



# TOWN OF NEWINGTON

200 GARFIELD STREET  
NEWINGTON, CONNECTICUT 06111

Keith Chapman  
Town Manager

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: Keith Chapman, Town Manager  
Date: September 23, 2022  
Re: Monthly Report – August 2022

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#### GENERAL ADMINISTRATION

To realign and collaborate together internally, we have scheduled meetings every Tuesday with our Economic Development team. Renata Bertotti, Town Planner, schedules and leads this meeting. We focus on our pipeline and current projects. We met continuously throughout the month.

One of our top projects within the last two years has been the public safety radio system. On August 1<sup>st</sup>, I had a phone conversation with Daphne Miller of Bluewing (active in the wireless communications' business) to discuss outstanding issues and project status. I had a follow up meeting on August 26<sup>th</sup>.

I attended a Sustainable Connecticut meeting on August 3<sup>rd</sup> with Renata Bertotti, Patty Foley and Karen Gallicchio. We discussed some of the items we will need regarding Optimizing for Equity in the Town of Newington to achieve silver status Municipal certification.

I met with Dan Interlandi of Newington EMS on August 3<sup>rd</sup> to discuss the public service area.

On August 4<sup>th</sup>, I reviewed Open Space Committee requests with Renata. The Commission identified a few different pieces of property for possible acquisition and asked the Town Manager to discuss with the Town Council to get a clearer direction.

There was a Complete Streets Project kickoff meeting on August 16<sup>th</sup>. Planned improvements will include milling and paving, sidewalks, drainage, turn signals and the reconstruction of Vivian Path.

On August 16<sup>th</sup>, we had a meeting to discuss the Badger Field detention basin maintenance plan and response to 11 Timber Lane. A letter was received by the property owner of 11 Timber Lane, and facts were stated in response in a drafted letter: it was stated that the detention basin on Badger Field reduces stormwater runoff downstream. It was also stated that the frequency of water damage to the property at 11 Timber Lane reduced after the basin was installed.

A Special Town Council Meeting was held on August 16<sup>th</sup>. A Proposed Fee Schedule for the Fire Department and Fire Marshal's office was presented during the July 26<sup>th</sup> Regular meeting of the Town Council. The Town Council had an opportunity to review the issues that were discussed during the previous meeting, prior to adoption. The proposed fees had been reviewed and approved by the Board of Fire Commissioners during their June 9<sup>th</sup> meeting. Also discussed at this Special meeting was the Replacement of Fire Department Apparatus for Engine 2. Currently, Engine 2 is listed for replacement in the 2023-24 capital budget. Due to the poor condition of Engine 2 and the long wait time to receive these engines, it has been requested that we move this appropriation to the current fiscal year. A Special

Appropriation would be necessary to ensure that the funds, once appropriated, would be encumbered for the requested purpose.

I held a Special Department Head meeting on August 18<sup>th</sup> to introduce GreatBlue Research whose expertise lies in the development and execution of community assessment surveys and using primary data to guide town's strategic planning and decision making.

On August 18<sup>th</sup>, we had a site visit with our tree warden Tom Lapierre to discuss the Badger Field detention basin. We also posted the select trees for removal to get the field ready for the fall.

One of our top projects within the last two years has been the public safety radio system. On August 22<sup>nd</sup>, I met with Daphne Miller of Bluewing (active in the wireless communications' business) to discuss outstanding issues and project status.

On August 22<sup>nd</sup>, I had a discussion with Gary Fuerstenberg regarding modifications to the Police Department parking lot, where we need to add parking so it is ADA accessible.

A Public Hearing was held on August 23<sup>rd</sup> to provide an opportunity for interested individuals to express their views regarding a Special Appropriation for the Replacement of Engine 2.

The Regular meeting of the Town Council was held on August 23<sup>rd</sup>. Items discussed under Old Business were as follows: Newington Town Council approved changes to various fees on the Town of Newington's Schedule of Fees and Charges as indicated on the Fire Department Fees Listing, August 2022; Approval of the Special Appropriation Ordinance for the purchase of a replacement engine for the 2003 Pierce Dash Pumper, known as Engine #2. Additionally, the Town Council was presented with the Draft Memorandum of Understanding (MOU) for Financial Access between the Town and the Board of Education for the Fiscal Year 2022-2023. The proposed MOU would allow the Board of Education and the Town to review and reconcile accounts. During the July 26<sup>th</sup> Regular meeting, the Town Council referred additional Charter review recommendation back to the Charter Revision Commission. The Charter Review Commission met on August 18<sup>th</sup> to review the recommendations and prepared a final report on recommended changes and the Final Charter language for submission to the electors of Newington.

I attended training in the Police Department on August 25<sup>th</sup> for Active Shooter: Prevention and Response.

I met with Tricia George, a Key Informant of Cross Sector Consulting on August 30<sup>th</sup>. The purpose of the interview was to inform her of the Central CT Health District's new community improvement plan.

#### **Overtime**

Paid overtime during the month of August 2022 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects).

| <b>HIGHWAY DEPARTMENT</b>         | <b>Overtime Hours</b> | <b>Cost</b>         |
|-----------------------------------|-----------------------|---------------------|
| Vehicles and Equipment            | 28.3                  | \$ 1,593.14         |
| Weekend Standby and Call-In       | 16.0                  | \$ 796.80           |
| Road Maintenance                  | 1.2                   | \$ 57.40            |
| Milling and Overlays              | 242.4                 | \$ 12,487.26        |
| <b>Totals</b>                     | <b>287.9</b>          | <b>\$ 14,934.60</b> |
| <b>PARKS AND GROUNDS DIVISION</b> | <b>Overtime Hours</b> | <b>Cost</b>         |
| General Grounds                   | 101                   | \$ 4,797.00         |
| <b>Totals</b>                     | <b>101</b>            | <b>\$ 4,797.00</b>  |

|                           | 22-23 Budget<br>Overtime<br>Appr. | Overtime<br>Expended<br>22-23 YTD | 21-22 Budget<br>Overtime<br>Appr. | Overtime<br>Expended<br>21-22 YTD |
|---------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <b>POLICE DEPARTMENT</b>  |                                   |                                   |                                   |                                   |
| Administration            | \$ 8,547.00                       | \$ 0.00                           | \$ 8,175.00                       | \$ 0.00                           |
| Patrol                    | 710,781.00                        | 139,694.57                        | 679,403.00                        | 143,618.09                        |
| Investigation             | 1,467.00                          | 2,908.41                          | 90,645.00                         | 400.87                            |
| Traffic                   | 5,006.00                          | 360.40                            | 4,908.00                          | 706.74                            |
| Communication             | 83,778.00                         | 19,468.96                         | 173,748.00                        | 18,717.21                         |
| Education/Training        | 42,800.00                         | 4,274.22                          | 143,085.00                        | 13,622.40                         |
| Support Services          | 57,595.00                         | 0.00                              | 60,413.00                         | 673.18                            |
| Animal Control            | 2,521.00                          | 941.89                            | 1,511.00                          | 0.00                              |
| Total                     | \$ 1,202,495.00                   | \$ 167,648.45                     | \$ 1,161,888.00                   | \$ 177,738.49                     |
| <b>HIGHWAY DEPARTMENT</b> |                                   |                                   |                                   |                                   |
| Highway Operations        | \$ 29,834.00                      | \$ 4,511.66                       | \$ 29,217.00                      | \$ 3,047.79                       |
| Snow and Ice Control      | 133,578.00                        | 0.00                              | 130,000.00                        | 0.00                              |
| Traffic                   | 0.00                              | 0.00                              | 0.00                              | 0.00                              |
| Vehicles and Equipment    | 34,486.00                         | 2,163.25                          | 34,145.00                         | 3,191.77                          |
| Leaf Collection           | 35,972.00                         | 0.00                              | 35,267.00                         | 0.00                              |
| Total                     | \$ 233,870.00                     | \$ 6,674.91                       | \$ 228,629.00                     | \$ 6,239.56                       |
| <b>PARKS AND GROUNDS</b>  |                                   |                                   |                                   |                                   |
| Parks and Grounds         | \$ 105,001.00                     | \$ 34,759.03                      | \$ 88,357.00                      | \$ 37,277.23                      |
| Cemeteries                | 17,109.00                         | 40.47                             | 17,109.00                         | 0.00                              |
| Total                     | \$ 122,110.00                     | \$ 34,799.50                      | \$ 105,466.00                     | \$ 37,277.23                      |

### **PERSONNEL**

- No new positions were posted for the month of August.
- I conducted an interview on August 3<sup>rd</sup> with Roderick Smith for a vacant Recreation Supervisor position.
- A written examination took place on August 25<sup>th</sup> for the three vacant Park/Cemetery Operator (LT-14) positions.
- Panel interviews for the vacant Assistant Town Manager (A-12) position took place on August 23<sup>rd</sup>.
- No applications were received for the vacation Dial-A-Ride Transportation Driver position; the position remains open.
- The vacant Chief Information Officer (A-12) position was offered to Scott Sharlow; he began his position on August 22<sup>nd</sup>.
- The vacant Carpenter (LT-14) position was offered to Nicholas Spencer; he began his position on August 1<sup>st</sup>.
- No retirements for the month of August.

### **RISK MANAGEMENT**

#### 2022-23 Blue Cross/Blue Shield Plan Year

The first month of the 2022-23 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2022-23 plan year were estimated at \$987,990. The total paid claims from the Health Benefits Fund for July 2022 were \$629,900. It should be noted that the claims for retired participants are charged to the OPEB. The breakdown for the active participants for the Town and Board of Education is as follows:

Cumulative Claims through July, 2022

|                  | Town    | Board of Education | Total   |
|------------------|---------|--------------------|---------|
| Estimated Claims | 214,460 | 773,530            | 987,990 |
| Actual Claims    | 107,048 | 522,852            | 629,900 |

**ACCOUNTING AND ADMINISTRATION**

- Director of Finance and Deputy Finance Director began work on closing the fiscal year and preparing documents for our auditors. The auditors are expected to complete all of their field work during the first two weeks of October.
- All staff during the month have been doing various functions to close out and start the fiscal year. Included in this are such things as the closing of blanket purchase orders and preparing MUNIS for the fiscal year closing which will take place September 23<sup>rd</sup>.
- Lisa Rydecki, Deputy Finance Director completed the In-Kind schedules for the State Department of Education ED001 Forms.
- The pension and OPEB census information was completed, and the reports for the auditors were received in early September. Work still continues with the actuary to complete our valuation report which will determine the amount of contribution required for the next fiscal year.

