



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: November 11, 2022
Re: Monthly Report – September 2022

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.

The Town Council and Board of Education had a Joint Special meeting on September 6th to discuss Communication of Attorney-Client Privilege of a Public Agency.

One of our top projects within the last two years has been the public safety radio system. On September 7th, I had a discussion with Daphne Miller of Bluewing to discuss outstanding issues and project status. I had a follow up meeting on September 22nd to discuss the R56.

Each month, the surrounding Town Managers and I meet and discuss ways to regionalize some of our operations. We met on September 8th this month.

The regular meeting of the Town Council was held on September 13th. Old business included a discussion on Explanatory Text for Draft Charter Referendum. New business included a Tax Assessment Fixing Agreement at 690 Cedar Street (old National Welding site).

I conducted a Department head staff meeting on September 14th, where we discussed the Town Council meeting that occurred the night before and announced that the ribbon cutting ceremony for the Dog Park was taking place today. I reviewed the May 18, 2022 letter to the Council regarding budgets. Personnel issues were also discussed: Joe Salamone will begin his duties as Assistant Town Manager on September 19th, John Kubachka will be the Acting Director of Facilities, and DJ Zordan will be appointed to Emergency Management Director on September 19th. The temporary Building Official position remains open.

I had a quarterly meeting update with the Fire Chief/Fire Commission on September 22nd.

A regular Town Council meeting was held on September 29th (not held as scheduled on September 27th due to the Rosh Hashanah holiday). Old business discussed was regarding the Tax Assessment Fixing Agreement at 690 Cedar Street. New business included a report by Sonick Group Grant Writer, the introduction of Assistant Town Manager Joseph Salamone and Chief Information Office Scott Sharlow, and a discussion regarding the draft Job Description for the A-9 position, Director of Administrative Services.

I met with the Town Council leadership biweekly via zoom to keep them abreast of new information, updates on current projects and anticipated items for the future.

Overtime

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

HIGHWAY DEPARTMENT		Overtime Hours	Cost
Vehicles and Equipment		73.5	\$ 4,092.03
Weekend Standby and Call-In		20.0	\$ 966.00
Road Maintenance		14.2	\$ 507.01
Milling and Overlays		112.9	\$ 5,162.50
Badger Field Drainage		10.3	\$ 558.18
Totals		230.9	\$ 11,285.72
PARKS AND GROUNDS DIVISION		Overtime Hours	Cost
General Grounds		133.5	\$ 6,341.00
Totals		133.5	\$ 6,341.00

POLICE DEPARTMENT	22-23 Budget Overtime Appr.	Overtime Expended 22-23 YTD	21-22 Budget Overtime Appr.	Overtime Expended 21-22 YTD
Administration	\$ 8,547.00	\$ 0.00	\$ 8,175.00	\$ 0.00
Patrol	710,781.00	216,453.38	679,403.00	213,026.13
Investigation	91,467.00	4,229.95	90,645.00	4,621.63
Traffic	5,006.00	360.40	4,908.00	1,524.74
Communication	183,778.00	31,569.59	173,748.00	32,725.62
Education/Training	142,800.00	19,343.81	143,085.00	29,061.03
Support Services	57,595.00	644.64	60,413.00	5,279.63
Animal Control	2,521.00	1,374.65	1,511.00	0.00
Total	\$ 1,202,495.00	\$ 273,976.42	\$ 1,161,888.00	\$ 286,238.78
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,834.00	\$ 6,670.82	\$ 29,217.00	\$ 8,593.34
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	3,854.43	34,145.00	7,291.49
Leaf Collection	35,972.00	0.00	35,267.00	0.00
Total	\$ 233,870.00	\$ 10,525.25	\$ 228,629.00	\$ 15,884.83
PARKS AND GROUNDS				
Parks and Grounds	\$ 105,001.00	\$ 39,431.95	\$ 88,357.00	\$ 45,007.93
Cemeteries	17,109.00	40.47	17,109.00	531.23
Total	\$ 122,110.00	\$ 39,472.42	\$ 105,466.00	\$ 45,539.16

PERSONNEL

- The vacant Part-Time Library Circulation Substitute position was posted on September 16th, with a closing date of September 30th.
- Every year we advertise for seasonal help for our leaf collection program, which is approximately 6 weeks beginning in late October.
- I interviewed two applicants for the Certified Police Officer positions on September 14th. Both candidates, Michael Giordano and Patrick Lacruz, were offered the position with the starting date of October 11th.
- The vacant Assistant Town Manager (A-12) position was offered to Joseph Salamone, who was the Director of Facilities Management. He began his position on September 19th.

- John Kubachka, Operations/Project Manager (A-7) was appointed as Acting Director of Facilities Management (A-9).
- No applications were received for the vacant Dial-A-Ride Transportation Driver position; the position remains open.
- The Town is still accepting employment applications for the temporary Building Official (A-7) until filled.
- No retirements for the month of September.

RISK MANAGEMENT

2022-23 Blue Cross/Blue Shield Plan Year

The second month of the 2022-23 plan year produced a combined paid claim total that was higher 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 August 2022 were \$1,026,455. 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:

<u>Cumulative Claims through August, 2022</u>		
Town	Board of Education	Total
Estimated Claims	428,920	1,547,060
Actual Claims	332,691	1,323,664

ACCOUNTING AND ADMINISTRATION

- Director of Finance and Deputy Finance Director continued to 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.
- The 2021-22 fiscal year was closed in our account system on September 23rd.
- Budget meetings with the MDC were started. After they put their suggested budgets through the internal process, there will be another meeting with the member Towns to discuss the final proposed budget.
- Annual required financial filing with the State of Connecticut was completed by the September 30, 2022 due date.
- Work has begun on the second offering of Small Business Assistance through the ARPA grant funding. It is expected that we will start accepting applications for this before the end of October.

The Town did not receive funds from the State of Connecticut during this month. 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) 9/30/2022

	Interest Earnings		
	Budget FY 2022-23	Actual Year to Date	\$ Invested
General Fund	\$100,000	\$158,197	\$41,157,219
Special Revenue Funds	48,000	3,346	701,370
Capital Projects Funds		5,829	1,103,710
Internal Service Fund	5,000	33,712	6,475,705
Trust and Agency Funds		2,924	931,491
Total, Estimated by Fund			\$50,369,495

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

9/30/2022

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	2.22	1.61	62,620	57,240	30,548,635
Bank North	1.21	1.03	567	537	563,814
TDBank (new)	1.16	.98	10,367	9,044	10,989,170
Farmington Bank	.05	.05	1	157	0
Webster Bank	.50	.50	3,262	3,273	3,191,116
Liberty Bank	.69	.60	3,142	2,335	5,076,760
Total Outstanding Investments					\$50,369,495

*Rates reflect average monthly yield, annualized***Assessor:**

- Real estate deeds were read and entered in the computer-assisted mass appraisal system through the end of September.
- Eva Greczkowski, Assessment Tech 1, is attending CCMA 1B Course.
- The filing period for Additional Veterans Exemptions has ended.
- 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. Draft version for Handicap Modified Vehicles is almost complete.
- About 37 tax appeals were filed after the 2020 town wide revaluation; prior to September, 23 had been settled, 1 additional case was settled in September, for a total of 24 settled to date.
- The Board of Assessment Appeals met on September 22, 2022. There were 10 applicants (with a total of 21 vehicles). The total reduction to the grand list by the Board of Assessment Appeals was \$29,483 in assessment.
- Inspections for reviewing/verifying business for listing of personal property accounts were ongoing through September. Personal Property Declaration forms were mailed to all owners with locations of business personal property on September 30, 2022. Total number of Declaration forms printed and mailed were 1,541. Filing of the Declarations by businesses is due by November 1, 2022. Exempt real estate locations within the Town are being reviewed to mail out lessee reports to be able to discover leased equipment to exempt organizations.
- The GIS project is on-going. There were 60 changes submitted; to date they have not been returned for review. Mapping/parcel changes effective for the 2022 Grand List are ongoing.
- The applications/files for disabled homeowners have been reviewed, and a database has been created for office use.
- Building permits and sales will be reviewed for property changes effective for the October 1, 2022 assessment date, and ongoing to January 31, 2023.

Revenue Collector:

- August Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$1,086,108.39. Prior year taxes collected amounted to \$40,608.65, and included in that amount is \$7,568.85 for suspended accounts.
- This year's September collections on the current Grand List were 55%, the same amount as September last year.
- Again, an unusual amount of motor vehicle tax bills was added when taxpayers realized their vehicles were unregistered and they had not received a July tax bill. Also, the Department of Motor Vehicles missed giving municipalities motor vehicle information for commercial vehicles which needed to be added and generated approximately 45 additional tax bills. This job needed to be completed manually by the Tax Staff.
- Demand Notices were sent the first week of September to 3,946 accounts for outstanding July taxes. There are still 178 delinquent real estate accounts. The Tax Collector has been reaching out to those taxpayers to apply for the "My Home CT" program for assistance with delinquent taxes which will pay up to \$30,000 by the State for hardship cases and does not need to be paid back by the homeowner.

