

## TOWN MANAGER'S REPORT

TO: Honorable Town Council Members

FROM: Karl F. Kilduff, Town Manager

DATE: October 19, 2022

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

**1. Council Business:**

- Charter Revision Commission – The Charter Revision Commission will meet again on October 26, 2022 to review suggestions and comments on the Charter prepared by the Town Attorney. The Town Attorney reviewed both the suggested changes and completed a general review of the Charter.

**2. River COG:**

The Council of Governments will meet again on October 26, 2022.

**3. Connecticut Conference of Municipalities (CCM):**

The CCM Legislative Committee will meet again on November 2, 2022.

**4. River Valley Transit**

The Board of Directors for the regional transit district met on October 14, 2022. Significant items of note included, early review of a fare study to unify the Estuary Transit District and Middletown Area Transit and other policy suggestions that could increase ridership. Topics that were part of the early phase in the study were simplifying the fare structure and examining fare affordability with potential increased ridership for those with the greatest need (where a financial barrier exists to using transit). Additional work will take place through winter months to work on fare structure, fare collection equipment (with specifications for equipment), and cost analysis.

**5. Miscellaneous:**

- Commerce/Leffingwell Historic District – The RFP to select a consulting historian to document the potential Commerce Street and Leffingwell Road National Register Historic District was previously awarded. While the consultant's work will carry on through the fall and winter months, a public information session has been scheduled for property owners in the Commerce/Leffingwell area to learn more about the program and what it can mean to their property. A representative from the State Historic Preservation Office will be present to answer questions on November 9 at 6:00 p.m. in the Town Hall Auditorium. Property owners in the proposed district were mailed invitations to the public information meeting.

- Public Works Hiring – The Town will be back out on the street again to fill a vacancy created by a retirement. Internal postings had to be conducted first for potential internal promotions before the advertisement was put out for external candidates.
- Performance Measurement – I have asked department heads to prepare performance measures to help document activities and track results in their departments. I gave them sample measures which could help give insight into departmental activities which will gain more value as this exercise is duplicated over several years.
- Bond Preparations – Early work is in process to prepare for our next bond issuance. We need to convert some prior bond anticipation notes into bonds. Unlike prior years, the interest rate for bonds will be very different than we have seen previously. The change in rates also impacts the ability to refund old debt to a lower interest rate. We are not likely to see any savings opportunities given the current environment.

We are operating under bond authorizations previously approved by votes at a referendum. At this point, we are starting to approach the end of the projects/activities that were previously approved.