The Town received the MV Property Tax Grant and the Adult Education grant funds from the State of Connecticut during this month in the amount of \$1,726,165 and \$35,013. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

INVESTMENTS, BY ACCOUNTING TYPE

(Unaudited)

8/31/2022

|                                 | Interest Earnings |                     |  | \$ Invested         |
|---------------------------------|-------------------|---------------------|--|---------------------|
|                                 | Budget FY 2021-22 | Actual Year to Date |  |                     |
| General Fund                    | \$100,000         | \$96,257            |  | \$44,360,876        |
| Special Revenue Funds           | 48,000            | 2,038               |  | 700,062             |
| Capital Projects Funds          |                   | 3,566               |  | 1,101,447           |
| Internal Service Fund           | 5,000             | 20,438              |  | 6,353,792           |
| Trust and Agency Funds          |                   | 1,749               |  | 1,237,096           |
| <b>Total, Estimated by Fund</b> |                   |                     |  | <b>\$53,753,273</b> |

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

8/31/2022

|                                      | Interest %    |            | Interest \$   |            | \$ Invested         |
|--------------------------------------|---------------|------------|---------------|------------|---------------------|
|                                      | Current Month | Last Month | Current Month | Last Month |                     |
| STIF                                 | 2.22          | 1.61       | 57,240        | 41,462     | 30,486,014          |
| Bank North                           | .98           | .60        | 537           | 287        | 619,988             |
| TDBank (new)                         | .98           | .55        | 9,044         | 5,095      | 10,922,064          |
| Farmington Bank                      | .05           | .05        | 157           | 138        | 3,463,736           |
| Webster Bank                         | .50           | .25        | 3,273         | 2,189      | 3,187,854           |
| Liberty Bank                         | .60           | .53        | 2,335         | 2,292      | 5,073,617           |
| <b>Total Outstanding Investments</b> |               |            |               |            | <b>\$53,753,273</b> |

*Rates reflect avg. monthly yield, annualized*

**Assessor:**

- Real estate deeds were read and entered in the computer-assisted mass appraisal system through the end of August.
- Eva Greczkowski, Assessment Tech 1, attended two classes for eQuality CAMA training, and a seminar on Estate Planning, Probate and Property Title Errors.
- Additional Veteran Applications have been trickling in for the 2023 Tax Bills; those received have already been entered; reminder letters to non-filers have been sent out. The filing period ends October 1, 2022.
- The mapping project to update GIS continues; 3 years of CAMA changes and town clerk map filings were reviewed/searched (back to 2019). This results in an additional 60 changes submitted. This, however, is not all inclusive, as some still remain to be completed for the 2022 Grand List.
- Veteran Record Verification: after conversion review of paper cards to digital is in process; entering missing information and reformatting the veteran records; approximately 1,300+ records were reviewed, and the process was completed in August.
- Various local ordinances need updating/adding; Local Option Elderly Tax Credit, Local Option Additional Veterans and Handicap Modified Vehicle. Samples of ordinances from other Towns have been obtained, and I hope to have drafts available in August – updated to beginning of September.
- Preparation for personal property filing for the 2022 Grand List to verify & locate businesses by field review, town clerk filings and state filings are in process. A new process has been implemented for new businesses by mailing out an introduction to personal property in an attempt to educate new business owners and to obtain data to review and build accounts in advance.
- About 37 tax appeals were filed after the 2020 town wide revaluation; prior to August, 18 had been settled, 5 additional cases were settled in August for a total of 23 settled to date.
- About 10 applications (23 vehicles) have been made to the BAA have been received for the meeting in September. The meeting has been scheduled for September 22, 2022.

**Revenue Collector:**

- August Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$8,619,086.11. Prior year taxes collected amounted to (\$18,637.88) which was due to Court stipulations, and included in that amount is \$11,026.75 of suspended accounts. The decrease is due to a taxpayer issuing a stop payment for a very large check. To date, the check still has not been replaced but interest still continues to accrue.
- Taxpayers had until Monday, August 1<sup>st</sup> to either get their payments in to us or to have their mail postmarked by the U.S. Postal Service by August 1<sup>st</sup> to avoid a late penalty.
- With taxpayers still being cautious due to the uptick in COVID-19 and other diseases, they are pleased to have the tax payment drop box available.
- Taxpayers expressed how pleased they are with our new late hours for those individuals who still have to work and now have the opportunity to come in to make their payments.

**POLICE DEPARTMENT**

Patrol Calls for August are as follows:

|                                 |                              |                             |
|---------------------------------|------------------------------|-----------------------------|
| Abandoned MV 0                  | Fire Task Force Activation 0 | MV Evading 12               |
| Administrative 0                | Fire Training 0              | MV Fatal 0                  |
| Alarm Commercial Burg Alarm 84  | Fire Trouble Alarm 0         | MV Injury 14                |
| Alarm Hold Up Alarm 4           | Fire Veh Maintenance 0       | MV Property Only 75         |
| Alarm Residential Burg Alarm 25 | Fire Vehicle Fire 0          | Neighbor 5                  |
| Altered Mental Status 0         | Fire Veh Fire Near Stru 0    | No Pol Actual Call Type 140 |
| Animal Complaint 11             | Fire Water Problem 1         | Noise 20                    |
| Arson/Fire Invest 0             | Fireworks 4                  | Non Collect Person 0        |
| Assault 2                       | Follow Up 44                 | Notification 0              |
| Assault in Progress 0           | Found Property 11            | Open Door/Window 15         |
| Assist Motorist 4               | Gun 0                        | Other Archive 0             |
| Assist Notification 1           | Harassment 10                | Parking Violation 4         |
| Assist Other Agency 36          | Hazard 38                    | PD Assist Fire Dept 49      |

|                                |                           |                               |
|--------------------------------|---------------------------|-------------------------------|
| Bad Check Insufficient Funds 0 | Hazmat 0                  | Personal Relief 0             |
| Blighted Property 0            | Hold Up Alarm 0           | Pistol Permit 13              |
| Bomb Threat 0                  | HOPE Project 0            | Prisoner Care 4               |
| Breach of Peace/Disorderly 2   | Illegal Dumping 2         | Private Duty 0                |
| Burglar Alarm 0                | Impersonating Police 0    | Property Found 7              |
| Burglary 4                     | Indecent Exposure 0       | Property Lost 1               |
| Car Seat 1                     | Intoxicated 2             | Prostitution 0                |
| Check Welfare 54               | Juvenile Complaint 14     | Recovered Stolen MV 2         |
| Check Welfare 911 37           | K9 Assist 0               | Rescue Call 0                 |
| Check Welfare Other 7          | Kidnapping 0              | Residential Lockout 0         |
| Clear Lot 3                    | Landlord/Tenant Dispute 6 | Robbery 2                     |
| Construction 0                 | Larceny 72                | Roll Call 0                   |
| Court Detail 25                | Larceny from MV 28        | Serve Subpoena 0              |
| Criminal Mischief 8            | Lift Assist Only 3        | Serve Warrant 50              |
| CSO 0                          | Liquor 0                  | Sexual Assault 1              |
| Customer Dispute 18            | Local Traffic Authority 2 | Shots Fired 0                 |
| Dog Complaint 42               | Location Check 254        | Specific Detail 98            |
| Domestic 32                    | Location General 0        | State Pistol Permit – Tempo 0 |
| Door Check 0                   | Location School 0         | Stolen MV 4                   |
| Drug 2                         | Lockout Building 2        | Sudden Death 2                |
| DUI 7                          | Lockout MV 0              | Suicide 0                     |
| EDP 16                         | Lost Property 7           | Suicide Attempt 0             |
| Escort/Transport 6             | LTA 0                     | Suspicious MV Unoccupied 12   |
| Escort/Funeral 9               | Meal 0                    | Suspicious Report 197         |
| Escort Other 0                 | Medical Alarm 24          | Test 0                        |
| Escort Retrieval 2             | Medical Cardiac 1         | Threatening 4                 |
| Escort Tax 0                   | Medical Complaint 212     | Tobacco 0                     |
| Fingerprint 0                  | Medical Diabetic 1        | Tow 11                        |
| Fire Alarm Commercial Bldg 10  | Medical Fall 21           | Town Ordinance Violation 0    |
| Fire Alarm Residential 0       | Medical Mutual 0          | Traffic Stop 303              |
| Fire CO Detector no sympt 2    | Medical Other 1           | Traffic Stop Attempt 10       |
| Fire CO Detector with sympt 0  | Medical Respiratory 3     | Traffic Survey 0              |
| Fire Extrication 2             | Medical Stand By 0        | Training 0                    |
| Fire Hazmat 0                  | Medical Trauma 1          | Trespass 8                    |
| Fire Mutual Aid Request 1      | Medical Unresponsive 5    | Unknown 0                     |
| Fire Other 7                   | Missing 2                 | Water problem 0               |
| Fire Rescue 0                  | MV Abandoned 1            |                               |
| Fire Special Detail 0          | MV Assist 35              |                               |
| Fire Stand By 0                | MV Complaint 40           |                               |
| Fire Structure Fire 2          | MV Fire 0                 |                               |

**Total: 2,376**

- In August, the Detective Division Report:
  - Handled 40 investigations: 40 remain ongoing.
  - Served 56 warrants: 49 by Patrol officers, 7 by Detective Division.
- In August, the Animal Control Officers had the following activity:
  - 55 Total Calls: 34 Dog, 11 Animal/Wildlife, 2 Specific Detail, 1 Follow up, 7 Dog Park
  - Police Assisted Calls – No ACO: 27