- The tax payment drop box is on the west side of the Town Hall near the main entrance. Taxpayers still need to become reacquainted with the new location of the drop box, as well as the west side of the building being the main Town Hall entrance.
- Safety measures are followed with taxpayers entering the building as well with the staff.

POLICE DEPARTMENT

Patrol Calls for September are as follows:

Abandoned MV 0	Fire Task Force Activation 0	MV Evading 22
Administrative 0	Fire Training 0	MV Fatal 0
Alarm Commercial Burg Alarm 61	Fire Trouble Alarm 0	MV Injury 17
Alarm Hold Up Alarm 2	Fire Veh Maintenance 0	MV Property Only 79
Alarm Residential Burg Alarm 24	Fire Vehicle Fire 0	Neighbor 8
Altered Mental Status 0	Fire Veh Fire Near Stru 0	No Pol Actual Call Type 112
Animal Complaint 18	Fire Water Problem 0	Noise 22
Arson/Fire Invest 0	Fireworks 0	Non Collect Person 0
Assault 4	Follow Up 43	Notification 0
Assault in Progress 0	Found Property 11	Open Door/Window 7
Assist Motorist 1	Gun 0	Other Archive 0
Assist Notification 0	Harassment 3	Parking Violation 6
Assist Other Agency 29	Hazard 36	PD Assist Fire Dept 41
Bad Check Insufficient Funds 0	Hazmat 0	Personal Relief 0
Blighted Property 0	Hold Up Alarm 1	Pistol Permit 9
Bomb Threat 0	HOPE Project 0	Prisoner Care 22
Breach of Peace/Disorderly 8	Illegal Dumping 1	Private Duty 0
Burglar Alarm 0	Impersonating Police 0	Property Found 3
Burglary 1	Indecent Exposure 0	Property Lost 0
Car Seat 3	Intoxicated 5	Prostitution 0
Check Welfare 54	Juvenile Complaint 25	Recovered Stolen MV 1
Check Welfare 911 27	K9 Assist 0	Rescue Call 0
Check Welfare Other 9	Kidnapping 0	Residential Lockout 0
Clear Lot 7	Landlord/Tenant Dispute 1	Robbery 3
Construction 0	Larceny 66	Roll Call 2
Court Detail 15	Larceny from MV 19	Serve Subpoena 0
Criminal Mischief 5	Lift Assist Only 2	Serve Warrant 51
CSO 0	Liquor 0	Sexual Assault 0
Customer Dispute 17	Local Traffic Authority 0	Shots Fired 0
Dog Complaint 35	Location Check 260	Specific Detail 89
Domestic 37	Location General 1	State Pistol Permit – Tempo 0
Door Check 0	Location School 0	Stolen MV 3
Drug 1	Lockout Building 1	Sudden Death 6
DUI 7	Lockout MV 1	Suicide 0
EDP 11	Lost Property 3	Suicide Attempt 0
Escort/Transport 2	LTA 0	Suspicious MV Unoccupied 6
Escort/Funeral 5	Meal 0	Suspicious Report 160
Escort Other 0	Medical Alarm 15	Test 0
Escort Retrieval 0	Medical Cardiac 2	Threatening 3

Escort Tax 0	Medical Complaint 207	Tobacco 0
Fingerprint 1	Medical Diabetic 0	Tow 5
Fire Alarm Commercial Bldg 7	Medical Fall 23	Town Ordinance Violation 0
Fire Alarm Residential 0	Medical Mutual 0	Traffic Stop 304
Fire CO Detector no sympt 1	Medical Other 0	Traffic Stop Attempt 10
Fire CO Detector with sympt 0	Medical Respiratory 1	Traffic Survey 0
Fire Extrication 0	Medical Stand By 0	Training 0
Fire Hazmat 1	Medical Trauma 1	Trespass 12
Fire Mutual Aid Request 2	Medical Unresponsive 1	Unknown 0
Fire Other 4	Missing 6	Water problem 0
Fire Rescue 0	MV Abandoned 0	
Fire Special Detail 0	MV Assist 30	
Fire Stand By 0	MV Complaint 36	
Fire Structure Fire 1	MV Fire 0	Total: 2,204

- In September, the Detective Division Report:
 - Handled 45 investigations: 45 remain ongoing.
 - Served 42 warrants: 38 by Patrol officers, 4 by Detective Division.
- In September, the Animal Control Officers had the following activity:
 - 57 Total Calls: 34 Dog, 18 Animal/Wildlife, 5 Specific Detail, 0 Follow-ups, 0 Dog Park
 - 40 Police Assisted Calls – No ACO
 - 0 Total Bites: 0 Dog vs. Dog Bites, 0 Dog/Cat vs. Human, 0 Dog vs. MV
 - 10 Total Impounds: 7 Redeemed, 1 Sold as Pet/Adoption, 1 Euthanized, 0 Quarantine, 1 Carry Over, 0 DOA, 0 CHS Animal Dumps
 - 61 Incoming Phone Calls
 - 3 Letters (No License/Barking/Littering)
 - 3 Written Warnings
 - 0 Delinquent License Letters
 - 0 Infractions
 - 0 ACO Call-Ins
- Notable Cases/Events:
 - High number of impounds. Officers not taking critical identification for ACO to determine if the owners are dumping/surrendering their dogs. This has been a trend throughout other towns. High increase in dog bites and impounds.
 - Stats:
 - 2021 Impounds = 41 (12 months), Bites = 24 (12 months)
 - 2022 Impounds = 46 (9 months), Bites = 30 (9 months)
 - Classes (6 hours required for ACO Certification): 9/23 Blood Borne (WPD requirement)
 - Taught at the yearly ACO Academy on 9/22/2022. Taught dog behavior, preventing dog bites and best practices on how to catch an aggressive dog.
 - Dog Park Grand Opening 9/14/2022. Requested by TC no ACO.
- In September, the Patrol Division Report:
 - On 9/7/22, at approximately 2:33 pm, Officers responded to the Target Store located on the Berlin Turnpike for a reported robbery. Upon arrival, Officers spoke with a Target Loss Prevention Officer, who reported three males stole an iPad valued at approximately \$2,000.00. A sales associate stated he was approached by a black male in his 20's who asked to purchase an Apple iPad Pro. The store policy is for the associate to hold onto the electronic merchandise until after the sale is finalized to avoid theft. The associate stated two additional black males joined the first and they began to ask him questions about items located in different areas of the electronics' department. As the associate started to walk with the males up an aisle, one of the suspects grabbed the iPad from his arms and they all fled the store through the fire exit to a waiting Nissan parked just outside. Target reported these suspects were involved in a similar robbery at the New Britain Target, at which time an employee was injured. The registration plate

attached to the vehicle belonged on a different type car. The incident is under investigation by the Patrol Division.

