

TOWN MANAGER'S REPORT

TO: Honorable Town Council Members

FROM: Karl F. Kilduff, Town Manager

DATE: July 6, 2022

Please find my report concerning various items of interest to the Town Council and community.

1. Council Business:

- Affordable Housing Plan – The committee that was assigned to work on the state-mandated Affordable Housing Plan met on June 16 to discuss the draft plan with the consultant team. The Committee agreed to add an additional recommendation regarding education on housing issues which reflects the needs of everyone in town to better understand housing and its role in economic development. The report was then accepted. The revised draft plan was previously distributed to the Council in advance of this meeting. The plan is proposed for approval at this meeting and one of the consultants will be in attendance.

2. River COG:

The Council of Governments met on June 22, 2022. Items of note to Clinton that were discussed included:

- County Equivalency – Following actions at the federal and state levels, the councils of governments in Connecticut will have “county equivalency” for the purposes of securing additional federal funds. This does not mark a return to county government in the State. Rather it positions the State to gain access to federal funds which are designated solely for county governments.
- Regional Housing Plan – the regional component of the housing plan (which complements the local plan discussed above) is moving forward. It is expected that the document will be reviewed by members of the regional planning commission and that the COG will hold a 30-day public comment period on the plan document.
- Regional Bid for MSW – As I reported previously, there is interest among the towns that send the solid waste to Essex in bidding solid waste services as a group given the state of affairs with MIRA. The COG is playing a role in coordinating the interested municipalities – of which, Clinton is one.

3. Estuary Transit District:

The District met as well as a number of its subcommittees. Implementing the merger of the two districts still drives the majority of the agenda for the ETD.

The human resources study which will guide the merger of the staff from MAT and ETD is nearly complete. The marketing study is underway which will create the identity for the new, larger district. The branding to be developed will become more important in the region as buses branded with “Middleton Area Transit” will be seen in this area. A fare study is due to begin which will look at the fare structure and the cost to collect fares.

The new larger, Transit District also held one of its Legislative Breakfasts to update State and local leaders on the progress made by the District. Recent legislation was also flagged which could have a negative impact on short-term operations of every transit district and some legislative relief may be required in the next session.

4. Miscellaneous:

- Town Engineer Bid – The Town re-issued is RFP for on-call Town Engineer services. Proposals are due the day before the Council meeting. I will report verbally on the number of proposals received in response to our RFP. We will review the submitted proposals for price, capacity and responsiveness.
- Commerce/Leffingwell Historic District Study – RFP responses for architectural historian services to help document the potential Commerce/Leffingwell Historic District are due the day before the Council meeting. As approved by the Council previously, this work is being funded by a State grant. I will report verbally on the number of proposals received in response to our RFP. The review of proposals will be conducted by myself and Peggy Adler. The State Historic Preservation Office will also be involved in the process.
- Dockmaster – The part-time position for Dockmaster was filled. I conducted interviews with 4 individuals along with the Chair of the Harbor Management Commission, Dave Adams. Of the 4 candidates, it was felt that Robert Derry brought the most to the table to help with managing the marina and supervising the seasonal staff.
- Town Planner – With the job description approved by the Town Council, I am preparing the job advertisement for the Town Planner position. Additionally, to provide continued coverage, the contract relationship with the consulting planner was continued on a month-to-month basis until an employee is brought on board. My timing expectations are that July will be devoted to advertising followed by interviews in August. If we are hiring away from another town, any new employee will need to give notice which, for a position of this nature, should be more than 2 weeks. As such, the consultant planner relationship will likely remain in place through September.
- Fish Ladder Grant Administration – The Town was successful awarded a grant from the National Fish and Wildlife Foundation to design a fishladder that would connect migratory fish to inland spawning areas – namely the mill pond behind the Indian River Shops. We are working through the contracting phase with NFWF and our grant consultant who will help in preparing the necessary materials and reports to move the project forward between the Town and NFWF.

- Online Permitting – Our new online permitting system for Building and Land Use went live on June 23. The system is an upgrade in Building and an expansion to a new level of service in Land Use. The system allows for permits to be processed electronically thus alleviating the burden of coming to town hall. Permits can be applied for and approved electronically which will improve staff efficiency and provide a higher level of public service. I took the training for performance dashboards and monitoring to aid in oversite and reporting.