- 6 Total Bites: 2 Dog vs. Dog Bites, 4 Dog/Cat vs. Human, 0 Dog vs. MV
- 4 Total Impounds: 2 Redeemed, 0 Sold as Pet/Adoption, 0 Euthanized, 1 Quarantine, 1 Carryover, 0 DOA, 0 CHS Animal Dumps
- 90 Incoming Phone Calls
- 9 Letters (No License/Barking/Littering)
- 9 Written Warnings
- 0 Delinquent License Letters
- 0 Infractions
- 0 ACO Call-Ins
- Notable Cases/Events:
  - 61 Summit – hearing upheld restraint order as written. Peter will have to install full fencing. I will begin this process in September once the call volume slows down.
  - Classes (6 hours required for Animal Control Officer Certification):
    - 8/1 – 1 hour Bear Class
    - 8/5 – 4 hours ACO Regional Meeting
    - 8/10 – 1 hour K9 Body Language Class
    - 8/17 – 2 hour K9 Pain and Behavior
    - 8/23 – 1 hour Prepare for Trial
- In August, the Patrol Division Report:
  - On 8/2/22, Officers responded to a residence on Robin Brook Drive for a report of a stolen vehicle and a larceny from inside another vehicle. Officers discovered that sometime overnight, suspect(s) entered an unlocked Honda Accord in the driveway and stole several items, including a spare key fob to the victim's second car, which was an Acura RDX SUV. The suspect(s) then stole the Acura utilizing the spare fob. The following day the vehicle was located in New Britain by the New Britain PD with three juvenile suspects inside. Two of the suspects were captured after a foot pursuit. New Britain PD made the arrests for possessing the stolen vehicle. The third suspect was identified, and the Officer assigned to this case continues with this investigation.
  - On 8/3/22, at approximately 2:10 am, Officers responded to a burglary in progress at Mirabelli Auto located on Day Street. A witness reported seeing two males wearing all black exit a black vehicle with a pair of bolt cutters and proceed to cut a hole in a chain link fence that surrounds the property. The witness then watched the two suspects climb through the hole in the fence and enter the property. Upon arrival, Officers located the black vehicle parked in front of the business facing the street. An Officer noted the vehicle was occupied by a driver and someone standing next to the front passenger door, both whom appeared to be Hispanic. As the Officer attempted to pull in front of the vehicle, the suspect maneuvered his vehicle to avoid being blocked in, almost striking the police cruiser. The second male jumped into the passenger seat as the vehicle was moving. The Officer attempted to initiate a traffic stop, but the suspect engaged the Officer in a pursuit. The Officer quickly disengaged and terminated the pursuit pursuant to the Statewide Pursuit Policy. A search of the area revealed a recently removed catalytic converter lying on the ground near the location where the suspect vehicle was parked. The business owner responded to the scene and estimated the value of damage in excess of \$3,000. The registration plate affixed to the suspect vehicle appeared to be a misused plate that doesn't match the vehicle. The case continues to be investigated by the Patrol Division.
  - On 8/24/22, at approximately 3:37 pm, Officers responded to a shoplifting in progress at Lowe's Home Improvement on the Berlin Turnpike, where the suspect brandished a knife. Upon arrival, an Officer observed the male suspect running through the parking lot and enter a red Alfa Romeo sedan and fled the area at a high rate of speed. An attempt to stop the suspect was conducted but was unsuccessful. The suspect was last seen operating recklessly north on the Berlin Turnpike. Investigation revealed that the suspect was attempting to steal rolls of copper electrical wire when he was approached by loss prevention officers at the store's exit. The suspect abandoned the wire and brandished a knife towards the loss prevention officer, causing the officer to back away. This allowed the suspect the opportunity to run to his vehicle. The plate affixed to the rear of the vehicle did not match. This case is being investigated by the Patrol Division.
  - On 8/27/22, at 7:18 am, officers responded to the Hartford Veterinarian Office located on the Berlin Turnpike for a report of a burglary in progress. The complainant, who is an employee at the office, reported he arrived for work and noticed a window on the front of the building was smashed. The complainant entered the office and discovered a Hispanic male standing in a hallway with a backpack. The employee immediately exited the building, and because he didn't have a cell phone on him, drove his car to a nearby gas station to call the police. As Police Officers responded to the

scene, one Officer noticed a male matching the suspect description walking north on the Berlin Turnpike near the Wethersfield town line carrying a backpack. The Officer contacted the male, who had small cuts on his hand. The Officers, who contacted the complainant at the Veterinarian's Office, acquired a more thorough description, and it appeared to match the detained male. The employee was brought to the location of the suspect to conduct a field show up, and he immediately confirmed the male as the suspect he observed in the office. A footprint left at the scene also matched the footwear worn by the suspect. The suspect was placed under arrest and charged with burglary and criminal mischief charges. While the male was being processed for the burglary at Hartford Vet, employees at Dairy Queen arrived to work to find a burglary had occurred at their location, and that a storage shed had been broken into. CCTV depicting the suspect from the Hartford Vet burglary was also responsible for the Dairy Queen burglary. Dairy Queen ice cream cones were also located in the suspect's backpack. The suspect was charged accordingly for the Dairy Queen burglary.

- In August, the Support Services Report:
  - The WatchGuard body camera system has been deployed, and all Patrol Officers have been assigned their cameras. Officer Walker continues to work directly with Town of Newington IT Staff to work on performance issues as they arise.
  - Installation of the StarChase System has been completed on two vehicles. Officers and SPSD Garuti have been certified as training officers for the system. Training is currently scheduled to certify more officers in the use of the system. We are currently waiting for StarChase to activate the live monitoring page, and we will be ready to activate the program.
  - Support Services continues to be active in recruiting and scheduling police applicants, including administering written and oral board testing. Oral boards for entry level applicants were completed from the most recent written test, and candidates have been scheduled for polygraph examinations. Oral boards and written tests were conducted for certified applicants.
  - Officer DeSimone has maintained social media platforms to continue engagement with the community. Officer DeSimone has successfully reached out to Facebook and was able to restore the Department's Facebook page.
  - The Department hosted National Night Out on August 2<sup>nd</sup>. The event was well attended and afforded the Department the ability to engage with the community in a family-friendly environment.
  - Officer DeSimone has also been progressing on the planning and scheduling of the Newington Police/Fire Golf Tournament to be held on September 20<sup>th</sup> at Indian Hill Country Club. Registration has begun, and spots are filling up fast.
  - The Training Department has scheduled training for ERT and has begun the annual training requirements to comply with new POST mandates. StarChase operator training was conducted, and officers are certified to instruct officers through StarChase.
  - Prepared 911 was deployed in the month of August. Community outreach was conducted to inform the community of the system through media stories on the program. The system has already seen several successful resolutions involving missing persons, 911 hang-ups, stolen vehicle recovery, and welfare checks.
  - Support Services has begun the process of implementing the Connecticut Information Sharing System (CISS). CISS will provide officers access to the system which will afford them the ability to search records from many different agencies from one web-based site. This system will vastly enhance investigative tools for investigators.
  - Support Services, during the month of August, began the process of implementing Power DMS. The Power DMS platform will assist officers with the State of CT mandated accreditation process, as well as policy management and training. Work has begun to implement existing Department files, and it is anticipated to be fully functional by November 2023.

#### Property Report August 2022

| Category             | # of Counts | Property Value (\$) |
|----------------------|-------------|---------------------|
| Burned               | 1           | \$ 0                |
| Counterfeited/Forged | 2           | \$ 437              |
| Damaged/Destroyed    | 26          | \$ 25,621           |
| Vehicle Inventory    | 0           | \$ 0                |
| Stolen               | 107         | \$ 125,333          |
| Abandoned            | 1           | \$ 0                |
| Evidence             | 108         | \$ 1,367            |

|               |            |                   |
|---------------|------------|-------------------|
| Found         | 16         | \$ 1,975          |
| Lost          | 6          | \$ 500            |
| Seized        | 11         | \$ 2              |
| Recovered     | 13         | \$ 2,369          |
| Impounded     | 0          | \$ 0              |
| Informational | 12         | \$ 18,870         |
| Towed         | 0          | \$ 0              |
| <b>Total</b>  | <b>303</b> | <b>\$ 176,474</b> |

#### Police Department Overtime Report August 2022

|           |            |                             |
|-----------|------------|-----------------------------|
| OT July   | \$ 100,679 | 2 pay periods (one holiday) |
| OT August | \$ 87,850  | 2 pay periods (no holidays) |
|           | \$ 12,829  | decrease                    |

- During August 2022, the 308 Patrol District has been unstaffed since the officer that normally occupies that position has been out on worker's compensation or light duty. This has an impact on Patrol overtime since that unstaffed Patrol District could be used to reduce overtime by covering officers who may take time off. Additionally, the 105 Patrol District is not staffed, which results in a midnight shift overtime on Thursday, Friday and Saturday.
- Administrative overtime of \$0, the same as the previous month.
- Patrol overtime of \$73,784, a decrease of \$10,615 from the previous month. Overtime included the filling of shifts for time off (vacation, sick, earned time) and the 105 midnight shifts on Thursday, Friday and Saturday. Also, holdovers or scheduled overtimes for officers involved in casework related to domestic disputes, motor vehicle stops, Midstate Accident Reconstruction Squad callouts in Cromwell, Newington and Wethersfield, motor vehicle accident, prisoner detail, juvenile/DCF case, arrest warrant service (PRAWN), responding to a subpoena from court, car fire, prisoner damage to a cell, Sergeant holding over to sign off on paperwork, search warrant detail, burglary, accompanying an emotionally disturbed person (EDP) to the hospital and transporting a prisoner from Florida to Connecticut.
- Detective Division overtime of \$867, a decrease of \$1,662 from the previous month. Overtime included the after-hours callout of a Detective to process a burglary. Also, a Detective worked with the FBI on a human trafficking case.
- Traffic Division overtime of \$0, a decrease of \$467 from the previous month.
- Communications overtime of \$11,101, an increase of \$371 from the previous month. Overtime included the filling of shifts for time off (vacation, sick, earned time). Additionally, a second dispatcher is staffed on overtime from 0000 hrs to 0400 hrs on the midnight shift on Thursday, Friday and Saturday.
- Educational overtime of \$1,869, an increase of \$28 from the previous month. Overtime included coverage of shifts for a Sergeant attending drone training, an officer instructing a new officer in firearms, taser and use of force, as well as officers attending Midstate Accident Reconstruction Squad training and POST mandated Police One on line training. Also, a Sergeant attended drone training on overtime.
- Support Services overtime of \$0, the same as the previous month.
- Animal Control overtime of \$229, a decrease of \$483.78. Overtime was paid to the Animal Control Officer to address a backlog of cases.

#### **FIRE DEPARTMENT**

The following is a report of the activities of the Newington Fire Department for the month of August, 2022. During this period, fire department members responded to alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

| Code     | Incident Type  | August    | 2 month total |
|----------|--|-----------|---------------|
| <b>1</b> | <b>Fire</b>  |           |               |
| 100      | Fire, other  | 0         | 1             |
| 111      | Building fire  | 3         | 3             |
| 112      | Fires in structure other than in a building                | 0         | 2             |
| 113      | Cooking fire, confined to container                        | 0         | 1             |
| 114      | Chimney or flue fire, confined to chimney                  | 0         | 0             |
| 116      | Fuel burner/boiler malfunction, fire                       | 0         | 0             |
| 130      | Mobile property (vehicle) fire, other                      | 1         | 1             |
| 131      | Passenger vehicle fire                                     | 1         | 1             |
| 140      | Natural vegetation fire, other                             | 2         | 3             |
| 141      | Forest, woods or wildland fire                             | 0         | 0             |
| 142      | Brush or brush-and grass mixture fire                      | 3         | 4             |
| 143      | Grass Fire   | 1         | 2             |
| 150      | Outside rubbish fire, other                                | 1         | 1             |
| 151      | Outside rubbish, trash or waste fire                       | 0         | 0             |
| 154      | Dumpster or other outside trash receptacle                 | 0         | 1             |
| 160      | Special outside fire, other                                | 0         | 0             |
| 170      | Cultivated vegetation, crop fire, other                    | 0         | 1             |
|          | <b>Total</b>   | <b>12</b> | <b>21</b>     |
| <b>2</b> | <b>Overpressure Rupture, Explosion, Overheat (no fire)</b> |           |               |
| 200      | Overpressure rupture, explosion, overheat                  | 1         | 1             |
| 210      | Overpressure rupture from steam, other                     | 0         | 0             |
| 211      | Overpressure rupture of steam pipe                         | 0         | 0             |
| 223      | Air or gas rupture of pressure or process                  | 0         | 0             |
| 251      | Excessive heat, scorch burns with no fire                  | 1         | 1             |
|          | <b>Total</b>   | <b>2</b>  | <b>2</b>      |
| <b>3</b> | <b>Rescue &amp; Emergency Medical Service Incident</b>     |           |               |
| 300      | Rescue, EMS incident, other                                | 0         | 0             |
| 311      | Medical assist, assist EMS crew                            | 0         | 2             |
| 322      | Motor vehicle accident with injuries                       | 1         | 1             |
| 324      | Motor vehicle accident with no injuries                    | 0         | 0             |
| 340      | Search for lost person, other                              | 1         | 1             |
| 350      | Extrication, rescue, other                                 | 1         | 1             |
| 352      | Extrication of victim(s) from vehicle                      | 1         | 2             |
| 353      | Removal of victim(s) from stalled elevator                 | 0         | 1             |
| 362      | Ice Rescue   | 0         | 0             |
| 381      | Rescue or EMS standby                                      | 0         | 0             |
|          | <b>Total</b>   | <b>4</b>  | <b>8</b>      |
| <b>4</b> | <b>Hazardous Condition (No Fire)</b>                       |           |               |
| 400      | Hazardous condition, other                                 | 2         | 4             |
| 410      | Combustible/flammable gas/liquid condition                 | 0         | 0             |