- On 9/8/22, an elderly female contacted the Newington Police Department to report a larceny. An Officer was assigned to investigate and discovered the woman was the victim of a computer scam, and surrendered over \$140,000.00 to the suspect. The victim reported she was using her laptop computer when it suddenly froze. She then received a phone call from a man purporting to be an employee of Microsoft. The male told the victim all of her bank accounts were frozen, but that he could help her. The male told the victim the person who froze her computer and bank accounts was a Russian pedophile, and that she would need to wire transfer the balance of her accounts to prevent him from getting her money. The victim did so and in four separate wire transfers, provided the suspect with approximately \$140,500.00. Her banks asked if she was being scammed, and she lied to them and said she was purchasing a home, as instructed by the suspect. The case was assigned to the Detective Division for further investigation.
- On 9/12/22, Officers responded to the area of West Hill Road and Willard Avenue for the report of an attempted robbery. Upon arrival, Officers made contact with a male victim who reported two males in an Acura SUV attempted to steal his moped. The victim stated he was traveling south on Willard Avenue when the Acura pulled up next to him, and a passenger leaned out of the vehicle and started yelling at him to give the suspect his moped. The victim stated the passenger displayed a black semi-automatic pistol and pointed it at him, while exiting the vehicle. The victim stated he told the suspect "don't kill me for a (expletive) moped". Due to the stopped Acura and moped in the roadway, traffic on Willard Avenue began to back up. The driver of the vehicle yelled at the passenger "come on, let's go" and the passenger re-entered the Acura, and they drove south on Willard Avenue and then east on Stoddard Avenue. During the attempted robbery, the suspect touched specific areas on the moped which were later processed by a Detective. The registration plate on the vehicle was a misuse and came back to a different Acura. The case is under investigation by the Patrol Division.
- On 9/18/22, at approximately 10:30 pm, a large group of over 200 vehicles was assembled in a lot on Lowrey Place, near the vacant Best Market building. It appeared as though the vehicles were involved in a car meet, and several complainants called Newington PD to report operators of some of these vehicles were driving recklessly and performing burnouts and donuts in the parking lot. As several Officers responded to the area, the vehicles began to scatter into the surrounding streets to avoid police contact. One officer identified a silver Volkswagen with an excessively loud exhaust. The Officer attempted to initiate a traffic stop on the vehicle, but the operator failed to yield to the Officer's lights and siren and attempted to engage the Officer in a pursuit. The Officer's vehicle was equipped with the newly purchased StarChase GPS tracking system, and the Officer successfully deployed a GPS tracker to the rear of the suspect vehicle. Newington PD pursuit policy prohibits Officers from pursuing a vehicle for minor traffic offenses, and the deployment of the StarChase GPS device allows Newington PD Dispatch to track the vehicle's movements without risk to the motoring public. The vehicle was monitored as it stopped at a gas station in the Elmwood section of West Hartford. Officers responded to this area; and when they pulled into the lot, the suspect vehicle again fled at a high rate of speed. Officers did not pursue the vehicle and waited for updates from Dispatch. A short time later, the vehicle stopped at a Wendy's Restaurant in East Hartford. Officers located the vehicle and the operator parked in the lot and was able to make contact before he could flee. The operator was identified as a 17-year-old Marlborough resident who reported he was just out having fun with his friends. He was issued an infraction and a juvenile summons for applicable motor vehicle charges and released to his parent.

- In September, the Support Services Report:

- Installation of the StarChase System has been completed on three vehicles. Officers and SPSD Garuti have been certified as training officers for the system. Training is currently in progress to complete the certification training for Officers to use the system. Live monitoring was activated, and we have had a successful activation resulting in an apprehension of a 17-year-old male who engaged Officers in pursuit.
- 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, and backgrounds are in progress.

- Officer DeSimone has maintained social media platforms to continue engagement with the community through the use of Facebook and Atlas One.
- The Newington Police and Fire Golf Classic was held on September 20, 2022. Officer DeSimone hosted a successful event, selling out the event, raising funds for outreach programs.
- The Training Department has scheduled training for ERT, as well as First Line Supervisor and augmenting training for Recruit Torres at POST. StarChase operator training was conducted for all Officers to train them to successfully utilize the system.
- 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. Cooperation with Town of Newington Information Technology was completed to allow access through the Town firewall.
- Support Services during the month of September continued 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. Existing department files have been uploaded, as well as the POST Accreditation Manual. Bi-Weekly meetings are conducted with Power DMS staff to continue the implementation process.

- Property Report September 2022

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	2	\$ 500
Damaged/Destroyed	14	\$ 2,502
Vehicle Inventory	4	\$ 0
Stolen	133	\$ 305,862
Abandoned	0	\$ 0
Evidence	41	\$ 1
Found	11	\$ 45
Lost	10	\$ 1,172
Seized	17	\$ 130
Recovered	11	\$ 45,410
Impounded	0	\$ 0
Informational	1	\$ 10
Towed	0	\$ 0
Total	244	\$ 355,632

- Police Department Overtime Report September 2022

OT August	\$ 87,850	2 pay periods (no holiday)
OT September	\$ 106,330	2 pay periods (1 holiday)
	\$ 18,480	increase

- During September 2022, the 308 Patrol District has been unstaffed since the Officer that normally occupies that position has been out on workers' 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. An Officer was also transferred during this time from Patrol to the Detective Division to serve as the Property Officer, thereby creating a vacancy in Patrol. 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 \$76,759, an increase of \$2,975 from the previous month. Overtime included holiday pay of \$15,761, the filling of shifts for time off (vacation, sick, earned time) and the filling of shifts related to the vacancies described above. Also, holdovers or scheduled overtimes for Officers involved in casework related to an assault and application for a risk protection order,

domestic disputes, Midstate Accident Reconstruction Squad callouts in Newington and Berlin, motor vehicle accidents, four prisoner details, including two at area hospitals, arrest warrant service (PRAWN), responding to a subpoena in regard to a risk protection order, Sergeant holding over to sign off on paperwork, burglaries, larceny, suspicious incident, assisting adult probation, prisoner processing and a DUI arrest.

- Detective Division overtime of \$1,322, an increase of \$455 from the previous month. Overtime included holiday pay of \$723 (Lieutenant working scheduled holiday) and after hour callouts of two Detectives to process a burglary and sudden death.
- Traffic Division overtime of \$0, a decrease of \$0 from the previous month.
- Communications overtime of \$12,101, an increase of \$1,000 from the previous month. Overtime included holiday pay of \$2,153 and the filling of shifts for time off (vacation, sick, earned time). Additionally, a second Dispatcher is staffed on overtime from 0000hrs to 0400hrs on the midnight shift on Thursday, Friday and Saturday.
- Educational overtime of \$15,070, an increase of \$13,201 from the previous month. Overtime included coverage of shifts for Officers attending the following training classes: Starchase, Midstate Accident Reconstruction Squad, Emergency Medical Response (EMR), CT Intelligence Center (CTIC) and Emergency Medical Technician (EMT). Additionally, a Sergeant conducted EMR training on overtime.
- Support Services overtime of \$645, an increase of \$645 from the previous month. Overtime consisted of coverage for the School Resource Officer (SRO) attending a Risk Protection (RPO) hearing and for a day off taken by the SRO.
- Animal Control overtime of \$433, a decrease of \$204. Overtime was paid to the Animal Control Officer (ACO) to address a backlog of cases. The ACO also responded after hours to Wethersfield to investigate a dog attack on a person.

FIRE DEPARTMENT

The following is a report of the activities of the Newington Fire Department for the month of September, 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	September	3 month total
1	Fire		
100	Fire, other	1	2
111	Building fire	4	7
112	Fires in structure other than in a building	0	2
113	Cooking fire, confined to container	1	2
114	Chimney or flue fire, confined to chimney	0	0
116	Fuel burner/boiler malfunction, fire	0	0
130	Mobile property (vehicle) fire, other	0	1
131	Passenger vehicle fire	0	1
140	Natural vegetation fire, other	1	4
141	Forest, woods or wildland fire	0	0
142	Brush or brush-and grass mixture fire	1	5
143	Grass Fire	0	2
150	Outside rubbish fire, other	0	1
151	Outside rubbish, trash or waste fire	1	1
154	Dumpster or other outside trash receptacle	0	1
160	Special outside fire, other	0	0
162	Outside equipment fire	1	1
170	Cultivated vegetation, crop fire, other	0	1
Total		10	31

2	Overpressure Rupture, Explosion, Overheat (no fire)		
200	Overpressure rupture, explosion, overheat	0	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	2
	Total	1	3
3	Rescue & Emergency Medical Service Incident		
300	Rescue, EMS incident, other	0	0
311	Medical assist, assist EMS crew	1	3
322	Motor vehicle accident with injuries	0	1
324	Motor Vehicle Accident with no injuries	0	0
340	Search for lost person, other	0	1
350	Extrication, rescue, other	0	2
352	Extrication of victim(s) from vehicle	0	1
353	Removal of victim(s) from stalled elevator	0	1
362	Ice Rescue	0	0
381	Rescue or EMS standby	0	0
	Total	1	9
4	Hazardous Condition (No Fire)		
400	Hazardous condition, other	1	5
410	Combustible/flammable gas/liquid condition	1	1
411	Gasoline or other flammable liquid spill	0	0
412	Gas leak (natural gas or LPG)	4	5
413	Oil or other combustible liquid spill	0	0
420	Toxic condition, other	0	0
422	Chemical spill or leak	0	1
423	Refrigeration leak	0	0
424	Carbon monoxide incident	0	2
440	Electrical wiring/equipment problem, other	0	3
441	Heat from short circuit (wiring), defective/worn	0	2
442	Overheated motor	0	0
444	Power line down	0	9
445	Arcing, shorted electrical equipment	1	2
451	Biological hazard, confirmed or suspected	0	0
460	Accident, potential accident, other	1	1
463	Vehicle accident, general cleanup	1	7
	Total	9	38
5	Service Call		
500	Service Call, other	0	3
510	Person in distress, other	0	0

511	Lock-out	2	3
520	Water problem, other	1	3
521	Water evacuation	0	0
522	Water or steam leak	0	2
531	Smoke or odor removal	0	2
540	Animal problem, other	0	1
542	Animal rescue	0	2
550	Public service assistance, other	0	0
551	Assist police or other governmental agency	1	3
552	Police matter	0	0
561	Unauthorized burning	1	5
571	Cover assignment, standby, move up	4	10
Total		9	34

