advertised on September 30th. While five consultant firms requested bid packages, no bids were submitted. Town Planner Ricci is reworking the RFP and considering alternative approaches to complete the up-date.

Sustainable

- The Nature Conservancy has completed the Town's, "Community Resilience Building Summary of Findings Report" (included in the meeting packet). We are in the process of coordinating a date for the Nature Conservancy to present an executive summary before the Town Council .

Library

- The library saw 2,908 participants in their programs and events hosted in October. This includes children's, teen, and adult programming both in person as well as virtual. The number is higher this month due to many outreach opportunities, such as Fall Fest, Trunk or Treat events, school field trips, and invitations to places such as the Lodge at Cold Spring.

Human Services

- October's main events were participation in Fall Fest, the annual CYSA Conference, Red Ribbon Week, Medicare open enrollment and Drug Take Back. Planning and sign-ups for November events such as Thanksgiving meal delivery, Adopt a Family and Stuff a Truck.
- Veteran Boxes project is underway. A letter has gone out to several corporations and Town departments asking for donations of military grade socks. All schools are participating in gathering/donating items for the boxes. Town departments will earn a raffle ticket for each box handed in to win a free lunch for their department.

Human Resources/Legal Compliance/Risk Management

- In-line with our succession planning efforts, Director McGee partnered with a professional executive coach to design and run a department head leadership development program, “Mastering Leadership with a Twist”, to build awareness of management style and its impact on work climate and productivity.
- Working collaboratively with department heads and Counsel on several policy revisions.

Finance Department

- Director McKim and I completed the \$6MM bond sale last month to fund the final stages of paving and road repairs, all while retaining our AA+ rating. The Town received recognition from S&P for implementing revisions to our reserves and fund balance practices.
- Upgrade & Streamline financial system to improve efficiency of scanning and uploading invoices to financial, as well as reduce paper.

RH Community Farm

- Monitoring wells were installed at Rocky Hill Community Farm per DEEP requirements. These will be monitored for 1 year at which time a determination will be made if the cleanup was successful.
- The HC space and sidewalk were installed. The area has been cleaned up, graded, top soiled, cut, etc.
- UConn students are working on a master plan and community garden plan.

Bike Racks

- Concrete pads and the metal bike racks have been installed around the municipal campus and at Ferry Park.

Fire Marshal

- 57 inspections were performed this month
- Digitizing all Fire Marshal files into the Red NMX software is on-going

Town Clerk

- Town Clerk, Sandra Wieleba, reconciled, sorted by district, street name, house number and name over 4,000 early voting ballots; issued 946 absentee ballots and 38 overseas ballots. She and her staff worked 14 days on early voting collecting and storing the early voting and same day registration ballots.

Highway/Public Works

- Leaf collection is in full force. Crews are methodically working their way throughout Town. As a note, operations slow if crews encounter leaves mixed with grass clippings and/or brush. Once leaves are mixed with other items, they will not be collected. It is imperative that only leaves be moved to the curb.
- Pursuant to our continued effort to encourage households to improve recycling efforts, we will be phasing in the use of smaller trash carts. If residents need a replacement trash cart (green), you will receive a 64 gallon green cart instead of the 96 gallon cart. Residents are encouraged to visit the Town's, Public Works - Recycling page, for the link to everything allowed in recycling carts.

Drainage Repair Grant

- Representative Kerry Wood has successfully secured a \$175,000 grant to cover the cost to replace a section of under-sized drain pipe on the Cedar Hollow Condominium property in order to alleviate periodic past flooding occurrences. We are in the very early stages of grant administration and will be reaching out to the Cedar Hollow Condominium Association in the near future.