|              |  |           |           |
|--------------|--|-----------|-----------|
| 411          | Gasoline or other flammable liquid spill         | 0         | 0         |
| 412          | Gas leak (natural gas or LPG)                    | 0         | 1         |
| 413          | Oil or other combustible liquid spill            | 0         | 0         |
| 420          | Toxic condition, other                           | 0         | 0         |
| 422          | Chemical spill or leak                           | 1         | 1         |
| 423          | Refrigeration leak                               | 0         | 0         |
| 424          | Carbon monoxide incident                         | 2         | 2         |
| 440          | Electrical wiring/equipment problem, other       | 1         | 3         |
| 441          | Heat from short circuit (wiring), defective/worn | 1         | 2         |
| 442          | Overheated motor                                 | 0         | 0         |
| 444          | Power line down                                  | 2         | 9         |
| 445          | Arcing, shorted electrical equipment             | 1         | 1         |
| 451          | Biological hazard, confirmed or suspected        | 0         | 0         |
| 460          | Accident, potential accident, other              | 0         | 0         |
| 463          | Vehicle accident, general cleanup                | 4         | 6         |
| <b>Total</b> |  | <b>14</b> | <b>29</b> |

#### **5 Service Call**

|              |  |           |           |
|--------------|--|-----------|-----------|
| 500          | Service Call, other                        | 2         | 3         |
| 510          | Person in distress, other                  | 0         | 0         |
| 511          | Lock-out                                   | 1         | 1         |
| 520          | Water problem, other                       | 1         | 2         |
| 521          | Water evacuation                           | 0         | 0         |
| 522          | Water or steam leak                        | 1         | 2         |
| 531          | Smoke or odor removal                      | 1         | 2         |
| 540          | Animal problem, other                      | 1         | 1         |
| 542          | Animal rescue                              | 2         | 2         |
| 550          | Public service assistance, other           | 0         | 0         |
| 551          | Assist police or other governmental agency | 0         | 2         |
| 552          | Police matter                              | 0         | 0         |
| 561          | Unauthorized burning                       | 2         | 4         |
| 571          | Cover assignment, standby, move up         | 4         | 6         |
| <b>Total</b> |  | <b>15</b> | <b>25</b> |

#### **6 Good Intent Call**

|              |   |          |           |
|--------------|---|----------|-----------|
| 600          | Good intent call, other                       | 3        | 7         |
| 611          | Dispatched & cancelled en route               | 0        | 0         |
| 631          | Authorized controlled burning                 | 0        | 1         |
| 641          | Vicinity alarm (incident in other location)   | 0        | 0         |
| 650          | Steam, other gas mistaken for smoke, other    | 0        | 0         |
| 651          | Smoke scare, odor of smoke                    | 1        | 2         |
| 652          | Steam, vapor, fog or dust thought to be smoke | 0        | 0         |
| 653          | Smoke from barbecue, tar kettle               | 1        | 1         |
| 671          | HazMat release investigation w/no HazMat      | 2        | 3         |
| <b>Total</b> |   | <b>7</b> | <b>14</b> |

|          |  |           |            |
|----------|--|-----------|------------|
| <b>7</b> | <b>False Alarm &amp; False Call</b>                |           |            |
| 700      | False alarm or false call, other                   | 7         | 15         |
| 710      | Malicious, mischievous false call, other           | 0         | 0          |
| 730      | System malfunction, other                          | 3         | 5          |
| 731      | Sprinkler activation due to malfunction            | 1         | 1          |
| 732      | Extinguishing system activation due to malfunction | 0         | 1          |
| 733      | Smoke detector activation due to malfunction       | 0         | 6          |
| 734      | Heat detector activation due to malfunction        | 0         | 0          |
| 735      | Alarm system sounded due to malfunction            | 2         | 6          |
| 736      | CO detector activation due to malfunction          | 1         | 6          |
| 740      | Unintentional transmission of alarm, other         | 4         | 5          |
| 741      | Sprinkler activation, no fire                      | 2         | 2          |
| 743      | Smoke detector activation, no fire - unintentional | 1         | 2          |
| 744      | Detector activation, no fire - unintentional       | 0         | 0          |
| 745      | Alarm system activation, no fire                   | 6         | 9          |
| 746      | Carbon monoxide detector activation, no CO         | 0         | 0          |
|          | <b>Total</b>                                       | <b>27</b> | <b>58</b>  |
| <b>8</b> | <b>Severe Weather &amp; Natural Disaster</b>       |           |            |
| 800      | Severe weather or natural disaster, other          | 0         | 0          |
|          | <b>Total</b>                                       | <b>0</b>  | <b>0</b>   |
| <b>9</b> | <b>Special Incident Type</b>                       |           |            |
| 900      | Special type of incident, other                    | 0         | 0          |
| 911      | Citizen complaint                                  | 0         | 0          |
|          | <b>Total</b>                                       | <b>0</b>  | <b>0</b>   |
|          | <b>Total Calls</b>                                 | <b>81</b> | <b>157</b> |

### Fire Chief

#### *Fire Responses – 35 Incidents*

- Had discussions with Chief Regina about training division activities
- Had discussions with Chief Lapierre on Budget weekly/Quartermaster issues
- Had discussions with Chief Stegmaier on personnel recruitment and retention ideas being discussed in weekly meetings with his staff/upcoming events
- Had discussions with Chief Stegmaier over personnel issues
- Had discussions with Chief Nesklada on apparatus and building projects
- Met with Safety Division staff to discuss safety issues and work being conducted by safety staff/AED's replacement placement
- Communicated regularly about COVID-19 cases/COVID-19 protocols
- Conducted Firehouse inspections on projects being worked on
- Attended Recruitment and Retention meeting in Rocky Hill with Mission CIT
- Attended F500 Training session with vendor
- Attended CSP Traffic Services Unit Collision Accident reconstruction
- Attended officer training on forcible entry on lock system
- Had monthly Chiefs' Meeting/Budget Discussions
- Reviewed new SOP/SOG's presented by committee/new updated ones
- Reviewed new Rules and Regulations
- Met with Martin Ball on reports for reimbursement for State Limited Access Highways

- Met with Board of Fire Commissioners to review Rules and Regulations
- Attended Town Manager meeting about Citizen survey
- Attended multiple Town Council meetings about Engine 2 replacement/Special Appropriations meeting
- Met with Town Engineer on concepts for Maple Hill Avenue and New Britain Avenue Streetscape Proposed Project
- Attended Town Council Meeting to discuss Fee Schedule Adoption
- Had Chiefs' meeting to complete Captains' evaluations
- Had meeting with Town Manager, Motorola, and Blue Wing about radio project questions for Fire Department
- Attended wake for Lucille Tofeldt

### **August 2022 Training Report - Progress History**

- September 2022
  - The September training will focus around a "Train the Trainer" session, hosted by Alpine, for all line officers. The Newington Fire Department has made the decision to move forward with the Alpine RedNMX software application. This program will replace the ESO Firehouse application.
  - Multi-Company drills for the month will cover the use of the new Hurst rescue tools awarded to our department by Firehouse Subs.

### **Plans**

- We are developing a certification program for the Newington Volunteer Fire Department Training Tower "burn" room. Training instructors will be taught how to operate and manage the training burns, temperature sensing equipment and be well versed on the NFPA 1403 Standard on Live Fire Training Evolutions. Temperatures in the burn room will be tested and documented by the Training Division and will be included in our new "burn" room SOP.
- A program for future officers, Officer 101, is being developed for all firefighters interested in becoming future fire officers. This program will include budgets, Incident Command, NFIRS reporting, managing a company and the many other facets required to being a successful fire officer.
- We are awaiting confirmation from the State of Connecticut before we can utilize the houses at Cedarcrest for training. Our conversations and planning with Owens Realty Services continue as we look forward to using the houses at Cedarcrest for training. Rocky Hill, Berlin and Wethersfield have been notified of a potential opportunity to drill with us as a Task Force.

### **Drill Schedule**

| <b>September</b>          |                              |             |
|---------------------------|------------------------------|-------------|
| <b>Type</b>               | <b>Topic</b>                 | <b>Date</b> |
| Officer Training          | Extrication with New Tools   | 9/13/2022   |
| Multi-Company – Co2/Co4   | Extrication with New Tools   | 9/19/2022   |
| Multi-Company – Co1/Co3   | Extrication with New Tools   | 9/26/2022   |
| Multi-Company – Day Drill | Extrication with New Tools   | 9/29/2022   |
|                           |                              |             |
| <b>October</b>            |                              |             |
| <b>Type</b>               | <b>Topic</b>                 | <b>Date</b> |
| Officer Training          | Ropes and Knots              | 10/11/2022  |
| Multi-Company – Co2/Co3   | Ropes and Knots              | 10/17/2022  |
| Multi-Company – Co1/Co4   | Ropes and Knots              | 10/24/2022  |
| Multi-Company – Day Drill | Ropes and Knots              | 10/27/2022  |
| Department Drill          | Rope Rescue – Cedar Mountain | 10/29/2022  |
|                           |                              |             |
| <b>November</b>           |                              |             |
| <b>Type</b>               | <b>Topic</b>                 | <b>Date</b> |
| Officer Training          | Stabilization and Airbags    | 11/15/2022  |
| Multi-Company – Co2/Co4   | Stabilization and Airbags    | 11/21/2022  |
| Multi-Company – Co1/Co3   | Stabilization and Airbags    | 11/24/2022  |
| Multi-Company – Day Drill | Stabilization and Airbags    | 11/28/2022  |

**Classes**

| Category                             | Classes       |
|--------------------------------------|---------------|
| AP20 – Pump Operations               | 2             |
| BC40 – Building Preplans/Area Survey | 1             |
| Ethics Compliance                    | 1             |
| FC20 – Handline Operations           | 1             |
| IH01 – Multi Company Training        | 2             |
| IH02 – Officer Training              | 1             |
| IH14 – Company 4 Training            | 1             |
| IH15 – Company 5 Training            | 3             |
| IHT – Command Staff Meeting          | 1             |
|                                      | <b>Hours</b>  |
|                                      | <b>238.90</b> |

**FF1 Training - 300 Hours**

Hartford County Fire School – August 23, 2022 through November 1, 2022 (4 Firefighters)  
 CT Fire Academy – Windsor Locks, CT - Nights and weekends

**Certifications**

No new certifications this month.