6 Good Intent Call

600	Good intent call, other	3	10
611	Dispatched & cancelled en route	1	1
631	Authorized controlled burning	0	1
641	Vicinity alarm (incident in other location)	0	0
650	Steam, other gas mistaken for smoke, other	1	1
651	Smoke scare, odor of smoke	1	3
652	Steam, vapor, fog or dust thought to be smoke	0	0
653	Smoke from barbecue, tar kettle	0	1
671	HazMat release investigation w/no HazMat	1	4
Total		7	21

7 False Alarm & False Call

700	False alarm or false call, other	3	18
710	Malicious, mischievous false call, other	0	0
730	System malfunction, other	1	6
731	Sprinkler activation due to malfunction	0	1
732	Extinguishing system activation due to malfunction	0	1
733	Smoke detector activation due to malfunction	5	11
734	Heat detector activation due to malfunction	0	0
735	Alarm system sounded due to malfunction	1	7
736	CO detector activation due to malfunction	1	7
740	Unintentional transmission of alarm, other	4	9
741	Sprinkler activation, no fire	0	2
743	Smoke detector activation, no fire - unintentional	2	4
744	Detector activation, no fire - unintentional	1	1
745	Alarm system activation, no fire	3	12
746	Carbon monoxide detector activation, no CO	1	1
Total		22	80

8	Severe Weather & Natural Disaster		
800	Severe weather or natural disaster, other	0	0
	Total	0	0
9	Special Incident Type		
900	Special type of incident, other	0	0
911	Citizen complaint	0	0
	Total	0	0
	Total Calls	59	216

Fire Chief

Fire Responses – 38 Incidents

- Had discussions with Chief Regina about training division activities
- Had discussions on Tablet and Alpine RedNMX Software with Chief Regina
- 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
- Communicated regularly about COVID-19 cases/COVID-19 protocols
- Conducted Firehouse inspections on projects being worked on
- Had monthly Chiefs' Meeting/Budget Discussions
- Reviewed new SOP/SOG's presented by committee/new updated ones
- Met with Martin Ball on reports for reimbursement for State Limited Access Highways
- Met with Board of Fire Commissioners, Town Manager and Assistant Town Manager on Fire Department items
- Worked to finalize E2 Replacement Paperwork
- Worked with Jeff Baron on RFP for Fee Schedule
- Met with Town Engineer on concepts for Maple Hill Avenue and New Britain Avenue Streetscape Proposed Project
- Attended Cadet Open House
- Attended Waterfall Festival and Open House at Oldie
- Attended multiple Community Car Washes to support NHS Teams
- Attended 9/11 Ceremony at Headquarters
- Attended First Responder Night for NHS Football with Department
- Attended Extrication Drill
- Communicated with Fire Marshal to discuss new development in town
- Attended Board of Fire Commissioners' meeting
- Attended Drive By for Retired Wethersfield Fire Chief Rich Bailey
- Conducted after Action Review of Audubon Structure Fire

September 2022 Training Report – Progress History

- October 2022
 - Technical rescue is a big part of the fire service. The Low Angle Rope Rescue Department drill is designed to provide training for responders in low angle rope rescue operations. These over-the-side operations may be the result of a vehicle accident, hiking mishap, or search and rescue event. The October drills will cover ropes and anchors, use of the belay rope system, types of ropes and their usage, harnesses, PPE and scene safety and assessment. These systems also require a good knowledge of the right knots for the situation at hand.
 - Typically, low angle rescue will be classed as an angle of between 15 and 35 degrees. There is still a descent that you need to overcome in order to reach victims or to get equipment into place. The

first thing that you need to know is how to raise and lower the rope, the types of pulley systems, and the best way to secure them. This will vary with the angle of the drop, the weight distribution of the rescuer, patient and the incident location.

- Scene safety assessments are a crucial part of this job. You can't rush in to try and save the patient in record time if it might put people at risk. You also have to consider the safety of the rest of the crew and yourself during the incident. This means making sure someone is able to assess the terrain and weather conditions to make the right calls.

Plans

- A decision was made to move our Day Drill to the last Sunday morning of every month. This change will ensure we have the proper number of trainers teaching and that the materials covered are consistent with our evening drills. Additionally, the Sunday morning drill will be conducted with our cadets. This will give the cadets the opportunity to work hand-in-hand with our trainers and participating members. The Wethersfield, Berlin and Rocky Hill Training Divisions have been notified of this change. We are encouraging their participation in all of our drills.
- We have developed 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. The SOP for this new program has been completed.
- 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 Reality 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

October		
Type	Topic	Date
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	10/30/2022
Department Drill	Rope Rescue – Cedar Mountain	10/29/2022
November		
Type	Topic	Date
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	3
IH01 – Multi Company Training	3
IH02 – Officer Training	1
IH10 – Department Drill	1
IH15 – Company 5 Training	1
HQ07 – Vehicle Extrication	1
	Hours
	197.50

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	30
Re-Inspection	15
Special Inspections – Food Trucks, etc.	6
Consultation – Underground Tanks, Property Check, Fire Drills	5
Blasting	1
Fire Investigations	5

Special Projects/Events:

- The Fire Marshal's Office currently has 45 open building projects
- Continuing work on Alpine/RedNMX implementation
- Working with Town Human Resources to fill our open position

Fires/Major Incidents/FMO Callouts:

- 9/3/22 - Building Fire: 139 Audubon Avenue (Cause: Accidental/Vehicle Repair)
- 9/4/22 - Building Fire: 1576 Bradford Commons (Cause: Accidental)
- 9/14/22 - Building Fire: 17 Isabelle Terrace (Cause: Accidental/Oven Fire)
- 9/17/22 - FMO Callout: 24 Fenn Road (Code Enforcement – Alarm)
- 9/19/22 - FMO Callout: 2929 Berlin Turnpike (Code Enforcement)
- 9/20/22 - Building Fire: 57 Partridge Drive (Cooking Fire – Contained to Cooking Vessel)
- 9/24/22 - Brush/Encampment Fire: Fastrak (Cause: Grill Knocked Over)
- 9/29/22 - Building Fire: 2553 Berlin Turnpike (Cause: Dryer Fire)

Special Note:

The Fire Marshal's Office has made numerous attempts to become part of the Newington High School curriculum, specifically participating in conjunction with the Forensics' program. The Fire Marshal has attempted to contact the teacher via the Assistant Principal (M. Ficocelli), but no return communication has ever been received. This would be a great opportunity to "spark" some interest in the fire service.

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
- Met with multiple contractors to discuss department's annual hearing conservation testing
- Attended Environmental Quality Control Meeting
- Coordinated with Traffic Division for line striping of various roads
- Coordinated Annual Leaf Seasonal employment posting

Roadway Maintenance

- Continued with litter pickup/graffiti removal town wide
- Highway operators continued with Landfill material processing
- Continued with town wide pot hole patching and repair of topsoil
- Crews mowed/trimmed grass and vegetation at Town Landfill and Highway Facility
- Personnel along with contracted vendor completed overlays of various town roads
- Removed concrete blocks for outdoor dining from several restaurants
- Completed paving of pathway at Eagle Park (Eagle Drive to Jeffrey Lane)

- Removed sidewalks and regraded area on Theodore Street
- Removed large vegetation/shrubs and regraded snow shelf on Berkeley Place
- Transported mattresses/box springs from landfill to recycling facility for recycling
- There were no after hour call ins
- One (1) eviction scheduled for the month requiring storage
- Crews completed drainage project 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
- Began servicing of leaf collection equipment to prepare for Annual Leaf Collection
- Leaf box inspections and repairs were completed
- Started Fire Department fall services
- Responded to one after hours call in

Sanitation/Recycling/Landfill

- Scheduled 180 residential bulk items for collection for the month
- Scheduled 50 condominium bulk items for collection for the month
- Scheduled 35 condo/residential scrap metal items for collection for the month
- 1,796 tons of cumulative Municipal Solid Waste were collected from July to August
- 383 tons of cumulative recyclables were collected from July to August
- 158 mattresses/box springs were recycled for the month
- Five (5) televisions were collected for the month
- Issued 32 permanent landfill permits and 5 temporary permits for the month

TOWN ENGINEER

Permits:

- Reviewed 1 contractor license application (bond/insurance/agreement)
- Reviewed and approved permits: 16 Excavations; 9 Driveways
- Reviewed 235 utility clearance notifications: 218 Routine; 17 Emergency

Meetings:

Represented the Town/Department at:

- 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 meeting(s) with residents, businesses, developers and engineers/architects, as requested

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
- 49 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
- 5 Peckham Farm Drive – Plot plan review
- 916 Willard Avenue – Plot plan review
- 580 North Mountain Road – Site plan

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

Town Projects - Construction:

- Board of Ed: John Paterson School expanded parking lot – Construction support and As-Built plan
- Public Works: Pheasant Run – 125-135 Drainage improvements
- Public Works: Walsh Avenue – Badger Field detention basin – Drainage Improvements
- Public Works (LOT CIP 2018): Complete Street Project - Robbins Avenue and Maple Hill Avenue
- Facilities: Senior Center window replacement
- Public Works: Theodore Street sidewalk removal
- Public Works: Southwood/Centerwood/Northwood sidewalk replacement
- Public Works: Main Street and Little Brook sidewalk replacement
- Public Works: 1537-1551 Willard Avenue – Sidewalk improvements
- Public Works: 1385 Main and 15 Northwood – Sidewalk gap improvements

- Public Works: Town Hall – Accessible Parking Design for PD

Town Projects – Design:

- Public Works: Alumni Road & Cedar Street – Intersection improvement plan
- Public Works: Garfield Street Parking Lot - Site improvement plan
- 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: Streetscape (phase 6A) – Lowrey Place & Constance Leigh Drive

Town Projects – Planning:

- Town Manager: Future Transportation Center – Conceptual Plan
- Public Works: Styles Avenue (plan and profile) – Design
- Police Department: Assess Dowd Street (No Thru Trucks)

Town Projects – Future:

- Public Works: Rockhole Brook drainage improvements
- Public Works: Anna Reynolds Brook drainage and culvert improvements
- Public Works: Francis Street culvert improvements.
- Public Works: Veterans Monument in Newington Center Green.

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

Three permits submitted for 96, 98 and 100 Pane Road for three residential apartment buildings.

- Proposed building at 96 Pane Road to be 4 story, 92 units.
- Proposed building at 98 Pane Road to be 4 story, 85 apartments and amenity spaces with 2 multi-unit garage buildings.
- Proposed building at 100 Pane Road to be 4 story, 92 units.

New single family residential construction permit submitted for 916 Willard Avenue.

Application submitted for 2500 Berlin Turnpike (Burger King location), which includes renovations to exterior facade, dining room and restrooms.

Application submitted for 2434 Berlin Turnpike (Retail Shopping Center), to add a 12 x 12 foot office to one of the tenants.

Application submitted for 12 Fenn Road for fit-in construction with drive-through fast food casual Mexican restaurant.

Certificate of Occupancies issued in September:

- 4 Hartford Avenue: Eagle's Nest Gas & Convenience Store
- 615 Church Street: single family residence

These are the classes the inspectors took in September:

D. Jourdan - none
K. Kilkenny - Sept 20, 2022 Rocky Hill meeting - Mechanical Inspection Checklist Draft (2 hrs)
A. Hanke - Sept 20, 2022 Rocky Hill meeting - Mechanical Inspection Checklist Draft (2 hrs)

Building Department activity for the month of September was as follows: The Inspectors completed a total of 212 Inspections. They were: Above Ceiling (5), Boiler (2), Chimney (2), Electrical (11), Final (132), Footings (6), Foundation (1), Framing (3), Gas Line (11), Insulation (5), Mechanical (6), Plumbing (1), Pools (3), Rough (24).

The total number of Building/Renovation Permits issued/applied for the month of September was **206** producing a total permit value of **\$35,655,582**. They are categorized as follows:

TYPE OF PERMIT	# OF PERMITS	VALUE OF PERMITS
ADDITIONS/ALTERATIONS	32	2,849,207.00
DECKS	4	47,000.00
ELECTRICAL	54	2,702,657.00
FENCE	0	0.00
FIRE SUPPRESSION/SPRINKLER	0	0.00
FOOTING/FOUNDATION	0	0.00
FUEL TANK	0	0.00
GARAGE/SHED	1	5,000.00
MECHANICAL	33	323,656.00
NEW COMMERCIAL	3	28,494,504.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	1	236,900.00
PLUMBING	27	127,933.00
POOL	0	0.00
ROOFING/SIDING	39	726,082.00
SIGN	0	0.00
SOLAR	10	66,407.00
TENT	1	2,000.00
OTHER (NITROGEN TANK)	1	74,236.00
TOTAL	206	35,655,582.00

The total Building income fees received in the month of September were **\$393,759.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1,425.00, Environmental \$540.00, Conservation \$1,100.00, Copies, Books and Maps \$12.00, Zoning Board of Appeals \$0.00, Driveway/Excavation \$825.00, Engineering copies \$0.00. The other total income is \$3,902.00.

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

	<u>2022</u>	<u>2021</u>
Value of Permits issued for September:	\$35,655,582.00	\$4,253,233.00
Fees for Permits issued for September:	\$393,759.00	\$48,740.00
Other income Fees for September:	\$3,902.00	\$10,132.50
Building Permits Issued for September:	206	191

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

2022-2023		2021-2022	
Value	Permit Fee	Value	Permit Fee
\$43,082,673	\$479,234	\$14,907,378	\$170,767

HUMAN SERVICES

- We are very happy to have had the first outside, on school grounds classroom sessions for the 5th grade SUCCESS/Adventure Learning Program (ALPS).
- On Tuesday and Wednesday, September 27th & 28th, we kicked off our Fall 2022 SCORE program schedule with an afternoon on the challenge course and kayaking respectively. Most of the registrants are with us for all of the days we have scheduled for the fall season.
- Youth Services Coordinator, Rik Huggard, has begun reconnecting with John Wallace Guidance department to start our sessions with identified special needs and “at risk” students.
- The High School Adventure Club began this month with their first program on the water kayaking at Bigelow Hollow State Park, and they are planning on having at least one activity per month that we will be co-facilitating.
- Newington Challenge Course is off to a strong start for the Fall 2022 season with program designs that reflect health, safety, community connections and empowerment.
- 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 assist 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 been registering participants for our Holiday Food and Gift Program and have close to 300 households registered to date. We have received support in the way of donations and volunteer hours from all aspects of the community.
- We have seen an increase of very complicated cases involving gaps in services, multiple agencies and coordination of services, research for possible resources on new situations including immigration issues.
- 12 Clinical cases were seen presenting with issues primarily revolving around anxiety and one anger issues' case. Two case examples:
 - Client attended a student review board which helps students who are in line to not graduate. Client was informed she has several absences and tardies and is currently failing three classes. Client was given opportunity to accept help in turning the situation around. Client stated that she understood the gravity of the situation and would comply with all recommendations and help offered. Clinician met with client and discussed the situation; and in breaking things down, client discovered she procrastinates. Clinician worked with client to come up with at least two possible ways she can begin to work on her procrastination as soon as possible as well as her attendance. Clinician will follow up with client to assure that she stays on task.
 - Client has started school and has a new teacher who is proactively collaborating with the family to help client to be more successful this school year. Client reports he was upset at school because he was “nice to everyone and did all the things the teacher told me to do and I didn’t get any cardinal

bucks". Clinician sought clarification from client to see if the only reason he does nice things is to get a reward. Client appeared to be in thought before he answered the question. Client replied, "I guess not." Clinician gave him examples of people being nice and when he has been nice to people. Client stated he understood but still did not like not getting a reward. Clinician will revisit this topic again. Clinician and client will also continue to work on his self-deprecation. Client also struggles with arbitrary inference. He draws negative conclusions not supported by any evidence. As evidenced by when he is corrected or feels rebuffed by someone, he says that he is a "bad kid" and has said once to mother, they would be better off without him. Mother explained the use of those words and the strong feelings it gives others. Client seemed to understand. Family is concerned his apparent self-criticism and doubting of his abilities will continue and seriously damage his self-esteem. Clinician will follow-up on coping strategies previously spoken about.