**FIRE MARSHAL****Code Enforcement Activity:**

| Type   | Quantity |
|--|----------|
| Inspection – General/Annual, CO, Above Ceiling, Fire Alarm/Sprinkler | 73       |
| Re-Inspection  | 25       |
| Special Inspections – Food Trucks, etc.                              | 0        |
| Consultation – Underground Tanks, Property Check, Fire Drills        | 9        |
| Blasting   | 1        |
| Fire Investigations  | 6        |

**Special Projects/Events:**

- Continuing with Plan Reviews – approximately 30 active plans for various projects around town.
  - Pane Road (3333 Residential Plans) received
  - Town of Newington Solar Installation – Town Hall, John Paterson, Elizabeth Green, Ruth Chaffee, Newington High School

**Fires/Major Incidents:**

- 8/3/22: Mulch Fire – 102 Pane Road (Cause: Smoking)
- 8/4/22: Building Fire – 147 Old Farm Drive (Cause: Accidental/Improper Disposal/Rags)
- 8/8/22: Building Fire – 569 Maple Hill Ave (Cause: Accidental/Welding)
- 8/18/22: Vehicle Fire – TGI Friday's (Parking Lot)
- 8/18/22: Building Fire – 61 Spruce Street (Cause: Smoking)

On 8/24, Fire Marshal's Office requested for sprinkler break at 475 Willard Avenue. Fire Department was able to shut down the fire pumps and stop the flow of water. Fire Marshal's Office staff were able to isolate the break using divisional valves and recharge the system to ensure protection of approximately 75% of the building while repairs were made.

**HIGHWAY DEPARTMENT****Administration:**

- Continued to meet with residents to discuss various issues and concerns
- Continued with landfill closure project tasks
- Continued with all project planning and scheduling
- Met with Town Engineer to discuss various projects

- Attended Department staff meetings
- Met with Public Works group to discuss various issues
- Attended Environmental Quality Control meeting
- Coordinated with Traffic Division for line striping of various roads
- Attended "Kick off" meeting for complete street project Maple Hill/Robbins Avenue
- Met with resident to discuss concerns with Badger Field detention basin project

**Roadway Maintenance:**

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Continued to prepare roads (replace catch basins) for upcoming milling and overlays
- Continued with Town wide pot hole patching and repair of topsoil
- Crews mowed/trimmed grass and vegetation at Town Landfill and Highway Facility
- Removed pad at Parks and Grounds' facility and repaired catch basin to prepare for repaving as part of Cemetery Road Project
- Assisted Traffic Division in line striping
- There were no after hour call ins
- One (1) evaporation scheduled for the month - no storage required
- Three (3) highway operators attended aerial truck training
- Crews began dredging and installing drainage at Badger Field
- Assisted outside contractor with the replacement of salt shed cover

**Fleet Maintenance:**

- Mechanics continued with preventive, spring/seasonal services, scheduled maintenance and emergency repairs to all Town vehicles/equipment
- Police Mechanic continued with the upfitting of new police vehicle
- Coordinated with Town Registrar's office for use of Town vehicles
- Two (2) mechanics attended aerial truck training
- Parts for leaf equipment ordered and received in preparation of Annual Leaf Collection
- No after hour call ins

**Sanitation/Recycling/Landfill:**

- Scheduled 162 residential bulk items for collection for the month
- Scheduled 27 condominium bulk items for collection for the month
- Scheduled 53 condominium/residential scrap metal items for collection for the month
- 840 tons of cumulative Municipal Solid Waste were collected in July
- 188 tons of cumulative recyclables were collected in July
- 149 mattresses/box springs were recycled for the month
- Four (4) televisions were collected for the month
- Issued 16 permanent landfill permits and 5 temporary permits for the month

**TOWN ENGINEER**

**Permits:**

- Reviewed 4 contractor license applications (bond/insurance/agreement)
- Reviewed and approved 27 permits: 10 Excavations; 17 Driveways
- Reviewed 275 utility clearance notifications: 264 Routine; 11 Emergency

**Meetings:**

Represented the Town/Department:

- CRCOG transportation committee meeting
- TON public works meeting (engineering, planning, highway, parks, facilities)
- TON public safety meeting (engineering, fire, police, EMS, IT)
- TON economic development meeting (engineering, planning, building, fire marshal, assessor)
- Town Council Meeting(s), as requested
- TON CIP/budget, Conservation Commission, Planning and Zoning meeting(s), as requested
- Eversource/CL&P planning/construction meeting(s), as requested

- MDC planning/construction meeting(s), as requested
- CNG planning/construction meeting(s), as requested
- DOT planning/coordination meeting(s), as requested
- Project meetings with developers and engineers/architects, as requested
- Town Hall and Community Center Construction Project, as requested
- Meetings with residents/businesses

**Site Plan Review:** Reviewed plans and calculations for conformance with the Town of Newington Planning & Zoning Commission.

Reviewed site plans:

- 94 Holmes Road – Site plan review
- 80 Fenn Road – Site plan modification review
- 890 Willard Avenue – Subdivision plan review
- 2414 Berlin Turnpike – Site plan review
- 2897 Berlin Turnpike (Firestone) – Site plan review
- 14 Fenn Road – Site plan review
- 16 Fenn Road – Site plan review
- 712 Cedar Street – Site plan review
- 2530 Berlin Turnpike – Site plan review – As Built review
- 50 Mill Street Ext – Site plan review
- Peckham Farm subdivision – Site plan and easement review
- 359 Church Street – Subdivision concept review
- 3333 Berlin Turnpike – Site plan review
- 285-293 Connecticut Avenue – Subdivision plan review
- 285 Willard Avenue – Plot plan review
- 129 Willard Avenue – Site plan review
- 248 Maple Hill Avenue – Plot plan review
- 690 Cedar Street – Site plan review
- 187 Costello Road – Site plan review
- 203 Costello Road – Site plan review
- 275 Richard Street – Site plan review
- 446 Maple Hill Avenue – Plot plan review
- Anna Reynolds School – Site plan review
- 77-93 Pane Road – Site plan review
- 227 Pane Road – Site plan review
- 35-67-69 Culver Street – Site plan review
- 249 Day Street – Site plan
- 165 Stamm Road – Site plan review
- Rock Hole Lane subdivision – Site plan and easement review
- 105 Cedarwood Lane – Re-subdivision review
- 65 Holmes Road – Site plan modification review
- 4 Hartford Avenue – Site plan modification review
- 5 Peckham Farm Drive – Plot plan review

**Public Works:** Assessed, investigated and inspected infrastructure (roads, parking lots, bridges, curbs, sidewalks, traffic signals, street lights, dams, drainage, stonewalls) throughout town.

#### **Engineering:**

- Assisted public (residents, developers, contractors, realtors, title searchers, etc.) with Town engineering data (GIS, maps, etc.), ordinances, engineering procedures, building/property addresses, etc.
- Assisted public (residence and businesses) with drainage/flooding concerns and inspected portions of drainage system.
- Coordinated with Hartford and West Hartford in follow up to annual CTDEEP and NRCS inspection of portions of Piper/Mill Brook (South Branch Park River Flood Control System).
- Coordinated with MDC/CNG/Eversource (CL&P) regarding utility projects in Newington.
- Coordinated with CDOT regarding state projects in Newington and 2022 paving.

- Coordinated with MDC regarding sewage service, water service, CWP, and road restoration.
- Researched and provided engineering data to defend Town of Newington against lawsuits, as needed.

**Town Projects - Construction:**

- Public Works: CIP road improvements (summer 2022)
- BOE: John Paterson School expanded parking lot – Construction support and As-Built plan (summer 2022)
- Public Works (LOTCIP 2018): Complete Street Project - Robbins Avenue and Maple Hill Avenue (2022-2023)
- Facilities: Senior Center window replacement (fall 2022)
- Public Works: Theodore Street sidewalk removal (summer/fall 2022)
- Public Works: Pheasant Run – 125-135 Drainage improvements (summer/fall 2022)
- Public Works: Walsh Avenue – Badger Field detention basin – Improvements

**Town Projects – Design:**

- Public Works: Alumni Road & Cedar Street – Intersection improvement plan
- Public Works: Garfield Street Parking Lot: Site improvement plan
- Public Works: Town Hall – Accessible Parking Design for PD
- Public Works: Design services - town facility paving preparation (FD5)
- Public Works: Deming Street – Line striping plan
- Public Works: Gilbert/Fisk Drive – Storm drainage evaluation
- Planning: Garfield Street 2018 Community Connectivity Project – preliminary design
- Public Works: 261-265-273 Maple Hill Avenue – Sidewalk improvement plan – design
- Public Works: 1936-1940 Main Street – Sidewalk Improvement plan - design
- Planning (CT Urban Funding Grant): Elm Hill Business District Streetscape – New Britain Avenue – conceptual design
- Planning: North End Business District Streetscape – Hartford-Stoddard Avenue – conceptual design
- Public Works: drainage improvements: Parker Avenue neighborhood
- Public Works: drainage improvements: Pheasant Run – Ridgeway intersection
- Public Works: assess sidewalk improvements at 67 Robbins Avenue
- Public Works: bike lanes on Audubon Avenue and Walsh Avenue
- Public Works: 1537-1551 Willard Avenue – Sidewalk improvements

**Town Projects – Planning:**

- Town Manager: Future Transportation Center – Conceptual Plan
- Public Works: Streetscape (phase 6A) – Lowrey Place & Constance Leigh Drive
- Public Works: Styles Avenue (plan and profile) – design
- Police Department: assess Dowd Street (No Thru Truck)

**Town Projects – Future:**

- Public Works: Rockhole Brook drainage improvements
- Public Works: Anna Reynolds Brook drainage and culvert improvements
- Public Works: Francis Street Culvert Improvements.