September 2022 Statistics

Selected Programs	FY 22-23 Total This Month	FY 22-23 Total Last Month	FY 22-23 Cumulative Total YTD	FY 21-22 Cumulative Total YTD
Youth and Family Counseling Cases Clinical presentations	12 0	9 0	32 0	4 0
Youth & Family Service Hours	20	17.5	58	5
JB Cases: JB Hearings: JB Service hours:	6 2 42.5	5 0 25.5	15 2 86	5 1 8
Positive Youth Development	270	129	669	556
Community Service # of hours completed Challenge Course: Adult Youth (outside)	1 25 0 8	1 25 0 73	2 71 0 101	3 105 0 141
Information and Referral	176	168	444	568
Social Casework Cases Under 55 = Under 55 disabled = Over 55 =	97 18 16 63	91 23 17 51	268 59 45 164	247 60 41 146
Social Casework Service Hours Under 55 = Over 55 disabled and/or disabled	187.5 32 155.5	202.75 47.75 155	545.75 112.75 433	434.5 85 354.25
Food Bank Household visits # Bags of Groceries Distributed Mobile truck	121 1,764 191	142 1,848 230	395 5,308 883	364 4,441 647
Special Needs	11	11	25	15

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 a presentation about senior housing options, a harp-lead musical meditation program, a Medicare discussion and a mindfulness program. All special programs were well attended.
- The popular Silver Sneakers exercise program returned to the Center for the first time since March 2020. The 8-week class is sold out with additional sessions planned continuously throughout the year.
- The Center worked with Parks and Recreation to hold a grand opening celebration for the AARP Fit Lot Park at Clem Lemire on September 10th. The event was well attended and featured exercise instructors, AARP volunteers, lunch and a DJ.
- Staff launched a facilitated 8-week grief support group for seniors mourning a loss. Newington Memorial Funeral Home is co-sponsoring this program
- The Center is almost entirely open. Staff is actively working on bringing back the remaining significant programs as follows:
 - Bus Trips: Trip planning and sales are in full swing. Volunteers plan the trips and sell tickets at the “Bus Stop” located at the welcome desk. Staff handles the payments and logistics. There are currently four trips planned through the end of the year.
 - Gift Shop: Consignment appointments are being scheduled each Tuesday to rebuild the gift shop inventory, and volunteers are ready to resume. The shop is tentatively set to reopen the third week of October.
- Staff is 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 when 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 September, volunteers and staff delivered Meals on Wheels to approximately 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 September, the two Dial A Ride drivers (with subs as necessary) completed 496 trips plus 108 Meals on Wheels' deliveries for a total of 2,013 miles over 277 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.
 - Facilities responded to several work orders including a drain leak in the roof.
 - The Parks Department helped maintain the Giving Garden.
- 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 CASCOP Board of Directors on September 30th. 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:

- The Parks and Recreation Department partnered with AARP to host “Free Food and Fitness” at the new FitLot Exercise Facility, located at Clem Lemire Sports Complex. This event, held on September 10, 2022, introduced great fitness resources to increase the health and wellness of the town residents. A personal trainer was on-site to explain and assist with the exercises. AARP also provided free boxed lunches to all who registered for the event.
- The Department hosted its third Water Lantern Festival at Mill Pond Park on September 10, 2022. Over 3,000 water lanterns were sold and 6,000 to 7,000 people attended from 26 different states from around the country. The event included music, food trucks, and thousands of water lanterns being released into Mill Pond. Train rides, the Snack Shack, and a beer and wine garden were run by the Parks and Recreation Department.
- Registration for fall seasonal programs began on September 7, 2022 for Newington residents and on September 14, 2022 for non-residents.
- The fall session of swim lessons began on Wednesday, September 21, 2022. All classes are full, and we are currently teaching 70 participants in preschool and parent level through level 6.
- Adult swim lessons have begun for the fall season and currently have 5 participants enrolled. There are 5 more participants in the adult classes this fall than there were last year.
- The 2022-2023 school year for the Creative Playtime Preschool Program began welcoming 41 students into the program. Registration at the beginning of last school year was at 35 participants, making registration 17% higher than last fall.
- The Fall Adult Cornhole League began on September 22, 2022, consisting of 18 teams that meet every Thursday evening at Mill Pond Park.
- Registration for the Winter Youth Basketball Program began on October 5, 2022. Early Bird registration pricing ends on November 3, 2022. The last day of registration for youth basketball is November 18, 2022 at 11:00 am. The youth basketball season is scheduled to start the week of January 2, 2023.
- Planning has begun for the Newington Night of Lights event. This holiday special event, on Main Street, is scheduled to take place on Saturday, December 3, 2022 at 5:00 pm. Our sponsors to date are:
 - WhipLash – sponsor for the s'mores firepit
 - The Flash Lady Photography – sponsor for the clown and stilt walker
 - Sequin-Level Lodge – sponsor for the holiday hay wagon and trackless train rides
 - MOOYAH – sponsor for the video game trailer
 - Baby Bee's Play and Learn Center – sponsor for the DJ

Parks, Grounds & Cemeteries Division:

- Fall sports in full swing with routine mowing and field painting performed weekly.
- School pruning has ended and pruning in parks and greens has begun.
- Alumni Field at NHS was renovated by Championship Turf in 5 days. For the first time, they installed 480 clay bricks at the pitcher's mound and home plate.
- Fall mums installed throughout town and town buildings.
- Daily mowing required with cooler, wet weather.
- Staff has worked on several trees throughout the Town of Newington. Trees were trimmed, and/or removed, by staff and local contractors, throughout town.
- Baseball fields are maintained daily this time of year.
- Over-seeding, aeration and fertilizer applications performed this month on athletic fields.
- West Meadow Cemetery was repaved and staff spent time adding soil and seed along new road edges.
- Mill Pond banks were mowed down with mini excavator before the Water Lantern Festival.
- Varsity football hosted two games, requiring extensive field painting associated with football.
- Set-up and breakdown for Cherish Our Children event at West Meadow Cemetery on Sunday, September 11, 2022.
- Dog Park Grand Opening was held on Wednesday, September 14, 2022.
- Daily garbage patrol.
- Stump work performed at various locations.

Cemeteries: single 3, double 1, ash 6; sales 4

Overtime: 133.5 hours, \$6,341

Tree Warden:

- Removed dead cherry tree on Main and Robbins.
- Tree contractor removed several trees for re-construction of Maple Hill path.
- Pruned trees on the north side soccer fields along Veterans Drive.
- Removed tree in West Meadow Cemetery.
- Pruned trees rear of Mill Pond Pool.
- Removed several stumps and added fill and grass seed.
- Removed dead cedar at Kelsey House.
- Pruned several trees at Kelsey House.
- All staff attended training/certification for bucket trucks.

LIBRARY

- The annual Library Board of Trustees' meeting was held, at which new officers were elected: Diane Stamm as President, Maureen Lyons as Vice President, Iris Larsson as Secretary, and LeeAnn Manke as Treasurer. Honorees included the General Federation of Women's Clubs Newington/Wethersfield. Donald and Jean Showalter and Fred Berner were inducted into the Legacy Society. The Showalters were inducted into the Benefactor's Circle category for a generous donation in memory of Janice Burrill. Fred Berner was inducted into the Planned Giving Council for making the Lucy Robbins Welles Library a main beneficiary of his estate upon his passing.
- The Friends of the Library are busy planning for the Fall Book Sale that will be held on October 28th, 29th and 30th at the Newington Senior and Disabled Center. Like the spring book sale, this is a large fundraiser for the Friends. Thousands of books and audiovisual materials for all ages will be for sale. The Friends are also pleased to be able to offer Winterfest 2023 that will be held on Friday January 20, 2023, with a snow day of Friday, January 27th. This event will be held at the library. This fun evening will include beer, wine and spirits' tasting, light refreshments, teacup and silent auctions, and musical entertainment by Dually Noted. Tickets will go on sale for \$20 at the end of October.
- All three study rooms are now available for use. The final study room was reopened after being closed to store equipment due to the pandemic. The Newington Information Packet was completed, printed and distributed. The packet contains a brief outline of community information and town services and statistical information. An electronic copy is also available from the library's website.
- The Children's department staff was busy with library programming and attending elementary school open houses during the month of September. Staff was present at the open houses for each Newington elementary school talking to parents and highlighting library services. Library programming included separate story times for one, two and three-year olds as well as the regular Thursday night Family Story Time. Additional programming included Itsy Bitsy Yoga for ages birth to three years old, Babies Love Art, budding artists ages 6-24 months and Pajama Music, a program that combines the movement of music with stories. A total of 25 programs were offered to 919 children and caregivers. Staff was also working on pre-recorded book talks for grades 1–6 that teachers will show in class. They are getting ready for class visits at the library.
- Teen programming was light this month as teens got back into school and classes. A Teen Pop-Up program was held in the teen department that had teens creating designs on a computer and then making buttons or magnets from their creation. Library staff worked with the NHS Media Specialist to set the NHS Book Club. Once a month, this book club meets at the high school to discuss the chosen book with the discussion facilitated by a library staff person. Teen Librarian Jenn Bassett and Head of Children's Bailey Francis are working with the two middle school media specialists and the high school media specialists to organize a library card drive for middle school and high school students. Teachers want their students to have access to library print materials and digital resources and services.
- Most adult programming this month was in-person. Adults were presented 12 programs to 207 participants. The *Movies @ the Library* program featured the film *King Richard* starring Will Smith. *The Greater Hartford Quilters Guild* held a 2-part workshop on how to make placemats. Several book discussions were offered with the daytime one discussing *Apples Never Fall* by Laura Moriarty and the evening group discussing *The End of Your Life Book Club* by Will Schealbe. The one virtual program offered was titled *Keep Moving Collaboration* with guest speaker Maggie Downie who talked about small steps you can take to reduce and manage pain without drugs and surgery. The month was

rounded out with *Grab & Go* color pages and puzzle packets and *Spice It to Go* kits featuring the spice cinnamon stick.

- Outreach to the senior living facilities continues to be strong. Head of Community Services Michelle Royer visited several facilities to talk to residents about library services and to drop off additional books and DVDS for them. The *Books for You* delivery service volunteers delivered 106 books during the month. The volunteers from the GFWC of Newington/Wethersfield who pick up and deliver the books made this service possible.
- Total circulation was 20,118. Circulation of digital materials was 3,209. Total number of people that entered the building was 9,004. An additional 84 curbside service transactions were processed. Staff processed and pulled 1,902 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 2,935 reference questions during the month. Meeting room and study room space was used 162 times. Staff offered tech help 118 times to patrons. Online databases that were popular this month included *Value Line*, *Consumer Reports*, and *Ancestry.com*.
- In technology news, the library has purchased the Owl Lab system, a video conferencing system that will allow staff and the trustees to hold hybrid meetings. Tech 4 U is back! The one-one technology assistance program is now being offered by Digital Services Librarian Michelle Patnode. Patrons schedule an appointment to meet with Michelle to get help on a specific technology problem. The library is working with A & A Office to replace the public copiers and one of the public printers next month. This equipment is over 12 years old and is malfunctioning a lot.
- In personnel news, Head of Children's Services Bailey Francis and Children's Librarian Joanne Cocolla attended a virtual meeting with the Elementary School Library Media Specialists to go over future Sliva events, library cards for Hartford children attending Newington schools and to discuss Anna Reynolds school not having a library for 2 years during the renovation. Circulation Supervisor Katie Cornell attended a virtual meeting with area library Circulation Supervisors. Business Manager Karolyn McLain and Head of Reference Jennifer Hebert met several times to work on the Connecticut State Library Annual Report that is due in early November. 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, John Kubachka from the Town Facilities department is working to finalize the details to begin repairs in November from the 2 major roof leaks we had in June. The cleaning service *Environmental Services* is doing a great job. Several patrons have commented on how much cleaner the bathrooms are and how nice the library looks.

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 September, the Department of Information Technology and GIS participated in, assisted, and/or were directly involved in:

- Completing 57 formal requests for service
- Worked with vendor to configure Video Management System platform and migrate video backups to the new infrastructure
- Migrated Engineering Department to new computers
- Coordinated ordering/reception of Dell and Unitrends hardware
- Reviewed vendor proposal for new copier and print devices for Public Library
- Planned and implemented monitor configuration change in Police Department dispatch
- Updated the MaaS360 Mobile Device Management certificate and VPP token for mobile users
- Assisted with End of Year processing for Finance Department
- Attended and managed virtual meetings with Town Clerk's office
- Worked with Tax and Assessor vendor to change application update procedures
- Assisted the Registrar's office with mailings for the November election
- Helped to create a shared calendar resource for the Assessor's office
- Updated backup solution agent on all servers and verified functionality on new platform
- Implemented firewall security changed to prevent brute force attacks on Town Virtual Private Network
- Setup, configured, and tested meeting camera system for Library
- Implemented firewall changed with State of CT for information sharing solution between NPD and Department of Public Safety using the Public Safety Data Network

- Performed Geographic Information Systems analysis on parcel data
- Packaged and provided GIS data for Fire Department RedNMX implementation
- Worked with Facilities on implementation of AkitaBox work order system
- Continued work on the Public Safety radio solution
- Worked on Traffic Camera backhaul solution with the Police Department
- Continued work on getting new computers into the environment

TOWN PLANNER

Newington's Town Center Business District Zoning Regulations Listening Session

Letters were mailed to over 200 business properties located in Newington's Town Center Business District, inviting them to an informal discussion on the Zoning Regulations pertaining to their District. The meeting will be held as a Special Meeting on Wednesday, October 12th at 6:30 pm at Newington Town Hall.

The primary goal of this process is to better understand how the business community feels about the Regulations that are currently in place and what may not be working or conducive to helping businesses thrive. In addition, the Commission would like to hear what future plans and opportunities exist from businesses in this area so any changes made to these Regulations can better align with and be supportive of those efforts.

NEW Current Land Use Application Webpage

Town of Newington's Planning Department Future Agenda Form has been upgraded to a webpage that includes all current applications received by the Town Plan and Zoning Commission, Conservation Commission and Zoning Board of Appeals. The most significant improvement is that each application includes links to their supporting documents, allowing additional information to be readily available to the public earlier in the application process. The webpage is easily accessible from the Town Planner webpage and includes the tentative meeting dates for each application. A newsflash will be issued each time the webpage is updated with new applications or additional information.

<https://www.newingtonct.gov/2884/Current-Land-Use-Applications>

Town Commission Actions/Activities:

Town Plan and Zoning Commission –

Applications Approved:

At the meeting held on September 14th, the Commission approved the following application with conditions:

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

At the meeting held on September 28th, the Commission approved the following applications:

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

Petition 39-22: Special Permit (Section 3.4.4) for a Home Occupation Business (Portrait Studio) at 24 Atwood Street, Applicant/Owner/Contact: Beth Read

Applications Received:

Scheduled for October 26th meeting:

Petition 37-22: Site Plan Approval for Construction of a building and associated parking lot at 680 North Mountain Road, Applicant and Owner: Ballimore LLC, Contact: Kevin Sommers

Petition 40-22: Site Plan Approval for drive-through access for restaurant within the B-BT Zone at 751 Russell Road, Applicant: Noble Energy Real Estate Holdings, LLC, Owner: HDC One LLC, Contact: Kevin Solli

Petition 41-22: Special Permit (Section 3.15.4) Drive-through access for restaurant within the B-BT Zone at 751 Russell Road, Applicant: Noble Energy Real Estate Holdings, LLC, Owner: HDC One LLC, Contact: Kevin Solli

Petition 42-22: Special Permit Sec (3.15.9) Motor vehicle service uses within the B-BT Zone at 751 Russell Road, Applicant: Noble Energy Real Estate Holdings, LLC, Owner: HDC One LLC, Contact: Kevin Solli

Scheduled for November 9th meeting:

Petition 38-22: Site Plan Modification for an additional building and conversion to self storage at 705-711 North Mountain Road, Applicant: Ballimore LLC, Owner: Equity96 LLC, Contact: Kevin Sommers

Conservation Commission –

Applications Continued:

At the September 20th meeting, the following applications were received and continued onto the October 18th meeting:

Application #2022-17: For construction of a building and associated parking lot within the URA (Upland Review Area) at 680 North Mountain Road, Applicant/Owner: Ballimore LLC, Contact: Kevin Sommers

Application #2022-18: For construction of a building addition within the URA (Upland Review Area) at 316 Maple Hill Avenue, Applicant/Owner/Contact: Chase Prescott

Zoning Board of Appeals – September meeting cancelled

Application Received:

Scheduled for October 6th meeting:

Petition #00-22-03: 161 Miami Avenue, Newington: Variance request of 25 ft from the required 80 ft per Section 4.5 (Table A) to allow the placement of a storage shed in the side yard rather than behind the principal structure and in the rear half of the lot. A second variance seeks to reduce the required 5 ft setback from any lot line to 3 ft Zone R-20. Map/Block/Lot: 23/085/000. Applicant/Owner/Contact: Robin Zimmerman

Open Space Committee – No scheduled meeting for September 2022

Economic Development Commission – September meeting was cancelled due to lack of quorum

Affordable Housing Monitoring Agency – No scheduled meeting for September 2022

Town Planner/Zoning Officer Activities:

- Issued 5 Zoning Permits for various projects in town.
- Issued 1 Certificate of Zoning Compliance.
- Issued 1 Zoning Certification.
- Reviewed 1 FOI request.
- Received 35 questions and/or complaints (via emails, phone calls, Civic Plus, in-person, etc.) about zoning regulations and/or blight.
- Inspected 5 properties for Blight Complaints and sent 1 “Notice of Blight Violation” letter.
- Inspected 7 properties for Zoning Complaints and sent 5 “Notice of Zoning Violation” letters.
- Spoke with realtors/potential developers, and/or potential tenants for the following properties. Typically, we discussed allowable uses and the permitting process for their potential projects.

660 (rear) Church Street
294-300 East Robbins Avenue
102 Halleran Drive
155 Lowrey Place (Best Market Plaza)
609 North Mountain Road

- Continued to work with the 260 Stamm Road property to resolve the junk vehicles being stored at the highway garage. Negotiated a payment of \$24,000 to release the vehicles back to the owner. The stipulation being that none of the 17 junk cars could be removed to any property within the Town of Newington. Currently, all junk cars have been picked up and removed from Town.
- Prepared the final report for Newington Junction Historic Loop Grant.
- Worked with Purchasing Agent on preparing the RFQ/RFP for qualified professional planning consultants and/or land use attorneys to assist in preparation of comprehensive update of our zoning regulations.