**Town Survey Project:**

- Town Manager/Planning: 174 Francis – survey property line on Francis Avenue
- Public Works: East Cedar Street and Ellsworth Street – survey property line
- Fire Department: FH5 – survey property line

**Town Grant Applications:**

- Public Works: Main Street 2020 Community Connectivity Project
- Public Works (LOTCIP 2020): Complete Street Project - Maple Hill Avenue and Alumni Corridor Improvements
- Town of Berlin (LOTCIP 2022 \$38M): Complete Street Project – Rowley Street & Episcopal Road Corridor Improvements

- Public Works (supplemental LOTCIP 2023 \$25M): Complete Street Project – Garfield Street Corridor Improvements or Robbins Avenue sidewalk (and culvert extension) or Francis Street culvert or Fenn Road Complete Street)
- Public Works (LOTCIP 2024 \$43M): Complete Street Project – Garfield Street Corridor Improvements or Robbins Avenue sidewalk (and culvert extension) or Francis Street culvert or Fenn Road Complete Street)
- Public Works: Bicycle and Pedestrian Safety Action Plan
- Public Works: Safe Streets For All (SS4A) – Prepare Action Plan
- Public Works: Reconnecting Community Grant

**Town Project:** Managed consultant projects:

- Public Works: Inspect bridges under 20 feet long (arch/box/pipe) culvert (GM2)
- Public Works: Kelsey Street & Christian Lane traffic signal improvements (VHB)
- Engineering: Updating sidewalk specification (WMC)
- Public Works: Camp Avenue – Pavement widening assessment (GM2)

**BUILDING DEPARTMENT**

- Commercial permit submitted for a nutrition bar at 27-33 East Cedar Street
- Commercial permit submitted for 3329 Berlin Turnpike for tenant fit-out with outdoor patio
- No Certificate of Occupancies were issued in August
- These are the classes the inspectors took in August:
  - D. Jourdan: none
  - K. Kilkenny: August 23 Rocky Hill meeting - Mechanical Inspection Checklist (2 hours)
  - A. Hanke: August 23 Rocky Hill meeting - Mechanical Inspection Checklist (2 hours)
- Building Department activity for the month of August was as follows: The Inspectors completed a total of 216 Inspections. They were: Above Ceiling (2), Boiler (1), CO (1), Electrical (20), Exterior Walls (1), Final (113), Footings (4), Foundation (1), Framing (5), Gas Line (11), Incident Report (1), Insulation (4), Mechanical (3), Plumbing (2), Pools (5), Roof (4), Rough (35), Site Visit (3).
- The total number of Building/Renovation Permits issued/applied for the month of August was **165** producing a total permit value of **\$3,372,812**. They are categorized as follows:

| TYPE OF PERMIT             | # OF PERMITS | VALUE OF PERMITS    |
|----------------------------|--------------|---------------------|
| ADDITIONS/ALTERATIONS      | 23           | 1,572,298.00        |
| DECKS                      | 7            | 50,038.00           |
| ELECTRICAL                 | 50           | 717,378.00          |
| FENCE                      | 0            | 0.00                |
| FIRE SUPPRESSION/SPRINKLER | 0            | 0.00                |
| FOOTING/FOUNDATION         | 0            | 0.00                |
| FUEL TANK                  | 0            | 0.00                |
| GARAGE/SHED                | 0            | 0.00                |
| MECHANICAL                 | 38           | 376,444.00          |
| NEW COMMERCIAL             | 0            | 0.00                |
| NEW MUNICIPAL              | 0            | 0.00                |
| NEW RESIDENTIAL            | 1            | 220,000.00          |
| PLUMBING                   | 23           | 105,545.00          |
| POOL                       | 1            | 36,000.00           |
| ROOFING/SIDING             | 15           | 182,949.00          |
| SIGN                       | 0            | 0.00                |
| SOLAR                      | 7            | 112,160.00          |
| TENT                       | 0            | 0.00                |
| <b>TOTAL</b>               | <b>165</b>   | <b>3,372,812.00</b> |

The total Building income fees received in the month of August were **\$38,679.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1,275.00, Environmental \$300.00, Conservation \$200.00, Copies, Books and Maps \$50.00, Zoning Board of Appeals \$260.00, Driveway/ Excavation \$1,050.00, Engineering copies \$0.00. The other total income is \$3,135.00.

Below is a comparison of the Permit Values for August 2022 and August 2021:

|                                     | <u>2022</u>    | <u>2021</u>    |
|-------------------------------------|----------------|----------------|
| Value of Permits issued for August: | \$3,372,812.00 | \$8,316,561.00 |
| Fees for Permits issued for August: | \$38,679.00    | \$93,724.00    |
| Other income Fees for August:       | \$3,135.00     | \$11,489.50    |
| Building Permits Issued for August: | 165            | 182            |

Total Value of Permits and Permit Fees for the Fiscal Year:

| 2022-2023    |                   | 2021-2022    |                   |
|--------------|-------------------|--------------|-------------------|
| <u>Value</u> | <u>Permit Fee</u> | <u>Value</u> | <u>Permit Fee</u> |
| \$7,427,091  | \$85,475          | \$10,654,145 | \$122,027         |

### **HUMAN SERVICES**

- August wrapped up our Summer Youth Adventures' program with a very successful summer. Young people and their parents were very happy to have had our summer programs return this year.
- Planned and created the Fall 2022 SCORE brochure.
- ALPS 5th grade challenge program was scheduled with the Health & Wellness teachers from Martin Kellogg and John Wallace Middle Schools.
- The Food Bank continued to meet the needs of the community providing services: most recipients shopping, some pre-packed distributions, delivery and wellness checks to those in need. Numerous volunteers and all staff assisted with the ongoing operation of the food bank. We are experiencing a shortfall of certain food items and would appreciate any donations by contacting Pam Wassik for specific needs.
- We have seen an increase of very complicated cases involving gaps in services, multiple agencies and coordination of services, and research for possible resources on new situations including immigration issues.
- 9 Clinical cases were seen presenting with issues primarily revolving around anxiety and one anger issues case. Cases were predominantly continuing cases. There was a transition for cases being seen in the school for the summer to being seen at our office, taking the summer off, or closing out services due to case resolution or graduation

### *August 2022 Statistics*

| <b>Selected Programs</b>                                    | <b>FY 22-23<br/>Total This<br/>Month</b> | <b>FY 22-23<br/>Total Last<br/>Month</b> | <b>FY 22-23<br/>Cumulative<br/>Total YTD</b> | <b>FY 21-22<br/>Cumulative<br/>Total YTD</b> |
|---|--|--|--|--|
| Youth and Family Counseling Cases<br>Clinical presentations | 9<br>0                                   | 11<br>0                                  | 20<br>0                                      | 2<br>0                                       |
| Youth & Family Service Hours                                | 17.5                                     | 20.5                                     | 38   | 5  |
| JRB cases :<br>JRB hearings:<br>JRB Service hours:          | 5<br>0<br>25.5                           | 4<br>0<br>18                             | 9<br>0<br>43.5                               | 4<br>Combined<br>4                           |
| Positive Youth Development                                  | 129                                      | 270                                      | 399  | 1,479  |

|   |                        |                      |                          |                         |
|---|------------------------|----------------------|--------------------------|-------------------------|
| Community Service<br># of hours completed<br>Challenge Course: Adult<br>Youth (outside) | 1<br>25<br>0<br>73     | 1<br>46<br>0<br>20   | 2<br>71<br>0<br>93       | 2<br>105<br>0<br>73     |
| Information and Referral  | 168                    | 100                  | 268                      | 400                     |
| Social Casework Cases<br>Under 55 =<br>Under 55 disabled =<br>Over 55 =                 | 91<br>23<br>17<br>51   | 80<br>18<br>12<br>50 | 171<br>41<br>29<br>101   | 174<br>44<br>28<br>102  |
| Social Casework Service Hours<br>Under 55 =<br>Over 55 disabled and/or disabled         | 202.75<br>47.75<br>155 | 155.5<br>33<br>122.5 | 358.25<br>80.75<br>277.5 | 294.25<br>58.5<br>240.5 |
| Food Bank Household visits<br># bags of groceries distributed<br>Mobile truck           | 142<br>1,848<br>230    | 132<br>1,696<br>232  | 274<br>3,544<br>692      | 259<br>3,141<br>179     |
| Special Needs   | 11                     | 3                    | 14                       | 13                      |

### **SENIOR AND DISABLED CENTER**

- The Center continues to be open with COVID-19 mitigation strategies in place. In addition to daily activities such as lunch, the fitness room, etc., members enjoyed numerous special programs such as the annual pool party at Mill Pond, an AARP safe driving course, a conversation with Fire Marshal Zordan, a discussion on hearing loss, and various art classes. All special programs were well attended.
- The first in-person Volunteer Appreciation Dinner since 2019 was held outdoors under a tent in the Senior and Disabled Center parking lot on August 2<sup>nd</sup>. More than 60 volunteers were in attendance along with members of the Commission, Town Council, Mayor DelBuono, State Representative Gary Turco and State Senator Matt Lesser. Center Staff and Commission on Aging and Disability members selected the Meals on Wheels Drivers as the 2022 Volunteers of the Year.
- The Center held a day-long member/accreditation celebration on Wednesday, August 3<sup>rd</sup> with various 1950's themed activities offered throughout the day to celebrate "Happy Days are Here Again at the Center". Activities included a morning meditation, 1950's themed trivia contest and crafts, a special 50's-themed congregate lunch and a member celebration with music, dancing, games and prizes. Ice cream, refreshments and prizes were donated by local businesses. The event was a resounding success.
- The Center is almost entirely open. Staff is actively working on bringing back the remaining significant programs as follows:
  - Bus Trips: The volunteer trip committee has reconvened and with the staff's help is planning to resume day trips to the casinos and local areas of interest. The first trip to Foxwoods Casino is scheduled for September 15<sup>th</sup>. Tentatively, 1-2 trips will be offered per month. Staff is reviewing registration process, fees, money handling and safety procedures.
  - Gift Shop: Consignments appointments are being scheduled each Tuesday to rebuild the gift shop inventory with the goal to reopen the gift shop by mid-fall 2022. As of the end of August, inventory is almost completely rebuilt, and staff is in the process of recruiting/bringing back volunteers.
  - Silver Sneakers: The popular exercise program led by fitness instructors is set to return in September.
- Membership renewal letters for the 2022-23 FY were mailed to all members by June 10<sup>th</sup>, and renewals continued through the month of August. Renewal reminders were sent in late August. According to a discussion with the Town Manager and Finance Director, we will waive the \$5.00 membership fee for the third year but stress that donations are appreciated.

- Staff is now focusing on outreach strategies to increase community awareness of the Center and increase membership. Throughout the fall, staff identify and reach out to groups such as those living in senior housing, veterans and younger adults with disabilities.
- With COVID-19 still among us, we recognize that not everyone can return in person, and some folks still feel more comfortable at home. Therefore, we offer weekly telephone-based programs such as Boggle, meditation, and bingo. In-person speaker programs and classes will also be provided in a hybrid format via Zoom whenever possible. The Social Call Sheet program remains popular, as do the weekly robocalls to members with updates about the Center, the community, and other important information.
- Those who cannot return to in-person lunch due to health concerns have been offered the option of receiving Meals on Wheels. In August, volunteers and staff delivered Meals on Wheels to approximately 55-60 residents daily, Monday through Friday. An average of 1,100 hot meals are delivered per month.
- Dial A Ride is open for all regular in-town services. In August, the two Dial A Ride drivers (with subs as necessary) completed 449 trips plus 181 Meals on Wheels' deliveries, for a total of 1,701 miles over 310 hours.
- Social work and energy/renter's assistance programs have continued seamlessly throughout the pandemic, with Social Worker Teri Snyder and Benefits Eligibility Coordinator Karen Halpert adapting to remote or telephone meetings, email and mail correspondence, etc. When necessary, Teri and Karen meet with clients in-person with all precautions.
- Facilities:
  - The window project is ongoing with the Town Engineer and Facilities Director working with the architect to obtain information necessary to go to bid.
  - The Parks Department helped maintain the Giving Garden and cleaned up the landscaping by the cafeteria entrance.
- The Director attended meetings with Town Staff, including various planning discussions with Parks and Recreation, CCHD, and Human Services.
- The Director hosted a meeting of the CASCP Board of Directors on August 12<sup>th</sup>. This group focuses on collaboration among senior centers and related agencies to improve services, resources and programs available to older adults.

## **PARKS AND RECREATION**

### **Recreation Division:**

- 8 lifeguards received their Water Safety Instructor certification from the American Red Cross.
- The pools held multiple pool parties for over 500 campers, as well as over 35 senior citizens in collaboration with the Senior and Disabled Center.
- This year, Camp S'more was expanded from one week to two weeks, with 110 campers per week. Campers attended Camp S'more with fun daily activities including sports, special guest entertainers, a field trip to Lessard Lanes, swim lessons, and making s'mores.
- Preparation has begun for the 2023 season of Camp RECreate, Camp S'more and Leaders in Training (LIT) programs.
- The Fall Program Guide was published and directly mailed to over 13,500 households in town, advertising our hundreds of upcoming programs and sports camps.

### **Parks, Grounds & Cemeteries Division:**

- Assembled new play equipment for the Creative Playtime Preschool playground.
- Field maintenance ongoing.
- Fertilized all athletic fields, began over seeding and aeration.
- Routine mowing slowed somewhat, due to lack of rain.
- Tree maintenance and stump removal was able to get caught up.
- Pruning and landscape work underway at all schools in leading up to reopening.
- Field painting now in full swing for fall sports.
- Fall-themed flags installed on Main Street, Garfield Street, Constance Leigh Drive and Market Square.
- The garbage duty rarely gets recognized in Monthly Reports because it is performed daily. It's a thankless job and staff does a wonderful job with it.
- Parks coordinated tree removal around Town emergency equipment at top of Cedarwood Road.

- Highway coordinated milling in West Meadow Cemetery.
- Irrigation repair at Lucy Robbins Welles Library was completed with minimal damage.
- A combined effort between Parks, Highway and Engineering underway to improve drainage at Badger Field's retention basin.
- Courtyards at all schools were pruned, mowed and cleaned.
- Ditch on Grandview Drive was trimmed/pruned.
- Bucket truck training performed for Parks, Highway and Facilities staff by CUES Equipment.

Cemeteries: single 2, double 6, ash 4; sales 8

Overtime: 101 hours, \$4,797

**Tree Warden:**

- Picked up branches in parks.
- Removed dead tree in the center island at Alumni Field.
- Removed dead maple tree in Center Cemetery.
- Pruned trees at schools for start of school year.
- Removed dangerous tree at Churchill Park tennis courts.
- Removed dead tree by Alumni Baseball.
- Removed tree in West Meadow Cemetery.
- Pruned cherry trees on green at Main Street and Robbins Avenue.
- Removed trees for drainage project on Pheasant Run.
- Removed trees for maintenance of drainage basin at Badger Field.
- Pruned trees at rear of Mill Pond Pool.
- Removed damaged tree on Dewey Avenue.

**LIBRARY**

- The “Ocean of Possibilities” Summer Reading Programs for children, teen and adults concluded in August. All 3 programs had a banner summer with the highest participation in years. The children’s program had 511 kids registered and working hard to read and complete activities in their log to win prizes. 109 teens registered for the teen reading program with more than 328 books read over the summer. Teens loved the “Spin to Win” wheel to win prizes throughout the summer. Each time they submitted a review of the book they read or completed some of the other reading activities, they could spin the wheel to win a prize. 506 adults registered and actively participated in their own summer reading program. They read 3,802 books during the summer. Each time they finished a book, they submitted a prize ticket for the chance to win the weekly prize drawing or the grand prize. For the first time in 3 years, an in-person adult summer reading finale was held in the library. On August 19<sup>th</sup>, 81 adults attended to eat some great snacks and hang out with fellow participants to watch the drawings of the grand prize and for the chance to win one of the several door prizes. It was a fun night and so nice to be back together again. The last day of the children and teen summer reading programs was August 24<sup>th</sup>.
- The 7 perfect baby chicks who hatched in the library at the end of July left us on August 9<sup>th</sup> to head back to Farmer’s Joe’s in Wallingford. It was a very sad day at the library. Patrons of all ages and the staff were very sorry to see our feathered friends go. It was such a heartwarming program and was appreciated by so many different people. We plan on doing it again next year.
- The Friends of the Library had *A Porch Book and Media Sale* on Saturday, August 27<sup>th</sup>. This pop-up book sale was held on the front steps of the library and in the Community Room. Hundreds of books and media were set up for people to browse and buy. Teachers were charged half price for any items purchased for their classrooms. They are now busy planning for their fall book sale that will be held at the Newington Senior and Disabled Center.
- *The Tiny Art Show Exhibit* in the Community Room began on August 9<sup>th</sup> through the end of the month. During the month of July, 108 Tiny Art kits consisting of a 4 x 4 mini canvas, paint and brushes were given out to patrons of all ages who were encouraged to be creative and create a mini masterpiece that could be part of the exhibit at the library in August. 75 finished canvases were returned and hung in the Community as part of this exhibit. It was so much fun to browse and see how imaginative and creative people could be.

- The Children's department staff had a busy month, offering 32 programs to 638 children and their caregivers. The weekly indoor story times for One's, Two's and 3-5 Year Olds were very popular. The 3-part *Ready for Kindergarten* program was well attended. The intent was to help children starting kindergarten this year develop some skills to have a successful school year. The *Children's Museum* hosted two programs at the library in August. The first titled *We Like to Move It* had children between the ages of 3 & 5 explore the concepts of energy, force and motion. The second program titled *Polymer Power* had children in grades K-5 conduct slimy experiments to learn about liquids, solids and polymers. An *Outdoor Family Game Night* courtesy of *The Carnival Party LLC* featured GIANT outdoor games that included life-size pool, *Operation* and *Battleship* and was enjoyed by families with children of all ages. *Grab & Go* craft kits rounded out the month.
- Teens were offered 8 programs to 87 teens. Teen programming this month was all about creativity. Programs included a paint party, a Teen Cricut program where teens created simple logos to stick on their water bottles and laptops, a basket weaving program and Oyster Decoupage. It is amazing to see how creative and talented these teens are. Teen volunteers as part of the *Teen Volunteer Network* volunteered 18 hours this month helping with library programming.
- Adult programmers presented 10 programs to 258 participants. The *Movies @ the Library* program featured the film *Dog* starring Channing Tatum. An *Oceans of Possibilities* paint program with Laura Healy from *Middlewoods* taught participants how to paint a beach scene. Kim Larkin from *Klassic Kreations* showed adults how to make Soule Speak Alchemy boxes and the meaning behind this type of craft. Other adult programming included a *Page Turner*'s book discussion on the book *The Lost Girls of Paris* By Pam Jenoff and a *Brown Bag it With Books*' program where participants discussed the book *Where the Crawdads Sing* by Delia Owens. The month was rounded out with *Grab & Go* color pages and puzzle packet and *Spice It to Go* kits featuring the herb lavender.
- Outreach to the senior living facilities continues to be strong. Head of Community Services Michelle Royer and the *Books for You* delivery service volunteers delivered 118 books during the month. The volunteers from the GFWC of Newington/Wethersfield who pick up and deliver the books make this service possible.
- Total circulation was 24,170. Circulation of digital materials was 3,163. Total number of people that entered the building was 9,004. 84 curbside service transactions were processed. Staff processed and pulled 2,280 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 3,495 reference questions during the month. Meeting room and study room space was used 166 times. Staff offered tech help 158 times to patrons. Online databases that were popular this month included *Value Line*, *Consumer Reports*, and *Ancestry.com*.
- In technology news, Digital Services Librarian Michelle Patnode held an in-person *Getting Started with Instagram* program. We are in the process of revamping and reintroducing our *Tech 4 U* one-on-one technology help sessions for patrons. Patrons will set up a short appointment for technology help with a librarian. Library Director Lisa Masten, Assistant Library Director Karen Benner and Head of Reference Jennifer Hebert met with a sales representative to discuss replacing the public copiers and public printer that have been malfunctioning for a while. These items are more than 12 years old and will need to be replaced soon. The main vendor the library uses and that many libraries use to purchase books and media was hit with ransomware and was down for the last two weeks of the month. This meant the ordering of new materials was disrupted. We did use other vendors when we could but not everything was available especially at the discounted prices we usually received from this regular vendor.
- In personnel news, the entire staff attended a morning staff development program with Diversity, Equity, Inclusion and Belonging expert and CEO of Indelible Impressions Yvonne Alston to talk about and learn how to improve communication and service with the public and each other. It was amazing and very eye opening. We plan on offering additional staff development sessions with Yvonne in the fall. Staff continues to take advantage of free webinars provided by the State Library and the Connecticut Library Consortium to learn and grow.
- In facilities news, Joe Salamone and John Kubachka from the Town Facilities department are working with the insurance company and repair vendors to repair the damage from the June roof leaks. The cleaning service *Environmental Services* is doing a great job.

## TOWN CLERK

- There were 95 property transfers for a total \$22,361,108.10 in sales. State conveyance tax was \$179,021.92; Town conveyance tax was \$55,440.64.
- There were 475 documents filed on the land records during August including: 131 mortgage documents, 140 releases, 21 probate certificates, 28 liens and 5 Foreclosure Registrations.
- Twenty-two residential properties conveyed for over \$300,000; five residential properties conveyed for over \$400,000; one residential property conveyed for \$579,000; and one residential property conveyed for \$625,000. Three commercial properties conveyed: one conveyed for \$515,000.00 (2221 Berlin Turnpike, BT Realty Corp to ARIAX LLC); one conveyed for \$825,000.00 (365 East Cedar Street, Anne E Kelly to Newington Real Estate Development LLC); and finally, one conveyed for \$1.2 Million (46 Commerce Court, Fenn Road Realty LLC to ADM Properties LLC.).
- The staff issued 158 certified copies of vital records, 7 burial permits, 3 cremation permits and issued 10 marriage licenses.
- Ten Notary Public commissions and 8 Trade Name certificates were recorded.
- The Democratic and Republican Primaries were held on August 9, 2022. The office issued 91 absentee ballots for the Democratic Primary and 22 absentee ballots for the Republican Primary.