FACILITIES

The following is snapshot of ongoing work and projects the Facilities Department is working on or completed in the month of September. In addition to routine preventative maintenance work, the team responded to approximately 49 work orders consisting of maintenance and custodial requests.

Town Hall:

- Continued Solar project work, racking of the 2 arrays
- Installed 3 new Bollard lights in front of Community Center: 1 damaged by vandalism and 2 damaged from AMR building strike
- Replaced faulty motion sensor in stairwell 2, adjusted motion sensor in front of Finance
- Garfield Street reconstruction planning (continued)
- Finalized Town Hallway signage and 2 directories
- Preventative maintenance of automatic doors
- Life safety scheduled preventative inspection
- Continued investigation of 2 roof leaks above Community Center
- Hung plaques in Community Center for Parks and Recreation

Library:

- Contractor released for interior damage, ongoing work with contractor and insurance company to finalize scope and timing
- Meeting with insurance company's engineer to document subrogation claim against the roofer's insurance company
- Ran new electrical wires and installed new vestibule heater
- Fixed leaking faucet in break room
- Preventative maintenance of automatic doors
- Life safety scheduled preventative inspection
- Repaired glue down laminate countertop at checkout counter
- Painted side employee entrance doors

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 site lighting and electrical pole issue
- Determined camera/electrical pole issue is outdated; obtained quotes for upgraded camera system for site security
- Preventative maintenance of automatic doors
- Life safety scheduled preventative inspection

Fire Stations:

- Station #2 roof contractor released pre-construction meeting scheduled for 10/28/22
- Fire Company #1 Headquarters roof assessment; help to facilitate manufacturer warranty (ongoing)

Grounds Maintenance:

- Fire door replacement scheduled for September completed
- Life safety scheduled preventative inspection
- Replaced/upgraded to LED site lights (12) at Churchill Park with new timers
- Installed new door for the chemical storage closet

Historical Properties:

- Kelsey House: replaced rotted window sill and brick-mold of attic window
- Kellogg Eddy: open bid completed; contractor selected

Senior & Disabled Center:

- Replaced circulation pump for chiller system
- Moved desks and anchored shelving to wall
- Reset fire door due to temporary loss of power, test door, trained entire facilities' staff how to properly reset the door
- Discard 3 old/broken ping pong tables, arrange 2 new donated tables to be picked up and put in gym space
- Backed up toilet overflow emergency response, clean up, and plunged toilet
- Water fountain filter change
- Delivered boxes of copy paper
- Roof leak investigated/cleaned up water (ongoing) repairs to be done in October
- Cleaned multiple roof drains and cleared roof of leaves
- Leaking sink faucet repaired

American Legion:

- Installed 2 new exterior lights
- Gutters and exterior painting completed

Police Department:

- Exterior security cameras; released contractor (still waiting for install)
- Added automatic paper towel dispenser in fingerprinting room
- Fixed reported no AC RTU#1 - unit froze up
- No A/C reported RTU#2 fan down, replaced and fixed wiring for fan
- Temporary fix for failed A/C unit until replacement is installed
- Cleaned chemical spill in office closet
- Replaced broken door lock for Chief's office
- Replaced water filter for water fountain
- Investigated and fixed reported leak in ceiling
- Added water bottle fill station to the dispatch kitchen sink
- Removed 4 leaking skylights at the PD practice facility at Highway Garage, patched roof in those locations, and replaced a rotted piece of flooring underneath one of the leaks
- Investigated work necessary for the radio project (ongoing)
- Preventative maintenance of automatic doors
- Life safety scheduled preventative inspection

Administrative Projects:

- Multiple Akita Box Admin trainings
- Akita Box Technician training
- Multiple meetings to review scope and schedule with Library water damage Contractor Engineering meeting with insurance company
- Fire Company #1 Headquarters roof assessment; help to facilitate manufacturer warranty (ongoing)
- Developed proposal for third party audit for BOE asbestos plans with State Contracted vendor
- Employee safety training continues
- Continued investigating two leaks in Mortensen Community Center
- EV charging station upgrade at Market Square (contractor released)
- Multiple card access requests and schedule changes
- Design completion of Way Finding Sign project, contractor provided final proofs; awaiting PO from Finance Department to release contractor
- Motorola site surveys for radio project (radio project put on hold by State of CT)
- Pricing obtained for new camera system for Highway Garage
- HVAC design for replacement of HVAC RTU's (3) at PD

- Open bid for Kellogg-Eddy roof, contractor selected, PO issued to contractor, all grant documents submitted, awaiting schedule for project from contractor
- Generator and solar review at Senior Center
- Solar Racking Meetings and job start at Town Hall
- EOC Grant Meetings (ongoing project)
- Multiple review meetings of PD renovation with IT and Architect

TOWN CLERK

- Revenue in September generated a total of \$62,762.00. There were 69 property transfers for a total \$15,059,259.00 in sales. State conveyance tax was \$55,938; Town conveyance tax was \$36,231.65.
- There were 438 documents filed on the land records during September including 127 mortgages, 86 releases, 22 probate certificates, 75 liens and 8 Foreclosure Registrations.
- Thirteen (13) Residential properties were sold for over \$300,000. Six (6) residential properties were sold for over \$400,000. One residential property was sold for \$575,000 on Barn Hill Lane.
- The staff issued 19 certified copies of vital records, 9 burial permits, 12 cremation permits, and 7 marriage licenses.
- Nine Notary Public commissions and 2 Trade Name certificates were recorded.
- There were 110 electronically recorded documents generating \$12,637.00 in recording fees.
- The Town Clerk's office created and began issuing to Military personnel and residents traveling/residing overseas Blank ballots for the November 8, 2022 Gubernatorial Election.
- Staff issued Transfer Station passes for 5 vehicles and 3 trucks.
- On September 14th & 15th, the Town Clerk and Assistants attended the annual Fall Connecticut Town Clerk's Association (CTCA) Conference. Secretary of the State candidates presented their view of the office going forward. Topics included a review of key Election dates, the Election Management System (EMS), Absentee Ballot procedures and updates to the Connecticut Voter Registration System (CVRS), Minority Representation and a Tabletop Discussion for dealing with emergency situations by the SOTS office staff; presentation by the Department of Revenue Services concerning the updated Real Estate Conveyance Tax online portal; Department of Agriculture reviewed the proposed online Dog Licensing portal; State Elections Enforcement Commission discussed pending Election cases.
- The Town Clerk, on September 16th, attended the Master Municipal Clerk Academy Continuing Education presented by Instructor David Stec regarding "Tips and Tricks to Having a Productive Day".

DATA SUMMARY SEPTEMBER 2022				
	<u>September-21</u>	<u>September-22</u>	<u>FY21/22 to Date</u>	<u>FY22/23 to Date</u>
Land Record Documents	499	438	1,612	1,218
Dog Licenses Sold	38	59	526	660
Game Licenses Sold	9	15	15	42
Vital Statistics				
Marriages	25	12	77	50
Death Certificates	25	28	79	83
Birth Certificates	32	28	85	82
Total General Fund Revenue	\$ 84,435.39	\$ 54,297.90	\$ 236,984.73	\$ 236,249.41
Town Document Preservation	\$ 1,859.00	\$ 1,382.00	\$ 5,873.00	\$ 3,910.00
State Document Preservation	\$ 2,320.00	\$ 2,856.00	\$ 7,432.00	\$ 7,392.00
State Treasurer (\$36 fee)	\$ 10,404.00	\$ 10,368.00	\$ 33,300.00	\$ 30,672.00
State Treasurer (\$127 fee)	\$ 10,890.00	\$ 4,180.00	\$ 33,990.00	\$ 13,310.00
State Treasurer (\$110 fee)	\$ 10,668.00	\$ 5,207.00	\$ 31,496.00	\$ 14,605.00
LoCIP	\$ 867.00	\$ 864.00	\$ 2,775.00	\$ 2,556.00
State Game Licenses	\$ 212.00	\$ 166.00	\$ 340.00	\$ 298.00
State Dog Licenses	\$ 308.00	\$ 449.50	\$ 3,493.00	\$ 4,274.00
Dog Licenses Surcharge	\$ 104.00	\$ 154.00	\$ 1,326.00	\$ 1,592.00
Marriage Surcharge	\$ 306.00	\$ 238.00	\$ 1,530.00	\$ 816.00
Grand Total	\$122,373.39	\$ 80,162.40	\$ 358,539.73	\$ 315,674.41