| <b>DATA SUMMARY AUGUST 2022</b> |                     |                     |                         |                         |
|---------------------------------|---------------------|---------------------|-------------------------|-------------------------|
|                                 | <u>August-21</u>    | <u>August-22</u>    | <u>FY 21/22 to Date</u> | <u>FY 22/23 to Date</u> |
| Land Record Documents           | 513                 | 475                 | 1,113                   | 756                     |
| Dog Licenses Sold               | 93                  | 108                 | 491                     | 597                     |
| Game Licenses Sold              | 0                   | 9                   | 6                       | 27                      |
| Vital Statistics                |                     |                     |                         |                         |
| Marriages                       | 29                  | 12                  | 52                      | 30                      |
| Death Certificates              | 29                  | 24                  | 54                      | 55                      |
| Birth Certificates              | 32                  | 23                  | 53                      | 54                      |
| Total General Fund Revenue      | \$ 74,715.20        | \$ 77,305.44        | \$ 153,912.94           | \$ 181,951.51           |
| Town Document Preservation      | \$ 2,022.00         | \$ 1,544.00         | \$ 4,028.00             | \$ 2,528.00             |
| State Document Preservation     | \$ 2,504.00         | \$ 2,736.00         | \$ 5,168.00             | \$ 4,536.00             |
| State Treasurer (\$36 fee)      | \$ 11,016.00        | \$ 12,240.00        | \$ 22,896.00            | \$ 20,304.00            |
| State Treasurer (\$127 fee)     | \$ 10,287.00        | \$ 5,207.00         | \$ 20,828.00            | \$ 9,130.00             |
| State Treasurer (\$110 fee)     | \$ 11,990.00        | \$ 5,720.00         | \$ 23,100.00            | \$ 9,398.00             |
| LoCIP                           | \$ 918.00           | \$ 1,020.00         | \$ 1,908.00             | \$ 1,692.00             |
| State Game Licenses             | \$ 0                | \$ 105.00           | \$ 128.00               | \$ 132.00               |
| State Dog Licenses              | \$ 712.00           | \$ 802.00           | \$ 3,185.00             | \$ 3,825.00             |
| Dog Licenses Surcharge          | \$ 258.00           | \$ 274.00           | \$ 1,222.00             | \$ 1,438.00             |
| Marriage Surcharge              | \$ 782.00           | \$ 340.00           | \$ 1,224.00             | \$ 578.00               |
| <b>Grand Total</b>              | <b>\$115,204.20</b> | <b>\$107,293.44</b> | <b>\$ 237,599.94</b>    | <b>\$ 235,512.51</b>    |

## INFORMATION TECHNOLOGY

The Town's Information Technology team consists of Scott Sharlow, Chief Information Officer; Steven Pollock, Network Administrator/Project Leader; John Bolduc, Network Administrator/Project Leader; and Scott Hoagland, Network/Application Specialist.

During the course of the month of August, the Department of Information Technology participated in, assisted, and/or were directly involved in:

- Completing 75 formal work orders
- Installation, configuration and management of the Watchguard Body Worn and in car video recording and evidence management solution.
- Worked on GPS issue in the Computer Aided Dispatch/Records Management solution which related to the new Body Worn Camera implementation.

- Staff members continued work on receipt of delivery and inventory of new computer equipment order.
- Setup a new server for the backup of structured and unstructured data in use in Town operations.
- Received, configured, and installed new video management server.
- Procuring the town's annual software and hardware licensing and maintenance renewals.
- Continued working on the implementation of the RedNMX software for the Fire Department including the interface between RedNMX and the Police Department dispatch software.
- Configured, imaged, and deployed replacement training laptops for Library Services.
- Provided security fixes, firmware upgrades, and maintenance on all remote site firewalls.
- Upgraded firmware on all Town Hall edge switches.
- Worked on issue with Assessor Computer Aided Mass Appraisal solution sending updated information to online public portal.
- Upgraded the Parks and Recreation programs back end and desktop software to the latest version.
- Worked on issues with email notification when managed devices are functioning including at tower locations.
- Maintained the Town's security infrastructure by the creation of new and the disabling of outgoing accounts in email and network accounts.

## **TOWN PLANNER**

### **Town Commission Actions/Activities:**

**Town Plan and Zoning Commission** – at the 8/10 meeting, the commission discussed the Greater Hartford Mobility Study and developed comments to send to that group for their review. The meeting of 8/24 was cancelled as there was no new business for the agenda.

#### **Applications Received:**

Special permit application at 190 Fenn Road – Meeting date of 9/14

**Petition 35-22:** Special Permit (Section 3.17.6) for Recreational Use (Gym) in the Industrial (I) Zone at 190 Fenn Rd, Applicant: Topsid Athletics LLC., Owner: 190 Fenn Road LLC, Contact: Kevin Witchey.

Special Permit application at 385 Stamm Road – Meeting date of 9/28

**Petition 36-22:** Special Permit (Section 3.17.6) for Recreational Use (training institute & gym) in the Industrial (I) Zone at 385 Stamm Road, Applicant: Pro Performance Network, Owner: RPG Stamm LLC, Contact: Kevin Rival.

**Conservation Commission** – August meeting cancelled

**Zoning Board of Appeals** – Meeting held on 8/4 for a variance request at 70 Broadview Street; that variance request was denied by the commission.

**Open Space Committee** – No scheduled meeting for August 2022.

**Economic Development Commission** – August meeting was cancelled.

**Affordable Housing Monitoring Agency** – No scheduled meeting for August 2022.

### **Town Planner Activities:**

- Issued 25 Zoning Permits for various projects in town.
- Received 79 questions and/or complaints (via emails, phone calls, Civic Plus, in-person, etc.) about zoning regulations
- Inspected 10 properties for Blight Complaints and sent 5 "Notice of Blight Violation" letters.
- Inspected 16 properties for Zoning Complaints and sent 6 "Notice of Zoning Violation" letters.
- Spoke with realtors/potential developers, and/or potential tenants for the following properties.

Typically, we discuss allowable uses and the permitting process for their potential projects.

2180 Berlin Turnpike  
2221 Berlin Turnpike  
3413 Berlin Turnpike  
65 Culver Street  
190 Fenn Road  
25 Holly Drive  
20 Holmes Road  
155 Lowrey Place  
1044 Main Street  
1170 Main Street (Keeney Building)  
231 Maple Hill Avenue  
715 New Britain Avenue (Twin City Plaza)  
385 Stamm Road  
230–236 West Hill Road

Spoke with two different individuals requesting information on the process to obtain a Home Occupation permit through the TPZ.

On site at 260 Stamm Road to document an enforcement action against a business at that location on the following dates, 8/4, 8/8, 8/16, and 8/30. To date, 17 junk vehicles have been removed from the property.

Land Use attorney filed action(s) against 366 Maple Hill Avenue and 174 Francis Avenue.

## **FACILITIES**

The following is a snapshot of ongoing work and projects the Facilities Department is working on or completed in the month of August. In addition to routine preventative maintenance work, the team responded to approximately 38 work orders consisting of maintenance and custodial requests.

### **Town Hall:**

- Drywall repair in the 2<sup>nd</sup> Floor hallway.
- Water event in the Helen Nelson room.
- Troubleshoot and repair gymnasium partition.
- Repaired gym storage lights.
- Installed new emergency light in Human Services bathroom.
- Removed and disposed of old file cabinets.
- Installed new light in Assessor's office closet.
- Garfield Street reconstruction planning.
- FRP board installation at Human Services.
- Troubleshoot and repair exterior lighting at Town Hall.
- Adjusted door closures.
- Adjustment to condensation pump in NCTV.
- Designed and built three (3) new drawer dividers for the Tax Department.
- New security glass installed at Human Services.
- Preventative maintenance of automatic doors.
- Life safety scheduled preventative inspection.
- Moved six (6) cabinets in Town Clerk's office and installed new cabinets/shelving.

### **Library:**

- Reviewed insurance claim work with contractors.
- Repaired outside site lighting.
- Designed and built HVAC screens for roof top units to prevent pollen build up.
- Preventative maintenance of automatic doors.
- Life safety scheduled preventative inspection.

**Highway Garage:**

- Replaced salt shed roof.
- Removed and salvaged pieces of the old cover for future project at parks.
- Troubleshoot security camera issue.
- Investigated and repaired lighting and electrical pole issue.
- Preventative maintenance of automatic doors.
- Life safety scheduled preventative inspection.

**Fire Stations:**

- Station #2 roof proposals received.
- Repaired electrical service mast at fire museum.

**Grounds Maintenance:**

- Installed new outlets and breakers for golf cart chargers.
- Investigated and repaired lock/door issues.
- Fire door replacement scheduled for September.
- Investigated exterior lighting issue at Churchill Park; replacement scheduled for September.
- Repaired and replaced gutters at Parks Garage (ongoing).
- Life safety scheduled preventative inspection.
- Measured and planned for new salt shed roof and sides, using leftover material for walls/side of Parks salt shed from our Highway salt shed roofing project.

**Town Green:**

- Repaired site lights.

**Radio Tower (Callahan property):**

- Repaired damaged roof from tree limb.

**Historical Properties:**

- Kelsey House: Painting and wood replacement planning (ongoing).
- Kelsey House: Lead paint x-ray testing; PO secured.
- Kellogg Eddy: Final version of drawings and specs received for roof project.

**Senior & Disabled Center:**

- Garbage disposal repaired.
- Kitchen ANSUL system upgraded.
- Moved three (3) ping pong tables.
- Preventative maintenance of automatic doors.
- Life safety scheduled preventative inspection.

**Newington EMS:**

- Replaced insulation.
- Repaired all sheetrock.
- Repainted corner to corner on two walls.
- Reinstalled carpet squares.
- Repainted and reinstalled baseboard.

**Indian Hill Country Club:**

- Emergency exit completed.

**American Legion:**

- Removed old soffit and fascia material.
- Installed new fascia boards and rake boards.
- Sistered in extensions to the roof rafters to receive new fascia boards.
- Removed 2 wall mounted A/C units and boarded over holes prior to siding job.
- New vinyl siding installed.
- New 60 Amp disconcernt installed for AC unit.
- Serviced HVAC equipment.
- Boarded over 2 previously abandoned windows prior to siding job.

**Police Department:**

- Exterior security cameras: Released contractor (still waiting for install).
- Cleaned up water from sprinkler head release from detainee.
- Contractor called to replace sprinkler head.
- Installed new lighting IT data closet.
- Replaced hot water heater at Police Training Building.
- Investigated failed AC unit - replacement required; contractor released to proceed (8 week lead time).
- Replaced 2 broken toilet seats.
- Preventative maintenance of automatic doors.
- Life safety scheduled preventative inspection.

**Administrative Projects:**

- Onboarding of the new carpenter, Nick Spencer.
- On Call Architectural services RFP released for bid.
- PD storage project - bid opening (over budget - reevaluating scope of work).
- Ongoing work associated with the Town wide solar projects.
- Akita Box onboarding and training continued.
- Employee safety training continued.
- Aerial bucket truck training completed.
- EV charging station review – ongoing.
- Salt shed roof replacement completed.
- American Legion - siding completed.
- Multiple card access requests and schedule changes.
- Design completion of Way Finding Sign project; waiting on contractor to provide final proofs.
- Assisted the Registrar of Voters with Primary.
- Planning for electrical pole replacement at Parks Garage (awaiting quote from Eversource).
- Motorola Site surveys for radio project.
- Final phase completed of the Newington High School roof project.
- NHS asbestos investigation.